PREMISE: A system to track the number, identity, and location of personnel in a hazard zone may become critical in the event that these personnel become lost, trapped, or otherwise in need of rescue. Further, such a system can reduce freelancing and inefficient use of personnel.

PURPOSE: It is the purpose of this procedure to provide a system, which will account for the presence and location of personnel at emergency incidents.

SCOPE: This procedure applies to all fire department personnel engaged in emergency scene activities.

HISTORY:
- Original Release: March 13, 2013
- Revised: September 8, 1999
- Revised: May 8, 2013

OPERATING PRACTICE:

1. ACCOUNTABILITY HARDWARE
   
   A. Personnel Accountability Tag (PAT)
      
      1. Every member of the Fire Department shall be issued two (2) PAT’s.
      2. The PAT consists of a tag capable of attaching to a ring. The member’s picture, name and fire department will be printed on the tag.
      3. Each member shall keep his/her PAT’s attached to the ring on his or her helmet and or bunker coat.
      4. Temporary tags will be available on scene.

   B. Collector Ring
      
      1. Each emergency vehicle shall be equipped with a collector ring.
      2. The collector ring consists of a large metal ring with a unit identification tag attached.
      3. The collector ring will be maintained in the apparatus and shall be removable.

   C. Accountability Task Boards
      
      1. Each Accountability Officer at a scene will have an accountability control board that will be used as a collection point for apparatus collector rings or individual PAT’s.
      2. Accountability task boards will be used to account for personnel at designated points of entry when required.
2. PROCEDURES
   
   A. All personnel responding to incidents shall place their 1st PAT on the collector ring on the emergency vehicle they respond in.
      
      1. Those that respond in their POV will attach their PAT in the first emergency vehicle of their department they come in contact with or to the accountability officer if the accountability system has been implemented.

   B. The Fire Apparatus Driver/Operator (FADO) will serve at the initial Accountability Officer until relieved by the Incident Commander.

   C. When the Incident Commander determines that a higher level of accountability is needed all apparatus collector rings shall be brought to the command post and an accountability officer will be appointed if needed.

   D. If the Incident Commander determines the incident requires the highest possible level of personnel accountability he shall implement "Point of Entry Control" to limit access to the hazard zone.

   E. When Point of Entry Control is implemented; firefighters will use their second PAT as a means of accountability. It will be given to the Accountability Task Officer at the point of entry.

   F. Personnel who must exit at a point remote from the control points shall report back to the Accountability Task Officer at their point of entry as soon as possible to prevent unnecessary search and rescue operation being initiated.

   G. Personnel Accountability Report (PAR) shall be initiated by the IC at the time of occurrence of any of the following tactical benchmarks (this may be verbal or written).
      
      1. report of a missing or trapped firefighter;
      2. change from offensive to defensive mode;
      3. sudden hazardous event at the incident; for example flashover, backdraft, or collapse;
      4. report of an "all clear" on completion of primary or secondary search;
      5. at 30 minute elapsed time intervals during the incident; or
      6. at a report of fire under control.

   H. All trainees will be identified as per county fire Best Operating Practices.