

# PERSONNEL ACCOUNTABILITY INSTRUCTIONS

**Accountability Officer:** Responsible to ensure that all members are accounted for via Accountability System., and is to maintain a position in sight of the command post and at the manpower staging area.



## ACCOUNTABILITY TRACKING BOARD

Accountability Board tracks the members and their assignments.

- > The member assigned to Accountability is responsible to track members as they are assigned to functions on the fireground.
- > Board will be labeled similar to this board. This allows user to not have to use a marker and write job assignment. Simply place tags at appropriate ring, based on the members location / assignments.  
(Markers are option, but either way user must be able to track members!)
- > The back side of the Accountability Board can also be used (blank).



## ACCOUNTABILITY TAGS

- > Each members needs to have (2) engraved Tags.
- > The Identification card is not used in Accountability.

## TAG #1 - GETS ATTACHED ON "TRUCK TAG" IN APPARATUS

Each fire apparatus is to have a "Truck Tag" with a ring that identifies the rig number. When members board the apparatus, they are to place their first tag on the "Truck Tag".



One Team assigned a function

Two Teams assigned a function

- > Place Officer (or Senior Man) Tag on assigned function ring.
- > THEN, place Tags of other members assigned to same function on the

## TAG #2 - STAYS WITH MEMBER UNTIL THEY ARE ASSIGNED A FUNCTION *(see below)*

Once members are assigned a task, they give up their tag to the Accountability Board. It is placed on a ring on the board that identifies location / assignment.

## TAG #2

Attach to Tag to the Accountability Board

Track member by placing tag on a ring that identifies their location / assignment.

- > Once the member completes their assignment, they retrieve TAG #2 and either report back to "Manpower Staging" or to "Rehab".
- > Once the call is complete and apparatus returns to the firehouse, member retrieves TAG #1.

## **ACCOUNTABILITY**

### **5:75-2.4 Personnel Accountability**

As an integral part of the incident management system used by the fire service, personnel accountability shall be maintained through the use of a personnel accountability system meeting the requirements of this section as a means to track and locate all fire department personnel operating at all emergency incidents.

(a) Every member of a fire department shall be issued a minimum of two (2) Personnel Accountability Tags.

1. Such tags shall be constructed of but not limited to metal, plastic, plastic laminated paper or plastic laminated cardboard or similar durable material.
2. Each tag shall be equipped with a clip or latch hook that will allow attachment of the tag to the firefighter's protective clothing. The clip or latch hook shall be designed to be attached and removed by a firefighter with a gloved hand.
3. The tag shall be engraved, imprinted or otherwise marked or electronically coded with the firefighter's name and fire department affiliation at minimum.

(b) The incident commander shall designate at each incident a Personnel Accountability Officer. The personnel accountability officer shall be responsible for ensuring that all personnel are accounted for. The personnel accountability officer may serve other functions at an incident scene permitting he/she is able to safely perform in the accountability function. At minor incidents, the incident commander may retain this function as he/she sees fit.

(c) Each firefighter, upon arrival at an incident scene, shall surrender the primary personnel accountability tag to a central collection point as designated by the Incident Commander or departmental policy. Such point may be a command post; or the apparatus to which the firefighter is assigned. Upon leaving the incident scene, the member shall immediately retrieve his/her personnel accountability tag from the designated collection point and re-attach it to the designated area of his/her protective gear as determined by the fire department. Firefighters assigned to a specific piece of apparatus for the duration of a tour of duty shall leave their primary personnel accountability tag on that apparatus for the duration of their tour.

(d) Each firefighter, upon entry in an IDLH atmosphere, hazardous area, structure, wild land area or other remote area shall surrender the secondary personnel accountability tag to the FIRE SERVICE REFERENCE BOOKLET 10 - NJPAS NEW JERSEY DIVISION OF FIRE SAFETY PAGE 7 Personnel Accountability Officer who shall be in close proximity to the entry point into the hazardous area. Upon leaving the hazardous area or structure, the member shall immediately retrieve his/her personnel accountability tag from the personnel accountability officer and reattach it to the designated area of his/her protective clothing.

(e) If the need arises to evacuate a hazardous area or structure and an evacuation is ordered, the personnel accountability officer shall order an immediate roll call of all members operating at the incident to be conducted as soon as they exit the hazardous area. The personnel accountability officer shall assure that every member who has surrendered his/her accountability tag retrieves it and re-attaches it to their protective gear. If after a reasonable time crews have not retrieved their personnel accountability tags or conditions indicate that the area is immediately unsafe for crews and/or the personnel accountability officer to operate in safely, the personnel accountability officer shall immediately report to the Incident Commander and inform him/her that members are unaccounted for and that the need for search and rescue might exist. If the personnel accountability officer is not holding any personnel accountability tags after an evacuation is ordered, he/she shall report to the Incident Commander that all members are accounted for.

(f) The Incident Commander shall call for a Personnel Accountability Report:

1. If there is a report of a firefighter missing.
2. When an emergency evacuation is ordered.
3. When the incident is declared under control.
4. When changing attack modes (i.e. offensive to defensive).
5. Anytime the Incident Commander feels it necessary to conduct a PAR.

(g) When it is announced that a PAR is to be conducted all companies will:

1. Conduct a role call of the members in that company to ensure all members are accounted for.
2. Cease all but emergency radio communications.
3. Report all members accounted for or report members missing.

(h) Nothing in this section shall restrict the use of more sophisticated accountability systems utilizing bar coding, geographic positioning systems or similar methods providing the intent of this section is met.