

DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> 300.02	
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Originating From	Issue Date	Revision Date	Attachments
Emergency Services Bureau	02-19-1993	06-04-2013 (05-21)	A

SUBJECT: PERSONNEL ACCOUNTABILITY
APPLICABILITY: All Operational Personnel

POLICY

This General Order shall establish a system to efficiently account for personnel responding to and operating on the scene of an emergency incident. The personnel accountability system gives incident commanders a fast and efficient means to account for all fire and rescue personnel responding to or on the scene of an emergency.

DEFINITIONS

1. Personnel Accountability Tag (PAT) - The PAT shall consist of a snap fastener with a personnel identification card attached (Attachment #1). Every member of the Howard County Department of Rescue Services shall be issued a PAT. Each member shall keep their PAT attached to an existing "D" ring on their turn out coat when not assigned to a response unit. When an individual has been assigned by a unit Supervisor to a position on a response unit, the unit Supervisor shall place the PAT on the collector ring located in the cab of the assigned unit.
2. Collector Ring - The collector ring shall consist of a large ring with a unit identification tag. The collector ring shall be kept in the cab of each unit and shall be removable. Each emergency vehicle, except automobiles; SUV's and utility vehicles, shall be equipped with a collector ring.
3. Accountability Control Board - Used to keep track of the current status of all companies and personnel assigned.
4. Hazard Zone – A Hazard Zone is any area or zone where there is a known or potential risk to the safety of operating personnel, including but not limited to environments that are Immediately Dangerous to Life and Health (IDLH), potential collapse zones, and areas at risk for rapid change in their safety profile.
5. Command Assignment Chart – Used in Command Posts to track companies and units operating on the incident.

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6. Personnel Accountability Report (PAR) – An organized reporting activity designed to provide positive confirmation of the location, assignment, and number of personnel assigned to a division, group, or unit operating within a hazard zone. Being “PAR” signifies that *all personnel assigned to that division, group, or unit operating in the hazard zone have been identified, positively located, and are accounted for*. Example: "Engine 61 to Command, Engine 61 is PAR."
7. Level I Accountability – The minimum level of accountability to be used at all incidents. All supervisors shall maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety. The incident commander shall maintain an awareness of the location and function of all companies and sections. Division and group officers shall directly supervise and account for the companies operating under their supervision. Company officers shall maintain an ongoing awareness of the location and condition of all company members. Where assigned as a company, personnel shall be responsible to remain under the supervision of their assigned company officer.
8. Level II Accountability – A level of accountability activated when conditions in any Hazard Zone exist or may develop that pose a potential danger to operational personnel where an Accountability Manager gathers and organizes unit PAT tag collector rings and assures PAR report are conducted at a minimum of 15 minute intervals.
9. Level III Accountability – A level of accountability activated by the IC that requires point of entry accountability by a Division officer and typically an aide, where accountability, air management, and work-rest cycles are managed and documented.

PROCEDURES

10. Every division, group, and unit supervisor is responsible to account for all personnel under their command at all times. Each Unit supervisor shall report the unit’s staffing level when responding, as outlined in the Communications General Order 410.01.
11. Emergency dispatchers at Howard County’s Public Safety Answering Point (Howard Communications) shall monitor and record the number of personnel responding to an incident. After all units have reported responding for the initial alarm and each subsequent alarm, Howard Communications shall transmit the total staffing level for responding units to the Incident Commander (IC) as outlined in the Communications General Order.

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12. To ensure the safety of operational personnel, beginning from the time of first unit arrival and ending once the IC transmits the “fire out” benchmark, Howard Communications shall transmit a single extended alert tone and announce the duration of the incident at fifteen (15) minute intervals notifying the IC the duration of the incident. Example: (SINGLE ALERT TONE SOUNDED) – *“Howard” to Smith Road Command - duration of your incident is now fifteen (15) minutes”*
13. As soon as possible upon receipt of the fifteen (15) minute duration reminder, the IC (or the Accountability Manager if Level II or III accountability is implemented) shall direct division, group, and unit supervisors operating within the Hazard Zone to provide a PAR report for personnel under their command to the IC or designated supervisor.
14. When all personnel are accounted for, division, group, and unit supervisors shall respond accordingly. Example: *“Division Alpha to Command – all personnel are accounted for”*.
15. If any member cannot be accounted for, division, group, and unit supervisors shall report their status as “missing”. An immediate physical search shall be initiated along with an attempt to contact via radio. If radio contact is unsuccessful, a MAYDAY shall be declared in accordance with General Order 300.04. Example: *“Division Alpha to Command – Firefighter Smith is missing – he was last seen on the first floor, quadrant B. Search procedures have been initiated”*.

LEVEL I ACCOUNTABILITY

16. When responding to an incident, unit supervisors shall ensure the number of PATs on the collector ring and names match those personnel responding on the unit. The collector ring shall remain in the cab of the unit unless Level II Accountability has been announced by the IC.
17. Any member responding to the scene other than on dispatched apparatus must:
 - Report to the IC and identify yourself on arrival.
 - Await assignment from the IC.
 - Place your PAT on the assigned unit collector ring.



PAT tags and Unit Collector Ring

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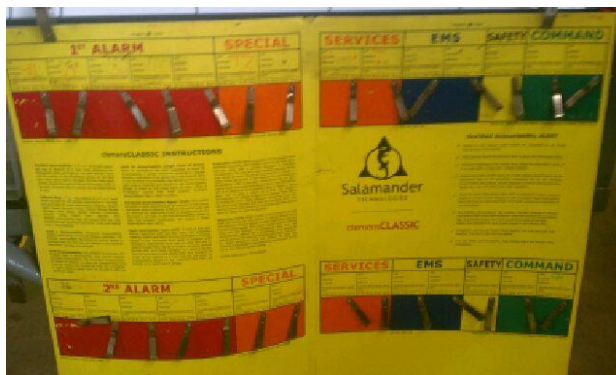
18. Company supervisors are responsible to know the exact number of personnel under their command. Division and group supervisor are responsible to know the exact number and identification of the units / crews operating under their command.

LEVEL II ACCOUNTABILITY

19. Level II accountability shall be activated when conditions in any Hazard Zone exist or may develop that pose a potential danger to operational personnel. This may include the danger of becoming lost or disoriented due to building configuration or an IDLH, collapse potential, extreme fire behavior, or when operating during overland search or wildfires over large areas.

20. When Level II Accountability is announced by the IC, an Accountability Manager shall be designated. The Accountability Manager shall report to Command and is responsible for:

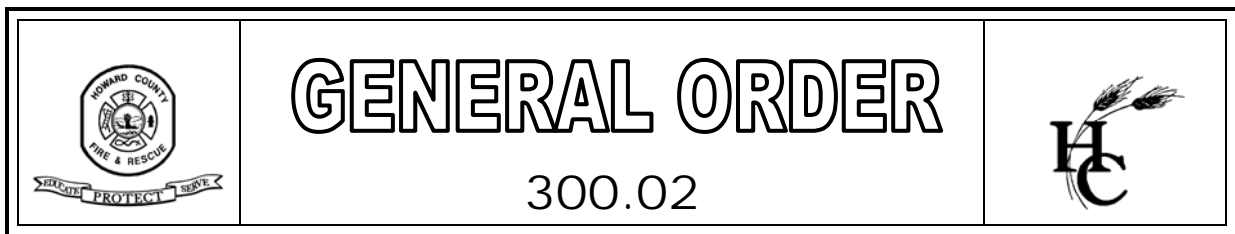
- Gathering the collector rings.
- Organizing and arranging the collector rings on the Accountability Control Board at a designated location near the Command Post.



Personnel Accountability Control Board

- Verifying the total number of operational personnel assigned to the incident matches the number of collected PATs.
- Utilizing additional Accountability Managers and locations as necessary due to the geographic nature of the incident.
- At fifteen (15) minute intervals (and following changes in overall incident strategy), the Accountability Manager shall provide an IC PAR Status Report to the IC for all units operating in the hazard zone. A new PAR report shall be obtained for any unit operating in the hazard zone that has not transmitted their PAR status within the previous two minutes of this interval, or for any units operating in extreme IDLH environments. The IC PAR Status report shall include:

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- The PAR status and number of operational personnel assigned in the complete hazard zone.
 - The PAR status and number of operational personnel assigned in the hazard zone, by division and group.
 - Confirmation of continuity between collected PATs and operational personnel numbers obtained through unit PAR reports for units in the hazard zone.
 - The names of any division or group supervisors operating position is *within* an IDLH environment.
 - The names of any units currently operating in *extreme* IDLH environments.
 - Once accomplished, the IC shall transmit that “All units and personnel operating in the hazard zone have been accounted for.”
21. Both the “Personnel Accountability Control Board” and the “Command Assignment Chart” shall be used in the process of determining PAR status for operational units within the hazard zone.
22. It shall be the responsibility of each unit supervisor to ensure that their units PAT’s are removed from the Accountability Control Board before leaving the incident scene.
23. It shall be the responsibility of each vehicle operator to ensure that the collector ring is returned to the cab of the unit before leaving the incident scene.

LEVEL III ACCOUNTABILITY (POINT OF ENTRY)

24. When the IC determines that the incident requires more stringent accountability, he/she shall implement “Point of Entry” accountability. During “Point of Entry” accountability, the following responsibilities and assignments shall occur:
- The Accountability Manager shall continue to assist Command with tracking the accountability status reports as provided by division and group supervisors.
 - Designated division or group supervisors shall be assigned to *every point of entry*, and they shall actively monitor the points or points of entry into the structure, confined space, or areas involved. All personnel operating in the Hazard Zone shall be assigned to a division or group supervisor. Given adequate resources exist, Command shall assign an Assistant Accountability Manager to each of the division or group supervisors responsible for “point of entry control” to help oversee the documentation of operational activities.

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- As part of “Point of Entry” accountability, air supply monitoring and work period monitoring should likewise be implemented. Division or group supervisor(s) managing “Point of Entry” accountability shall ensure that each member’s name, company number, duration of air supply, time of entry, and assignment is recorded on an Entry Control chart. PAT tags for personnel assigned to units under their supervision will be kept on a Personnel Accountability Control Board for the division. Division or group supervisors for points of entry shall also assure that adequate resources are requested to provide immediate relief to operating crews as appropriate for the Hazard Zone environment.
- As personnel exit a control point, the time of exit shall be recorded. Personnel who must exit at a point remote from the control point shall inform their division or group supervisor that they have exited from a remote location of the building. If any individual cannot be accounted for, the division or group supervisor shall report their status to the Incident Safety Officer as “missing”, and that should be immediately relayed to the IC. An immediate physical search shall be initiated along with an attempt to contact via radio. If radio contact is unsuccessful, a MAYDAY shall be declared in accordance with General Order 300.04. Example: “*Division Alpha to Command – Firefighter Smith is missing. He was last seen on the first floor, quadrant B. Search procedures have been initiated*”.
- The Accountability Manager shall provide an IC PAR Status report to the IC at fifteen (15) minute intervals and following changes in overall incident strategy or significant incident events for operational personnel assigned in the hazard zone.

COMPLIANCE

25. The PAT shall be considered an issued item of personal protective equipment. If a PAT is lost or misplaced, a replacement shall be obtained as soon as possible from the Bureau of Logistics. Each individual’s PAT shall be inspected when the individual’s personal protective clothing is inspected.
26. The mechanism to quickly account for personnel must be available to the IC at any point during an incident. In order to ensure the effectiveness of this system and the subsequent safety of all personnel, accountability procedures shall be strictly adhered to at all times. If an individual arrives at the scene without a PAT, their Fire Department ID card may be used as a substitute PAT.

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REFERENCES

General Order 300.04 Mayday
General Order 300.07 Incident Command System
General Order 300.11 Rapid Intervention Crew
General Order 310.01 Single Family and Townhouse Structure Fire Operational Guidelines
General Order 410.01 Communications

FORMS/ATTACHMENTS

Attachment A: Entry Control Chart (Example)

Approved:



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Deputy Fire Chief

