

ROGUE VALLEY FIRE CHIEFS ASSOCIATION

Document:	Emergency Incident Accountability
Section & #:	Model Operational Guidelines #3.05
Adoption Date /Updated Date:	July 17, 2001 / February 2019
Developed / Updated By:	Chief Petersen / BC Lawless
Next Review Date:	February 2022

Purpose

To provide a model guideline for RVFCA agencies to account for the location and safety of all personnel within the emergency incident perimeter at an emergency incident, in accordance with OAR 437-002-0182 (9). Participation by members of emergency incident mitigation without utilizing the following procedures is unauthorized.

Definitions

ACCOUNTABILITY POINT: A point of entry into the emergency incident outside of the HOT ZONE where passports or T-cards are stored.

ACCOUNTABILITY OFFICER: Individual assigned by the Incident Commander as being responsible for managing the incident accountability system. This may initially be the IC or Engineer of the first engine on scene, but is often assigned to trained support personnel who will have no other duties or responsibilities other than Accountability. Assistant Accountability Officers may be assigned based on complexity or size of the incident.

SECONDARY PASSPORT: Shall be stored on the dash of the unit. It is a mirror image of the Primary passport and will remain with the apparatus. Its sole purpose is to account for the initial crew in the event of a catastrophic event that destroys the accountability point. Use of a backup passport is optional for each department. The color of the secondary passport is not color specific.

EMERGENCY INCIDENT PERIMETER: Any area where, for safety reasons, the public is not allowed access. This area includes the Hot, Warm, and Cold Zone.

HOT ZONE: The area of maximum hazard potential. This includes any time an SCBA is required, or where a F/F is at risk of becoming lost, trapped, or injured by the environment or structure.

HELMET SHIELD: A shield backed with Velcro that attaches to the front of member's helmet. The helmet shield has a four-digit number representing the Jackson/Josephine County numbering system. Helmet Shields shall be in place on the member's helmet

before participating as an in-service crew member. This portion is optional for each department.

MAKE UP PASSPORTS: Carried in command vehicles and are used for temporary replacement of primary passports that have been lost or for mutual aid companies that respond to the incident scene without passports. This passport will never go into the hot zone. (Make Up Passports are optional).

NAME TAG: A Velcro-backed plastic tag with a member's last name. Each member of the Fire Department shall be issued a minimum of four Velcro nametags. These will be affixed to Velcro strips on the underside of their helmet.

PRIMARY PASSPORT: Approximately 2" x 4" boards made of Velcro and plastic used to identify and account for members and crews. Top portion of the passport contains department or apparatus identifier. Members affix Name Tags to Passports and bring to the accountability point. This passport will never go into the hot zone. The color of the Primary Passport is not color specific.

PERSONNEL ACCOUNTABILITY REPORT (PAR): A confirmation of personnel assigned to the incident. Whenever possible, a PAR will be conducted without the use of the radio to keep the frequency clear.

STATUS BOARD: A board upon which commanders/supervisors hold passports of assigned crews and take notes.

Accountability – General Responsibilities

All **Members** will work within the ICS structure, which includes Command, Sections, Branches, Divisions, Groups, Task Forces, Strike Teams, or Crews. Everyone on scene is to know who they are reporting to and remain in communication with their assigned supervisor at all times. - NO FREELANCING.

Company Officers, Crew Leaders, and individual Firefighters are accountable for the safety of themselves and other members of their crew. Crew members shall maintain a constant awareness of the position and function of all members working with them. "Leaders" positions are ultimately responsible for the accountability of their crews, and are generally assigned by rank, seniority or qualifications.

During Emergency Incidents

Accountability on most single-engine incidents, or those with a limited number of personnel that the IC can manage with their span-of-control, can be done mentally or using a combination of notepad or basic nametag/passport methods. At the point the

span-of-control exceeds the IC's ability to properly account for all personnel on the incident, formal accountability management will be conducted and an official accountability point will be established. The use of a Status Board or T-Cards may be incident specific. Initial accountability may start with dispatch and individual departments report of daily rosters or line up's.

Each department must utilize an established system that provides an accurate passport on the unit at the time of their arrival.

An **accountability point** will be established any time the incident may present as an Immediate Danger to Life and Health (IDLH) atmosphere, or in which a F/F is at risk of becoming lost, trapped, or injured by the environment or structure. The accountability point must be maintained until the hazard is no longer present. If not obvious, the incident commander must announce the location of the initial accountability point.

The **first engine** on scene will become the initial accountability point for any later arriving companies. Passports will be attached to the driver door of that unit. The incident commander can expand the accountability point as the scene expands. Example (Divisions, Groups)

The **Incident Commander** is the initial accountability officer.

Additional Companies arriving at the incident will transfer their passport to the Accountability Point prior to any assignment near the hot zone. Incidents covering a large geographical area (i.e.: Wildland fires) may require the first engine to each side of the incident to become an additional accountability point.

Command is responsible to ensure that all crew's on the incident have a passport. Command may manage the accountability system from a centralized system.

Operations, Division Supervisors or Group Supervisors may be assigned to manage passports for their area; however, *The Supervisor cannot bring Passports into the hot zone.* If they need to enter the hot zone, passports shall be handed off to the IC.

The **Safety Officer** shall ensure that the accountability system is in place and working. Any problems will be reported to command immediately. The Safety Officer should not be a part of passport management.

Staging Officers will collect the passports for crew's in Staging. Staging is responsible for making up passports for those crews that do not have them prior to their assignment to the incident. The Staging Officer may manage the passports or send them to the IC depending on the practicality. The staging officer may also use a T-card system for tracking personnel and equipment.

Call Back or Volunteer Personnel will either make up a passport on the reserve engine they respond with or if they report directly to the scene will have one made up by Command or Staging.

Demobilized or Released resources or personnel must check-out through the Accountability Officer at the Accountability Point.

If a **utility worker or civilian** is to be inside the Emergency Incident Perimeter, a fire department member shall escort that person.

Personnel Accountability Report (PAR)

- When a Crew is relieved of an assignment and transferred to a different Supervisor, Supervisor's will confirm that Crew Leaders have conducted a PAR.
- Before there is a change from an offensive to defensive fire ground strategy.
- When there is a sudden, unexpected change in the incident stabilization such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.
- When a Supervisor presumes a Fire Fighter or Crew is missing or trapped, the Commander will start rescue efforts **As Soon As Possible** at the last known location. The IC will then conduct a PAR of the emergency incident to confirm the status of missing personnel.
- When the Incident Commander or Crew Leader determines that a need for a PAR exists.

PAR

A PAR initiated by Command or Operations will require their immediate subordinates to conduct a PAR for their area and report back to Command or Operations their findings. A person is accounted for if they are physically in your presence or in direct radio contact with you. Supervisors and/or crew leaders report to command the following information.

Unit name and number on each unit in your area:

- Report who is missing and where you think they are if known.

- Number of persons in your area but not on a crew assigned to you.
- Report their name and what unit they came in on or assignment they have.

Wildland Incidents

The Rogue Valley Fire Chiefs recognize that the Passport system does not work as well in the early stages of a fast moving wildfire incident. Passports will end up staying on the incoming units due to the methods of entry into the scene. When a Division Supervisor has been assigned they will account for all assigned personnel, on their Division, as soon as practical. Task force / Strike team leaders may collect all passports from their units and maintain accountability for their task force until asked to turn over to the Division Supervisor.

During an expanding incident T-Cards should be established to assist the IC in tracking resource assignments. The cards should show resources for both wildland and structural agencies. This system will provide the IC with the ability to track resources and establish some accountability for the resources on the scene.

The T-Card should initially show the unit number on the top so it is visible to all. Engine T-Cards should indicate if they are a Wildland engine or a Structural Engine so it is visible at a glance. As support in the command post grows the following information can be added to the lower portion.

- Number of personnel on that resource.
- Task Force / Strike teams show the TF/ST leader name, each unit's number and the number of personnel on each unit.
- Other useful information may include the amount of water a tender has, if the wildland engine is a 4x4 and size of its tank, etc....

The standard field size for T-Cards is the 1.5" using portable panels. T-Cards shall use the following colors to indicate the type of resource.

T-Card Purpose	Color
Header Row	Gray
Personnel	White
Engines	Rose
Tender	Violet
Task Force / Strike Teams	Tan
Crews	Green
Dozers	Yellow
Aircraft	Orange
Helicopters (optional)	Blue
Supplies	Tan