1.0 PURPOSE:

1.1 To establish a system to account for all fire department personnel at emergency incidents. Use of the accountability system will provide enhanced personnel safety for the individual firefighter and will provide the Incident Commander (IC) an improved means to maintain the status and location of the resources working in, or potentially working in, an immediately dangerous to life and health (IDLH) or otherwise hazardous environment at an incident.

1.2 To establish a standard procedure for personnel that satisfies the National Fire Protection Association Standards 1500 and 1561, specifically to those regarding personnel and resource accountability during emergency incidents.

2.0 SCOPE:

2.1 It is the responsibility of all fire department personnel operating at an incident to understand and participate in the accountability system. The IC shall be responsible for the overall accountability for the incident. The IC may delegate to other appropriate staff, the facilitation of the accountability for those resources to meet those goals, objectives, and tasks as needed.

3.0 DEFINITIONS:

3.1 System Identification

3.1.1 **Personnel Accountability Tag (PAT)** - 1.5" x 3" plastic tag engraved with Department name, individual's first/last name and assigned firefighter number. The PAT is part of an assembly consisting of a keyring and trigger snap. The snap hook will be used to attach tag assemblies to turnout coats and/or helmets.
Accountability tags will be issued as follows:

3.1.1.1 **PAT RED**: issued to all fire department personnel.

3.1.1.2 **PAT YELLOW**: issued to personnel qualified to don SCBA and work in an IDLH.

3.1.1.3 **PAT GREEN**: all fire department personnel have access to a green PAT for special operation incidents (e.g. S&R, Forest Fires, etc.). These accountability tags are maintained in Heavy Rescue.

3.1.2 **Apparatus Collector** - 4" x 3" red aluminum tag with BRISTOL FIRE DEPARTMENT and the apparatus designation engraved on it. The Apparatus Collector is part of an assembly consisting of a trigger-snap and keyring on the top and a 3" ring on the bottom. The Apparatus Collector trigger-snap will be connected to an eyehook mounted in the cab of each apparatus. Personnel will attach their **RED** PAT to the Apparatus Collector during a response to document *Single Resource Accountability*.

3.1.3 **Collection Board** - Dry-erase board with 14 rings used to document *Scene Accountability* and when required, *Functional Accountability*.

3.1.4 **Command Board** - Dry-erase board, used in combination with the Collection Board, to record command assignments, resource assignments, PAR checks, and document *Functional Accountability*.
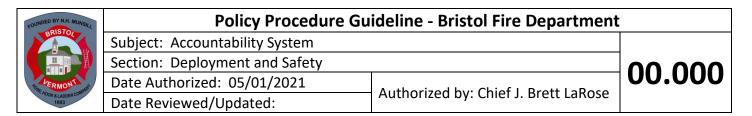
3.1.5 **Division/Group Board** - Dry-erase board with five rings used by a Division Supervisor(s) to document Team or Group assignments as a part of *Functional Accountability*.

3.2 Command Structure

3.2.1 **Division** - That organization level having responsibility for operations within a defined geographic area.

3.2.2 **Group** - That organizational level having responsibility for a specified functional assignment at an incident (ventilation, salvage, water supply, etc.).

3.2.3 **Incident Commander (IC)** - The individual responsible for the management of all incident operations.

3.2.4 **Incident Command Post (ICP)** - That location at which primary incident command functions are executed (can be co-located with the Incident Base).

3.2.5 **Leader** - The individual responsible for command of a Team.

3.2.6 **Operations Section** - Responsible for all tactical operations at the incident. Includes Branches, Divisions/Groups, and Single Resources, or Teams.

3.2.7 **Rapid Intervention Team** - A team designated to standby in a state of readiness to rescue emergency personnel.

3.2.8 **Safety Officer** - Responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety. Member of the Command Staff.

3.2.9 **Supervisor** - Individuals responsible for Command of a Division/Group. (e.g. suppression, ventilation, search, etc.).

3.2.10 **Team** - A specific number of personnel assembled for an assignment such as search, ventilation, or hose line deployment and operations. The number of personnel in a team should not exceed recommended span-of-control guides (three to seven). A team operates under the direct supervision of a Team Leader.

3.3 Accountability Levels and Actions

3.3.1 **Personal Responsibility** - It is the duty of all personnel to understand his/her role, limitations, and responsibility in the accountability system including the use of accountability tags, the requirement to remain under supervision, the prohibition against freelancing, and the need to be constantly aware of the status of fellow team members.

3.3.2 **Single Resource Accountability** - A state of awareness whereby the status, locations, and functions of all resources are monitored by command officers on-scene. Single Resource accountability is documented by attaching **RED** Accountability tags to the Apparatus Collector.

3.3.3 **Scene Accountability** - A state of awareness whereby the status, locations, and functions of all resources are monitored by the Incident Commander and other command officers on-scene. Scene accountability is documented by attaching Collector Rings to the Collection Board.

3.3.4 **Functional Accountability** - Enhanced scene accountability whereby the IC and/or designee formally track the status, locations, and functions of all resources. Functional accountability is documented by recording assignments, tactical deployments, and PAR checks on a Command Board. Functional accountability is required for larger and more complex incidents involving tactical operations or work in an IDLH or otherwise hazardous environment.

3.3.5 **Check-in** - A positive acknowledgement to a supervising authority that a person or other resource has arrived at the incident.

3.3.6 **PAR** - A Personnel Accountability Report that is conducted on a periodic basis where each Team Leader is contacted to positively affirm the resource's location/assignment and the number of personnel attached to the resource.

3.3.7 **Rapid Intervention** - Occurs when the Rapid Intervention Team is deployed to rescue a missing firefighter.

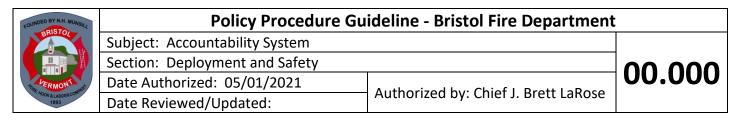## 4.0 REFERENCES
4.1 NFPA 1500
4.2 NFPA 1561

5.0 POLICY
5.1 To ensure personnel and team safety, it is the policy of the Bristol Fire Department that all personnel and other resources will be accounted for at the scene of an emergency incident. The personnel accountability system is intended to meet the requirements of NFPA 1500 and 1561 and will be operational on all incidents and trainings.

The primary objective of the system is to assist supervisors in maintaining a constant awareness of the status, location, and functions of the personnel and resources under their command. It is the responsibility of all department personnel to read and fully understand the policy and procedures for personnel accountability.

6.0 PROCEDURE
6.1 Preparation
6.1.1 Department personnel are issued Personnel Accountability Tags (PAT) as follows:
    6.1.1.1 **PAT RED** all personnel.
    6.1.1.2 **PAT YELLOW** personnel qualified to don an SCBA and work in an IDLH.
    6.1.1.3 **PAT GREEN** all personnel have access to a green PAT for special operation incidents (e.g. S&R, Forest Fires, etc.).

6.1.2 Apparatus will be equipped with a Collector Ring to be mounted in a convenient and visible location inside the cab.

6.1.3 Engine 1 will be equipped with a Collection Board, Division Board (2) and Command Board. Heavy Rescue will be equipped with a Collection Board and Command Board.

	Policy Procedure Guideline - Bristol Fire Department	
	Subject: Accountability System	**00.000**
	Section: Deployment and Safety	
	Date Authorized: 05/01/2021	
	Authorized by: Chief J. Brett LaRose	
	Date Reviewed/Updated:	

6.2 Single Resource Accountability

6.2.1 During a response, all personnel will attach their **RED** Accountability tag to the Collector Ring on the apparatus they responded on. On arrival at the incident, personnel will check-in with the IC for initial task assignment.

6.2.2 Personnel responding directly to the scene in his/her POV will perform the following on their arrival:
1. Attach **RED** Accountability tag to either the Engine 1 or Engine 2 Collector Rings.
2. Check-in with the IC for initial task assignment.

6.2.3 When a team enters an IDLH or otherwise hazardous environment, they will also exit together as a team.

6.2.4 Freelancing is strictly prohibited. All on-scene personnel must always be under supervision.

6.3 Scene Accountability

6.3.1 The IC shall maintain constant awareness of the status, location, and functions of each resource throughout the duration of the response.

6.3.2 Upon arrival on-scene, each resource will check-in with the IC (via radio or in person) to receive initial assignment(s).

6.3.3 If entry is required into a potential IDLH or otherwise hazardous environment, the IC will order all Apparatus Collectors be gathered and posted on the Collection Board at the Command Post.

6.3.4 The IC will track responding resources, personnel, and on-scene/off-scene times to maintain on-scene awareness and to assist in documenting incident reports.

6.4 Functional Accountability

6.4.1 If the incident involves tactical operations, entry into an IDLH or otherwise hazardous environment, or escalates to a complex or prolonged incident, the IC shall formalize scene accountability as provided:

6.4.1.1 The IC or his/her designee will deploy the Collection and Command Boards at the Command Post to manage the accountability process. The IC or his/her designee tracks the status, locations, and assignments of all resources/personnel by collecting **YELLOW** accountability tags and recording task assignments, tactical deployments, and PAR checks on the Command Board.

6.4.1.2 The IC may delegate command authority to a Division and/or Group Supervisor(s) per incident procedures to optimize span of control and ensure accountability. Upon activation of a Supervisor(s) the Division/Group Accountability Board will be deployed for the purpose of collecting **YELLOW** accountability tags and tracking/documenting Team and/or Group assignments.

6.4.1.3 The IC or his/her designee shall use the Command Board to note command assignments and resource deployments and to log PAR checks.

6.4.1.4 The IC or his/her designee will conduct a PAR check every 20 minutes from the initiation of tactical operations. Each resource will be called, and the Team Leader will respond with a positive personnel count. If a Division or Group has been assigned, the IC or his/her designee will contact the Division and/or Group Supervisor(s) for a PAR. The IC or his/her designee will compare the reported personnel count to the recorded personnel count on the Command Board and the **YELLOW** accountability tags on the Collection Board. Any discrepancies will be immediately reconciled with the Team Leaders or if assigned, with Division and/or Group Supervisor(s).

6.4.1.5 If the PAR check results in an unaccounted firefighter(s), the IC or his/her designee will dispatch a RIT to the last known location of the firefighter(s) to begin search and rescue.

6.5 Demobilization

6.5.1 As resources are released from the incident, the Apparatus Collectors from the Collection Board (applicable to scene and functional accountability only) will be returned to the apparatus. It is the responsibility of the Apparatus Officer (right front seat position) to ensure that all personnel are accounted for prior to apparatus departure.

6.5.2 The IC or his/her designee is responsible for ensuring all Apparatus Collectors and other Assisting Agency accountability tags are retrieved and that all resources have been demobilized. The IC or his/her designee will note resource release time on the Command Board.

6.5.3 As resources are released from the incident, the IC will notify the dispatch center of their status.

7.0 GUIDELINES: None

8.0 APPENDIX: None

9.0 FORMS: None

Approved: _____*J. Brett LaRose*_____, Fire Chief