

**PENNINGTON COUNTY FIRE SERVICE BOARD (FSB)
BEST OPERATING PRACTICES (BOPs)**

ADMINISTRATION & MANAGEMENT	Date	BOP#
PERSONAL ACCOUNTABILITY SYSTEM	Addition: 12/11/2019	FSB102
	Revision: 1/1/2024	

PREMISE:	Accountability is a critical element in maintaining the safety of all firefighters working on the fire ground. Each person involved in an incident, whether at the strategic, tactical, or task level, should make a strong personal commitment to follow all policies and procedures regarding accountability.
PURPOSE:	The purpose of this BOP is to identify a standard system of incident accountability for all firefighters operating at an incident. Use of this system should increase firefighter safety and provide the Incident Commander and Company Officers a means to track the location and qualifications of firefighters on scene.
SCOPE:	This BOP should apply to all fire department personnel engaged in emergency scene activities.

OPERATING PRACTICE:

- 1) This BOP is written in conjunction with the assistance of the Rapid City Fire Department to ensure consistency between agencies throughout Pennington County.
 - a) Rapid City Fire Department
 - i) SECTION: General Emergency Operations
 - ii) SUBJECT: Personnel Accountability
 - iii) SOP#: 161

- 2) **PENNINGTON COUNTY ACCOUNTABILITY SYSTEM**
 - a) All members should use the Pennington County Accountability System (Accountability System) to effectively track firefighters working at the incident, regardless of what municipality the incident is located in. Each department chief should be responsible for ensuring that the Accountability System reflects only the member(s) presently assigned to their department and that each member is assigned two accountability tags.
 - i) Each department's apparatus should have an accountability ring with an ID identifying the department and apparatus (i.e., XXVFD E1-7).

- ii) Each firefighter responding on a piece of apparatus should attach one of their personnel ID tags to the accountability ring in the cab of that apparatus.
- iii) Upon arrival at the incident, the responding department's officer/senior member should provide the Incident Commander (or designee) with the accountability ring which has the individual ID tags attached.
- iv) Any member responding to an incident in their private vehicle should, upon arrival, report to the Incident Commander, receive an assignment, and attach one of their ID tags to the appropriate department's accountability ring.
- v) No member should be permitted to enter the fire ground without first receiving an assignment from the Incident Commander and attaching one of their ID tags to the appropriate department accountability ring.

3) PERSONNEL ACCOUNTABILITY REPORT

- a) The Personnel Accountability Report (PAR) is a roll call of the personnel at an incident scene. It is designed to allow company officers to confirm that members of their crew are visually accounted for. A Division Supervisor, a par accounts for all companies assigned his/her division Example "Division 3 Rapid Valley Engine 1 I have PAR."

4) Benchmarks calling for PAR include:

- a) Any report of a missing or trapped firefighter. A department officer/senior member should immediately report any absent personnel to a Division Supervisor or IC.
- b) Any change from offensive to defensive.
- c) Any sudden hazardous event at the incident; flash over, backdraft, collapse, etc.
- d) At 20-minute elapsed time during active firefighting operations.
- e) At any point the IC feels a PAR is necessary.
- f) At a report of fire under control.

5) LOCATION OF ACCOUNTABILITY PERSONNEL

- a) Located in a position that as crews rotate out of the hazard area to rehab, they can retrieve their PAT tags, and as crews leave staging for the hazard area, they should pass by the Accountability Personnel to drop off their PAT tags.
- b) If individuals arrive or as a company arrives and moves from staging to hazard area, they should have their PAT tags attached to the Division they are replacing or assigned to.

6) PERSONNEL ACCOUNTABILITY (ID) TAGS

- a) ID tags and the attaching system should be constructed of a durable material, such as metal, to limit melting or other damage during non-firefighting operations.
- b) ID Tags should have their fire department's name permanently engraved into the tag. A tag/label generated by the Salamander program should be affixed as well.
- c) All personnel should be issued a minimum of two ID tags. One tag should be attached to the apparatus ring to be turned over to the IC (or designee) upon arrival on scene. The second tag should be turned over to the Division or other Incident Officer to assist with personnel accountability at a second level or upon entry into the IDLH, on an as-needed basis.

- d) Individual departments are welcome to add color-coded dots to their tags to further designate the personnel qualifications (i.e., blue dot for EMS, green dot for Fire Corps, etc.).

Chief/Company Officer	
Red	1.Currently serve in the rank of chief, assistant chief, or company officer
	2.Certified as a firefighter based on the State Firefighter Course.
	3.Qualified by their department to enter IDLH environments and is willing to do so.

Advance Firefighter	
Black	1.Certified as a firefighter based on the State Firefighter Course.
	2.Been a state-certified firefighter for a minimum of 3 years and, based on the discretion of the fire chief, able to lead others in the IDLH environment.
	3.Qualified by their department to enter IDLH environments and is willing to do so.

Firefighter	
Yellow	1.Certified as a firefighter based on the State Firefighter Course.
	2.Qualified by their department to enter IDLH environments and is willing to do so.

Trainee Firefighters/Fire Ground Support Personnel	
Orange	1.Any personnel who are certified to be on an incident but not qualified or willing to enter the IDLH environment. Examples might include firefighter trainee, EMS personnel, Fire Corp personnel, Chaplain, etc.

7) UPON RELEASE FROM THE INCIDENT

- a. As personnel are released from the incident, they should report to the Accountability Personnel and retrieve their PAT tags prior to leaving the scene.