

Sonoma County Fire Chiefs' Association - Operations Section

PROCEDURE: Personnel Accountability System

APPROVED BY: SCFCA

EFFECTIVE DATE: January 12, 2008

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1. **PURPOSE**

- 1.1. To establish a system to account for all fire personnel at emergency incidents. Use of the system will provide enhanced personnel safety for the individual firefighter and will provide the Incident Command Organization staff an improved means to track and account for all personnel at all emergency scenes.
- 1.2. To establish a standard guideline for Sonoma County fire personnel that satisfies the National Fire Protection Association Standards 1500 and 1561, specifically to those regarding personnel and resource accountability during emergency incidents.

2. **REFERENCES**

- 2.1. NFPA 1500-22, 8.3 – 8.4
- 2.2. NFPA 1561-7, 5.2 – 5.3
- 2.3. FIRESCOPE 910
- 2.4. Title 8, CCR, Section 5144, g(3) and g(4)

3. **DEFINITIONS**

- 3.1. **Emergency Traffic:** Phrase that is broadcast via radio alerting personnel to clear the air and maintain radio silence
- 3.2. **Firescope Incident Command System (ICS):** The incident command system utilized by Sonoma County Fire Agencies for the management of emergency incidents.
- 3.3. **Nametag:** A 2½" x 1" white plastic plate with hooked velcro backing and with black lettering (or Dymo label) of name, rank, and agency designator. Emergency medical information can be found inside the laminated name tag.
- 3.4. **Passport:** A unit plate with affixed nametags of the personnel assigned to a specific unit or company.
- 3.5. **Personnel Accountability Report (PAR):** A headcount of personnel on responding units and/or divisions on the emergency scene.
- 3.6. **PAR Inventory Work Sheet:** Worksheet used to track on scene units and/or division assignments and PAR.
- 3.7. **Tactical Radio Channel:** A radio frequency assigned to an incident for unit-to-unit communications.
- 3.8. **Unit Plate:** A 2-1/2" x 5" plate with a yellow 1/2" plastic plate at the top and bottom and have a 4" looped Velcro center and a full hooked Velcro back. On the top the county four-digit designator will be displayed.

4. **POLICY**

- 4.1. The personnel accountability system shall be used at all emergency incidents and all training where members need to be accounted for (such as live burn evolution's, confined space, etc.)
- 4.2. All units will provide the Unit PAR when responding, on scene and when the I.C. or Division/Group requests a PAR.

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- 4.3. All units shall use Passports in assigned apparatus during emergency operations.
- 4.4. Chief Officers and/or single person responses (including firefighters in private vehicles) shall check in with the I.C. upon arriving at the emergency scene and provide their Nametag. If unable to check in with the I.C, check in with Division/Group or Company Officer for assignment and maintain their Nametag on PPE.
- 4.5. The incident Commander will initiate a PAR inventory worksheet at the very beginning of operations and will maintain that system throughout the operations.
- 4.6. It shall be the responsibility of all members operating at an emergency incident to actively participate in the personnel accountability system.
- 4.7. Where assigned as a company/crew/unit, members shall be responsible to remain under the supervision of their assigned supervisor.
- 4.8. The Incident Commander shall always maintain an awareness of the location and function of all companies or crews at the scene of an incident.
- 4.9. Company Officers that are supervising crews at emergency incidents will be responsible for the accountability of those personnel operating under them, and will immediately report any discrepancies to the Incident Commander.
- 4.10. Division/Group Supervisors at an incident shall directly supervise and account for the companies and/or crews operating in their specific area of responsibility. This requires the Division/Group Supervisor to be in their assigned area and maintain close supervision.
- 4.11. All crews work for the IC or Division/Group Supervisor. Freelancing (performing tasks without direct orders) is not allowed.
- 4.12. Crews arriving on the scene should remain as an intact working unit when possible. If a crew is split up, both crew leaders affected will be notified as soon as the reassignment occurs. Crews are only to be reassigned by command or the Division/Group Supervisor they are assigned to.
- 4.13. A minimum crew size will be considered two or more members who must have at least one portable radio.
- 4.14. If a crew member has to exit (i.e. low air alarm, portable radio failure, injury, etc.), the crew supervisor will alert Command and/or the Division/Group Supervisor and the entire crew will exit.
- 4.15. All companies will go in together, stay together, and come out together.

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5. PERSONNEL ACCOUNTABILITY REPORT (PAR):

- 5.1.1. Units arriving on scene and reporting in to the I.C. on assigned Tactical Channels shall report the units PAR, i.e. "Old Red I.C., 7281 staging one block east, PAR 3".
- 5.1.2. Personnel arriving in staff or personal vehicles shall report directly to the I.C. to obtain assignment. Once assigned to a division or unit, the I.C. shall advise the division or unit of the assigned addition and report the new PAR, i.e. "7281 I.C., FF Smith has been attached to your unit and your PAR is now 4"
- 5.1.3. Personnel arriving in staff or personal vehicles and unable to report directly to the I.C. shall report in with a Division or unit and if assigned, the division or unit will report to the I.C. of the updated PAR, i.e. "I.C. 7281, FF Smith has been assigned to this unit and 7281 now has a PAR 4".
- 5.1.4. It is recommended that the Incident Commander or Officer in charge of accountability obtain a PAR every twenty to thirty minutes during fire ground operations.
- 5.1.5. A routine PAR may be done whenever a crew leaves a structure or completes a task.
- 5.1.6. A PAR shall be obtained immediately following a catastrophic fire ground event or set back to ensure all personnel are accounted for.
- 5.1.7. A PAR shall be obtained when there is an EMERGENCY TRAFFIC distress call to ensure all personnel are accounted for. Other distress calls that would require a PAR may include MAY DAY, FIREFIGHTER DOWN or TRAPPED, etc.
- 5.1.8. A PAR may be confirmed in person or through radio communication.
- 5.1.9. To complete a PAR, follow these steps:
 - 5.1.9.1. IC announces on the tactical channel to standby for a PAR.
 - 5.1.9.2. The IC will contact units or division supervisors and group leaders who, in turn, account for personnel assigned to them.
 - 5.1.9.3. Respond to the PAR with your designator and the number of personnel that are accounted for.

Example: "7281 PAR 3" or "Interior Division PAR – 6".
- 5.1.10. If a group or division comes up short on personnel, the response to the IC should be: "Interior PAR, down 1 (name)."

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6. PASSPORTS

- 6.1.1. A passport consists of a Unit Plate labeled with the units four digit identifier and affixed with the nametags of personnel assigned to that unit.
- 6.1.2. The Company Officer's nameplate shall always be the top name affixed to a passport. Under the Company Officers plate will be the Engineer's and under that the Firefighter's.
- 6.1.3. Upon reporting for duty, personnel shall remove their nametags from their turnout coat and place them on the unit plate of the apparatus to which they are assigned.
- 6.1.4. Personnel not specifically assigned to a company shall keep their nametag affixed to their turnout coat until on-scene and assigned by the Incident Commander, at which time their nametag will be affixed to a passport as directed by the Incident Commander.
- 6.1.5. Responding units shall ensure all assigned personnel have passport nametags affixed to unit plates and placed on the officer's side of the apparatus.
- 6.1.6. Passports remain on all apparatus and are used as a back up to the units PAR as stated upon arrival. If a unit or division is short PAR or is unaccounted for following a fire ground event, the IC will obtain the appropriate passports as needed.
- 6.1.7. An additional passport should be maintained by all personnel and located inside helmets.
- 6.1.8. All personnel shall be responsible for the care and security of their nametags.
- 6.1.9. Personnel shall always remove their nametag from the unit plates during all periods when not on-duty, or when not assigned to a specific Company.
- 6.1.10. Nametags shall be tri-folded and laminated with the following information.

(last name) HEA FF
Blood Type: DOB: Allergies: Medications:
Emergency Notification: Spouse: Relative: Other: