

PURPOSE

The Accountability System is designated to provide the supervisor (Incident Command, Section, Branch, Division or Group) information concerning emergency scene staffing and location of personnel and equipment. This system provides a mechanism to track the following six pieces of information throughout the incident:

1. **Who** is operating at the incident and who reports to who (resources and individuals)?
2. **Where** resources and individual members are operating?
3. **What** tactical assignments resources have been given and what tasks individuals are performing?
4. **When** resources were assigned, **how long** they have been engaged in their current assignment, and how long they have been operating at the incident?
5. If resources are making **progress** towards completion of their current assignment?
6. Do they need additional **assistance** in completing the assignment?

The personnel accountability system utilizes helmet shields, passports, nametags, Command Boards, Tactical Worksheets, and/or Status Boards.

PROCEDURE

1. Accountability Process

- A. Incident Operations: The total systems approach to accountability relies on the commitment of everybody operating at the emergency incident. The foundation of the Passport accountability system is that every Team/person operating in the hazard zone will be tracked via their Team's Passport. Supervisors (Section Chiefs, Branch Directors, Division/ Group Supervisors) will be tracked through their nametag by their respective supervisor.

Because of the flexible nature of the Fire District's response matrix, Passports will be set up on a call-by-call basis. It is the Crew Leader's (typically the Company Officer) responsibility to assure accuracy of their respective Passport before reporting for an assignment.

- ❑ When a company reports to the Incident Commander for assignment, or are assigned to another supervisor, they transfer their Primary Passport (White) to the appropriate supervisor as incident operations allow.
- ❑ If assigned as a Division Supervisor they shall transfer their nametag to the IC or supervisor who they are reporting too, and

consciously track all Passports of Teams assigned under their supervision.

- ❑ Supervisors will maintain accountability by utilizing the appropriate accountability tool, in most cases a Status Board.
- ❑ Any transfer of supervisor (Incident Command, Section, Branch, Division or Group) will include a complete accounting of resources as part of the command transfer briefing.

- B. Personnel Accountability Report: A Personnel Accountability Report (PAR) is an accounting for all personnel operating at the incident in the hazard area. A PAR is initiated by Command and performed by all supervisory personnel. When Command requests a PAR it is conducted through the ICS framework of supervision.

Practical Examples: Command requests a PAR over the Tactical Channel. Only those who directly report to Command issue an accountability report.

- ❑ Division/ Group Supervisors issue PAR based on all the resources assigned to them, "Division 1 is PAR with E305, E315, and R323."
- ❑ If Command is supervising Teams, the PAR will be requested through Team Leaders " E305 with PAR with 4, E315 with PAR 3, R323 with PAR with 3"

Situations requiring a PAR can include:

- ❑ Change from Offensive to Defensive Operations.
- ❑ A major (negative) change in incident conditions such as collapse, flashover, backdraft, etc.
- ❑ A resource or individual is reported missing (Mayday).
- ❑ Change of Command.
- ❑ As Command sees necessary.

2. Resource Tracking and Incident Documentation

Supervisors (Incident Command, Section, Branch, Division or Group) will utilize a recognized process of tracking and documenting incident resources and personnel. This will be accomplished by utilizing any of the following tools or combination thereof.

- A. Tactical Worksheets / Command Boards
- B. Passport Management Status Board.
- C. Passports.

D. Helmet Shields.

3. Team Integrity

Team integrity (Buddy System) is the foundation of individual and resource accountability. Individuals must take responsibility for their own actions and their obligation to operate safely and effectively as a member of their company or crew.

- A. All members operating inside the hazard zone must have their Team intact, have a tactical assignment, and wear proper personal protective equipment (PPE).
- B. Team integrity is defined as each member of the Team being within voice, visual, or touch contact and physically close enough to provide immediate assistance in the event of an emergency.
- C. If it is necessary for a member of a Team to leave the hazard zone, all members of the Team must leave together.

KEY CONSIDERATIONS

- The total Systems Approach to accountability relies on the commitment of every individual.
- Loss of company or crew integrity is an emergency and should be reported as a Mayday radio message. Refer to operational guideline, *Emergency Communications*.
- For further information please reference Marion County Fire Defense Board SOG on accountability.