

	Standard Operating Guideline – West Fargo Fire Department		01.012
	Subject: Accountability System		
	Section: Deployment and Safety		
	Date Authorized: 11/1/2017	Authorized by:	
Date Reviewed: 10/1/2020	Chief Daniel Fuller		

Intent

The intent of this guideline is to establish standard procedures for use of the accountability system.

References

Definitions

Accountability Tags – two identical tags that have the firefighters name and badge number inscribed

Truck Ring- a collection ring in the front seat of the apparatus, where firefighters should attach their first accountability tag

Accountability Cone- cone that is setup in front of the building, where entry teams should attach their second accountability tag

Accountability Officer- a safety officer assigned by the incident commander to track the teams who make entry to any Immediately Dangerous to Life and Health (IDLH) environment

Personnel Accountability Report (PAR) – a radio report called by the incident commander or safety officer to ensure that all personnel on scene are accounted for

Guideline

1. The accountability system is designed to give fire ground commanders a fast and efficient means to account for all personnel at the scene of an emergency.
2. This system will identify who is on scene, determine where they are located, and track when they have left the scene.
 - a. The system will consist of two tags engraved with the employee’s name and assigned number.
 - b. Every firefighter will be issued these tags, and will maintain their serviceability.
 - c. If lost or damaged, the employee should report to their supervisor
3. In each apparatus, a ring in the front seat will serve as the collection point for accountability tags. During the response, each employee on the apparatus should place one accountability tag on the apparatus collection ring.
 - a. For small scale response, this ring will stay with the apparatus for the duration of the incident.
 - b. For larger incidents, the apparatus rings will be collected and given to the Incident Commander, or Accountability Officer, if assigned.

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4. The second tag will be given to the company officer, who will place them on the accountability cone, or provide them to the Incident Commander or Accountability Officer, depending on the stage and size of the operation.
 - a. The accountability cone will be set by the first due engineer at the entry point of the structure before initial attack operations commence.
 - b. If the incident progresses to the point of having an assigned accountability officer, that officer will retrieve the tags from the cone.
 - c. It is imperative that initial attack team leaders ensure their personnel tag into the IDLH area and tag out when departing the IDLH.

5. In the event a PAR is called, the Incident Commander shall announce over the radio: “This is a priority message; we are conducting a PAR.” He or she will then begin to call units, divisions, or assignments as assigned, and record the accountability of the employees. If a discrepancy is found, the Incident Commander will announce a Mayday and engage the Rapid Intervention Crew (RIC) to locate the employee who is unaccounted for. Several events can trigger a Personnel Accountability Report (PAR) on the fire ground.
 - a. Every 20 minutes, the IC will call for a PAR while engaged in active offensive firefighting or rescue efforts
 - b. In the event of a change of tactics, from offensive to defensive or defensive to offensive
 - c. In the event of an evacuation of the IDLH area, conducted face to face with the company officer at the apparatus locations

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