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| **Accountability Procedures (Career)** | Related Policies:  Accountability Procedures; SCBA; Rapid Intervention Teams; ICS | |
| *This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.* | | |
| Applicable KY Statutes: KRS 338.031  Applicable KY Administrative Regulations: | | |
| OSHA: 29 CFR 1910.134, 1910.156 | | |
| NFPA Standard: NFPA 1500 Ch. 8, NFPA 1561 | | |
| Date Implemented: | | Review Date: |

1. **Purpose:** To establish written standard operating procedures for a personnel accountability system that provides for the tracking and inventory of all members operating at an emergency incident that meets the requirements of NFPA 1500 and NFPA 1561.
2. **Scope:** The accountability procedures shall be used by all members of the fire department when responding to emergency incidents.

**III. Definitions**

**Company:** an engine company, ladder company, water tanker/tender, hose company, brush or wildland company, rescue (heavy rescue, squad) company or emergency medical services (EMS) unit, or personnel assigned to a crew without apparatus.

**Company officer:** the officer, acting officer, or senior member in charge of a company.

**Unit:** a piece of apparatus or a fire department functional responsibility to which personnel are assigned. A unit includes companies, but also includes chief officers, fire prevention personnel, safety officers, members assigned to the training division, staff officers, etc.

**Working structure fire:** a fire in a structure that requires the use of a 1 ½” or larger fire attack hose line and also requires the use of SCBA for members entering the hazardous area

**IV. Basic Procedures**

**A**. **Accountability**

1. The personnel accountability system shall be used at all incidents.
2. It shall be the responsibility each member of the department to actively participate in the personnel accountability system.
3. Members shall comply with and follow personnel accountability system procedures. Failure to comply with these requirements may result in corrective and/or progressive disciplinary actions.

**B.** **Accountability Form**

1. An Accountability Form shall be maintained on all units of the fire department at all times. This form shall identify each member assigned to the unit for that shift. This form shall be updated as often as is necessary during a shift to accurately reflect the personnel assigned to and responding with the apparatus. The form shall be placed in the glove compartment or other suitable location in the officer’s riding position (right front seat) on the apparatus.
2. Upon reporting for duty it shall be the duty of each member to legibly sign his/her name on the Accountability Form, and cross off the name of the off-going member.
3. At the start of each shift, the officer in charge of each unit shall ensure that an Accountability Form has been prepared according to departmental regulations.
4. At 0800 hours each day, the Accountability Form from the previous day shall be removed from the apparatus in order to avoid confusion.

**Editor’s Note**: The use of a standard Accountability Form is a low tech solution to help track who is assigned to given unit. Fire department’s that use a passport or name tag system should edit the language above to reflect their standard practice.

**C.** **Company Integrity**

1. All members assigned to a company shall arrive and operate at the scene of an emergency as a company under the command of a company officer. Company members shall remain together, intact as a unit, to the greatest extent possible.
2. Unless ordered to do otherwise by their company officer, firefighters shall remain with and under the supervision of their company officer.
3. Company officers shall maintain an ongoing awareness of the location and condition of all company members under their command, and shall be responsible for their safety and their actions.
4. In the event that company members must separate for any reason (excluding the pump operator, or members engaged in tasks which require them to remain entirely outside of and away from the fire building or hazardous area), members shall operate in teams of two or more. Company officers are strictly accountable for knowing the location and condition of all company members even when separated from the company officer.
5. Maintaining company integrity shall be the direct responsibility of the company officer.

**D. Incident Scene Accountability**

1. The incident commander shall maintain an awareness of the location and function of all companies and units operating at the scene of the incident.
2. The first arriving officer at an incident shall be the initial incident commander, in accordance with the Incident Command System. All arriving companies and units shall be deployed by the Incident Commander, with the exception of the first alarm companies who may deploy themselves in accordance with standard operating procedures unless otherwise directed. Companies deploying themselves shall inform the incident commander of their location and intended function.
3. Once deployed, companies and units shall not change location or function without informing the Incident Commander. This will allow the Incident Commander to know with some degree of accuracy, where each company or unit is operating and what function is being performed.
4. Where division/group supervisors are appointed, all companies and units assigned by command to a given division/group shall report to the appropriate division/group supervisor. The division/group supervisor shall maintain an awareness of the location and function of each company and unit assigned to the division/group, and shall directly supervise and account for the companies and units operating in that division/group.
5. The incident commander and members who are assigned a supervisory responsibility for a tactical level management component that involves multiple companies or units under their command shall have assigned a member or members to facilitate the ongoing tracking and accountability of assigned companies and units.
6. Depending upon the size, complexity, or needs of an incident, the Incident Commander may assign additional officers to assist command or division/group supervisors with accountability.

**E. Shift Changes and Reliefs**

1. Whenever the off duty shift of any unit reports for duty at the beginning of a tour, and finds that such unit has responded to a fire or other emergency, the officer in command of the unit, upon the arrival of all members, shall promptly notify the dispatch office of their availability.
2. The dispatch office shall inform the Incident Commander of the availability of the reliefs, and request instructions. Relief members shall only respond to the incident scene upon the direction of the Incident Commander.
3. Upon arrival at the scene, the relief members shall first report to the Incident Commander to be officially assigned to duty. Thereafter, relief members may relieve off-going members at the discretion of the Incident Commander. Accountability Forms as required above shall be prepared and placed on the apparatus prior to the reliefs initiating emergency activities.
4. Relief members shall not relieve off-going members when a multiple alarm fire or an emergency declared by the Fire Chief or other authorized officer shall exist.

#### V. Levels of Accountability at Emergency Scenes

1. There shall be three levels of accountability, designated Level I, Level II, and Level III.
2. All members and officers are strictly responsible for knowing which accountability level is presently being utilized as a particular incident.
3. Level I Accountability – The lowest level of accountability
4. Level I Accountability shall be utilized at:
5. Initial operations at working structure fires at residential occupancies of three units or less
6. Reported gas leaks
7. Carbon monoxide investigations
8. Other emergency scenes that involve an IDLH atmosphere, or the potential for an IDLH atmosphere
9. Investigations where there is no indication of a working structure fire
10. Under Level I Accountability, company members may separate into teams of two or more, provided all of the following requirements are met:
11. All aspects of the “Two-In Two-Out” requirement are met.
12. The members of each team shall remain within visual, voice, or physical contact with each other.
13. The company officer maintains an awareness of the location and condition of all crew members, including those not in his immediate location.
14. Each team shall be equipped with at least one portable radio. Intra-company radio communications are prohibited, except between the officer and an apparatus operator who is with the apparatus, or in the event of an emergency.
15. The company officer shall personally confirm the location and condition of all crew members at 10 minute intervals, or less. THIS SHALL NOT BE DONE OVER THE RADIO, but rather in person.
16. Note that the splitting of companies into teams is not an option for companies of less than four personnel.

## B. Level II Accountability – A heightened level of accountability

1. Level II Accountability shall be utilized at all:
2. Second Alarm or greater incidents
3. Working structure fires in commercial occupancies
4. Working structure fires in residential occupancies of more than three units
5. Any time ordered by the Incident Commander

**Editor’s Note**: For departments that do not utilize multiple alarm designations, any structure fire where additional resources beyond the first alarm assignment as dispatched should trigger Level II Accountability.

1. Under Level II Accountability:
2. All company members must remain together, intact as a crew, under the command and control of the company officer. The ONLY exception shall be in cases where the apparatus operator must remain outside the building with the apparatus.
3. All members shall remain within visual, voice, or physical contact with each other.
4. Under appropriate circumstances, the Incident Commander may split up or combine tactical units to accomplish specific missions, in which case these reassignments shall be noted in writing at the command post.
5. When operating under Level II accountability, members may not enter or exit the building alone or in teams smaller than their entire company, for any reason. This includes sending an individual member or members to obtain additional equipment, going to rehab, replacing SCBA cylinders, obtaining spare SCBA cylinders, etc.
6. Company officers are strictly responsible for the complete enforcement of this requirement.

# Level III Accountability – The highest level of accountability

1. Level III Accountability shall be utilized at:
2. Hazardous materials incidents where entry into the “Hot Zone” is necessary
3. Confined Space Rescue Incidents
4. Any time ordered by the Incident Commander
5. Under Level III Accountability:
6. Members entering the hazardous area shall be logged in and logged out of the building, area, or Hot Zone, in writing.
7. Pertinent information shall be maintained in writing including member name, SCBA cylinder air level, time in and time out.
8. Strict control over entry and exit from the hazardous area shall be maintained

### VI. Command Level Accountability Procedures

1. At all incidents that proceed beyond the investigation mode, the Incident Commander shall document the location and assignment of all companies and units on scene, in writing. For purposes of this provision, the term “in writing” shall include writing in pen or pencil on paper, marking on an erasable board, or the utilization of a computer to enter and store such information.
2. The IC shall utilize such forms, clipboards, command boards, charts, maps, floor plans and software as may be available and appropriate to track the required information.
3. At any given moment that IC shall be responsible to know the location and function being performed by all companies and units on the scene. The IC shall assign additional personnel to assist with this task as needs may dictate.

### VII. Personnel Accountability Reports

1. A Personnel Accountability Report (or "PAR”) is a roll call of personnel and companies operating at an emergency scene conducted to ensure that all personnel are safe and accounted for.

1. A PAR will be initiated by the Incident Commander for the following situations:
   1. Any evacuation of a structure or portion of a structure;
   2. Any Mayday report
   3. Any report of missing or trapped firefighters;
   4. Any change from offensive to defensive mode of attack;
   5. Any significant event at an incident – such as a flashover, backdraft, or collapse
   6. At a working structure fire being fought in the offensive mode, at 20 minutes elapsed time from arrival on scene, and every 20 minutes thereafter until defensive operations commence or until discontinued.
   7. Any time ordered by the Incident Commander or the Incident Safety Officer
2. To initiate a PAR, the incident commander shall concisely notify dispatch of the circumstances, and order a PAR.
3. Dispatch will immediately order Emergency Traffic, notify all companies and units operating at the incident of the emergency, and instruct all units to stand by for a PAR roll call.
4. Upon hearing the radio announcement notification for a PAR, all division/group supervisors, company officers, and command personnel shall immediately account for the location and safety of personnel and companies assigned to their responsibility. This accounting shall take place in person via face-to-face communications, and shall not be conducted over the radio under any circumstances.
5. After a fifteen second pause to allow officers to account for their personnel, the dispatcher shall begin calling companies and units over the radio in the order dispatched to ascertain their PAR status. Where division/group supervisors have been assigned the dispatcher shall begin calling division/group supervisors who will indicate the companies accounted for in their division or group, and thereafter the dispatcher will call any remaining companies and units to ascertain their PAR status.
6. Officers whose personnel are safe and accounted for shall inform dispatch that they have “PAR”. Officers whose personnel are not accounted for shall notify dispatch that they “DO NOT HAVE PAR”, and provide the identify and last known location of the member or members who are not accounted for.
7. Dispatch will continue with the PAR roll call until all units have answered, and upon completion shall report to the IC any units not answering, or units who did not report PAR.
8. In lieu of the dispatcher conducting the PAR roll call, the Incident Commander may personally conduct the roll call, or may assign that responsibility to the Safety Officer or other command level assistant. PAR roll calls conducted by the IC or other on-scene personnel may be conducted face-to-face or via radio, or both. Upon completion of such a PAR the IC shall notify dispatch of the status of the PAR.
9. In the event that all units do not report PAR, the Incident Commander shall take immediate steps to account for the missing members, including deployment of the Rapid Intervention Team.

**EDITOR’s Note:** Combination fire departments should review and evaluate the Accountability Procedure policies for both career and volunteer departments and determine which policy will work better for them. There is no right or wrong, as a combination or even a volunteer department may find the career policy may better suit their operations, and vice versa. In some cases a hybrid policy taking parts of both may work best. What is vital is that a department has an accountability policy that allows them to track personnel on scene.