

WAYNE COUNTY FIRE CHIEFS Standard Operating Guidelines	
Class: BY-LAWS	WCFCA
Title: Accountability	Date: July 11, 2017
	Revised:

Scope: This policy applies to all departments in Wayne County while performing duties where accountability would be required to ensure the safety of all members involved in an incident.

Purpose: The Wayne County Fire Chief’s Association promotes the use of the Passport Accountability System to provide for a common, consistent, and user-friendly tracking system for personnel and resources as part of the Incident Management System structure for Wayne County. This guideline applies to any responses that would require multiple units and is expandable based on the size and complexity of the response. To provide safety and accountability of all personnel operating at an emergency scene and to provide identification for entrance into the scene, as well as into “hot” zones. It is not limited to structure fires.

Responsibility

The Incident Commander (IC) is responsible for establishing and maintaining the use of the accountability system during all phases of scene operations. The IC may designate an Accountability Officer to perform this task.

Components

The Accountability System shall be comprised of the following components:

- Tags: Two (2) Velcro-backed tags (one red, one yellow) for each department member. Tags shall include member’s first initial and last name, unit #, and Dept. identifier, this will assist IC when calling personnel on the radio “Loop” portion of the Velcro shall adhere to the tags. “Hook” portion shall be adhered to the helmet for storing of tags when not in use.
- Passport: Two (2) Velcro-backed passport (one red, one yellow) for each apparatus.
- Command Boards: One (1) Command Board for the first due engine. One (1) board for each apparatus – Apparatus Board, shall be labeled with the standard apparatus ID number One (1) 8-1/2” x 14” board may be needed for each sector/division location for large scale incidents.

Definitions

- a. **Accountability Status Board/Binder.** A board or binder to which accountability tags and Unit Identifiers can be attached during an event.
- b. **Incident Commander.** The senior or designated officer in charge of an incident, responsible for strategic decisions and assignment of other primary supervisory functional positions necessary to control an incident as per the Incident Management Standard.
- c. **Accountability Officer.** The person designated by the Incident Commander to conduct the monitoring and recording of all personnel and unit accountability on the scene throughout the operations. He/she may be assisted by several persons or a specific unit.

- d. **Sector/Division**. A Division of an emergency operation, geographical or functional, as determined by the Incident Commander.
- e. **Sector/Division Officer**. The person responsible for the supervision of those companies operating within a Sector/Division and the coordination of those operations with the Incident Commander. Manages the Accountability of the units and personnel he/she collects the 2nd tag when a single point of entry is not in place.
- f. **Unit**. Personnel from any engine company, truck company, rescue squad, EMS unit or special functioning unit such as Haz-Mat, dive team, building collapse unit, etc., who work together as a team to perform a function at the scene of an emergency.
- g. **Unit Officer**. An individual certified to be responsible for the operation of a unit and the personnel who are assigned to that unit.
- h. **Evacuation Alert**. A steady blast of the unit's air horn for one minute or more. It also will be done by a Special Radio Alert Tone on the Two-Way radio. Advising units to leave the hazard zone immediately to a safe area outside the hazard perimeter. After this is complete, an accounting of units and personnel should be done immediately by the Accountability Officer.
- i. **Rapid Intervention Team (RIT)**. A unit of Fire/Rescue Personnel with two-way radio, full protective clothing, SCBA's and pass devices, staged ready to respond with emergency intervention to a unit or units who are in need of rescue.

Procedure

- When arriving on the scene of an incident, the officer-in-charge of the apparatus must ensure they have both the yellow and red tags from all the firefighter on the vehicle.
- Firefighter tags shall be placed on the apparatus passport respective to the corresponding color.
- If the apparatus is placed in staging the yellow passport will be given to the staging officer.
- Once the unit is placed into service in the hot zone the red passport from the apparatus, including the red tags from the firefighters, will be given to the IC or the AO for incident accountability.
- The yellow passport tag will remain on the apparatus if no staging area is designated.
- The Incident Commander/Accountability Officer will maintain the tags for the duration of the incident, ensuring that the tags are placed in the proper operations position corresponding to the unit's task.
- When the unit clears the scene, they must collect their corresponding tags. Failure to do this could cause the IC/AO to assume the crew is unaccounted for and a search to occur.