

	<i>FIRE RESCUE</i> ALBEMARLE COUNTY STANDARD OPERATING GUIDELINE	
	Subject:	Personnel Accountability System
	Reference Number:	SOG-OPS-019
	Effective Date:	25 May 2006
	Last Revision Date:	28 July 2010
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose

- A. A coordinated system of monitoring and tracking personnel and units shall be established for both single and multi-company operations
- B. To enable the Incident Commander to identify, locate and account for all fire/rescue personnel operating on the scene of an emergency incident.

Background

This revised guideline was adopted by the Albemarle County Fire Rescue Advisory Board on 07/28/2010

Policy

All personnel responding to Fire, Rescue and Emergency Medical calls for service in the City of Charlottesville and Albemarle County, and persons participating in approved ride-along programs dispatched by the Charlottesville/ Albemarle/ University of Virginia 911 Center shall operate under these procedures at all emergency incidents.

Responsibility

It is the responsibility of all agency members to understand and follow the procedures outlined in this policy.

Definitions

1. **(PASID) Personnel Accountability System Identification:** A ½" x 2" inch hard plastic tag that will be attached to the underside of the brim of the individual's helmet in the center of the rear brim. Personnel not issued a helmet will maintain their PASIDs on the back of their agency photo ID. Personnel will be issued 3 PASIDs, all of which should remain on the helmet of ID until deployed. The PASID will display the member's first initial and last name, firefighters with the same last name and the same first letter in the first name, the second initial will be used in addition to the first initial. On the far right of the tag the number of the member's station will be printed. City personnel will have a "C" and County personnel will have an "AC." The PASID's will be color-coded using the guidelines noted below:
 - a. White-Chief Officers
 - b. Yellow-Line Officers
 - c. Black-Firefighters / Medically trained firefighters
 - d. Blue-Emergency Medical Providers/Rescue Technicians, not certified as firefighters
 - e. Red-Unreleased Firefighters/Non suppression/EMS personnel
 - f. Gold-Police Officers/Investigators

2. **(PASPORT) Apparatus Passport:** 2"x 4" Velcro strip with the unit identification permanently affixed. It is the device that all PASIDs are attached to that indicates all personnel who are assigned to that vehicle and in what riding position. The PASPORT should be mounted on Velcro in the following location:
 - a. Engines, Medic Units and apparatus with multiple personnel – front passenger (officer) side - on the seat riser or door, within easy reach from the ground
 - b. Cars, Tankers, and other units typically staffed with a single responder- front driver's side – on the seat riser or door, within easy reach from the ground
3. **Seat designation:** The member driving the unit will be known as the Alpha position. The Officer or person riding as the front passenger shall be known as the Bravo position. The Firefighter riding directly behind the officer's seat will be known as the Charlie position. The seat next to the Charlie Position, moving towards the operator's side of the apparatus, will be the Delta position. This designation process will continue as described and if there is a third row of seating, the position designations continue from the officer's side of the apparatus to the operator's side. The tiller of the Truck Company will be known as the Echo position. Personnel riding in the back of an ambulance will be designated based on proximity to the front of the unit. The member closest to the front will be known as the Charlie position. When the person in the seat is calling or is called on the radio the seats radio designation will be the unit he or she is on followed by the seat he or she is assigned to for the shift. Example: Engine 7 B would be the designation for the officer's position on Engine 7.
4. **Tactron Board:** A board to which PASPORTs and PASIDs can be attached during Level II Accountability or Level III Accountability where Warm/Hot Zone entry control is maintained. It also serves as the incident management board to be utilized by the first-arriving officer to assign crews and tasks.
5. **Incident Commander:** The first arriving officer or senior person on the scene of the incident, until such time as command is transferred. Initially at incidents, the Incident Commander is responsible for personnel accountability.
6. **Accountability Officer:** Person designated by the incident commander to conduct the monitoring and recording of all personnel and company accountability on the scene. He/she collects the Apparatus PASSPORTS and accountability board and tracks them at the command post during Level II and III Accountability operations.
7. **Level I Accountability:** Personnel accountability system used during routine fire rescue responses. During Level I Accountability, Apparatus PASPORT stays on the apparatus to which they are assigned.
8. **Level II Accountability:** When a command post has been established on a working incident. PASPORTS are to be brought by to the command post with reporting personnel. PASPORTs will be placed on the Tactron or Command board to track the location and status of all companies and support personnel working at the incident.
9. **Level III Accountability:** When a special incident is at-hand and a single-point-of-entry cannot be maintained. The PASPORTS are collected and placed on the Tactron Board to track the location and status of all companies and support personnel working at the incident, to include while in staging and in rehab. A secondary PASID is given to the division officer for entry to special hazard, staging or rehab areas.
10. **IDLH :** Immediately Dangerous to Life and Health - The National Fire Protection Association defines an IDLH environment as "Any condition that would do one of the following: (a) Pose an immediate or delayed threat to life; (b) Cause irreversible adverse health effects; (c) Interfere with an individual's ability to escape unaided from a hazardous environment."

Procedure(s):

1. Personnel who are riding on apparatus must place their PASIDs on the apparatus PASPORT, in the appropriate riding position location, immediately upon being assigned to apparatus.
2. The Operator's PASID shall be placed upside down on the apparatus PASPORT and shall remain in this orientation unless the Operator is entering the IDLH as part of a Division of Group.

3. Individuals who respond directly to the scene shall report to the command post to check in with the Accountability Officer and be assigned to a functional unit.
4. When groups enter or leave an IDLH environment, the Incident Commander shall be notified and a Personnel Accountability Report given.
5. After a company/crew leaves for an assignment, PASIDs from members not originally assigned to the crew/company may only be added to the PASPORT with the approval of the Incident Commander or the Accountability officer.
6. Crew personnel assignments will not change at any time during an incident unless it is approved and / or assigned by the Incident Commander.
7. Each command vehicle will carry a supply of blank PASIDs and PASPORTs to be used to create temporary company PASPORTs. It is the responsibility of the individual in need of a temporary PPASID to create the PASID before being deployed. No one should be allowed to operate at an emergency scene without a permanent or temporary PASID.
8. During Level I Accountability, the PASIDs will remain in the apparatus.
9. Upon establishment of Level II or III Accountability, the Incident Commander should assign an Accountability Officer per agency protocol. The apparatus PASPORTs will be assembled at the command post to monitor personnel and companies, as well as monitor crew availability. (Because these levels of accountability will be a low frequency/high potential event, this process must be reinforced with regular training.)
10. The following are examples of when accountability should proceed to Level II or III Accountability. These are to be used only as a guideline – as each incident may dictate different needs:
 - A. Mass Casualty Incident (MCI)
 - B. Hazardous Materials Incident
 - C. Search and Rescue Operations
 - D. Technical Rescue
 - E. Working Structure Fire
 - F. Multi-Company Brush Fires
 - G. Any Operation in an Immediate Danger to Life & Health (IDLH) Atmosphere
11. Additional PASIDs will be carried on the member's helmet, under the brim, or on his/her ID in case Level II or III Accountability is activated. The second PASSID would then be given to the division officer in charge of the geographic location you are reporting to.
12. During Level II and Level III Accountability, any personnel reporting into staging or rehab will utilize their second PASID to gain entry in to the area and retrieve it just prior to leaving the area.
13. It is recommended that at twenty (20) minute intervals or after any incident milestone, the Accountability officer will activate a Personnel Accountability Report (PAR Check) at the discretion of the Incident Commander. The Accountability officer will initiate a roll call by announcing the groups or divisions in the closest proximity to the incident starting first with those operating in the hot zone or warm zone of the incident and then waiting for a response from that group or division leader. The accountability board will be the checklist for the roll call to assure that all personnel operating at the incident are accounted for. The response from the group or division leader will consist of the group or division's designation, (interior, water supply, Engine 121 etc.) PAR # (total number of personnel in division or group) and location on the incident scene. If the PAR# given is not the same as what is shown on the accountability board, the names of the personnel will be requested for verification.
14. The Emergency Communication Center will provide time notifications at 10 minutes, 20 minutes, 40 minutes, 60 minutes, etc. as the incident progresses. These notifications can be used to monitor milestones and as a prompt for Personnel Accountability Reports.
15. Anytime the Incident Commander or the Safety Officer determines that the building, fire conditions, or a hazardous condition is too dangerous, the Incident Commander or Safety Officer will call for an immediate evacuation. The Emergency Message Signal will be activated and a steady blast of air horns for 15 seconds will be used to alert personnel to evacuate. The Accountability officer should then conduct a PAR Check.

16. The following are examples of incident milestones when an accountability check (PAR Check) should be performed for all emergency personnel. These are to be used only as a guideline – as each incident may dictate different needs:
 - A. After an Emergency Evacuation
 - B. When a Working Fire is Marked Under Control
 - C. After a Major Change in the Incident
 - D. At the Conclusion of the Incident
 - E. Any MayDay Event or when the Emergency Message Signal (MayDay) is Activated
17. Once an assigned task is completed, a crew should report back to Staging or Operations and await another assignment. Free-lancing will not be tolerated at any time.
18. When the crew/company is released from the scene, the crew must pick up its Apparatus PASPORT at the command post before returning to service. This lets the Accountability Officer confirm a crew's safe exit from the incident scene.
19. If a crew leaves the scene, such as an ambulance transporting a patient to the hospital, and is unable to retrieve their tag from the accountability officer, Command shall be notified via radio. The PASPORT will be returned to the appropriate apparatus after the conclusion of the event.
20. If a tag is lost, the individual should notify his/her company officer to receive a new tag immediately.