

Butte County Fire Chiefs Association

PERSONNEL ACCOUNTABILITY POLICY

Purpose

This procedure identifies a system for personnel accountability at each incident site. The purpose is to account for all personnel, at any given time, within the “hot zone” of an incident. Use of the system will provide enhanced personnel safety for all individual personnel, and will provide the Incident Commander a means to track and account for all personnel working in the hot zone.

The hot zone will be defined as any area that requires the use of an SCBA or special protective clothing, or any area in which any personnel is at risk of becoming lost, trapped, or injured by the environment or structure. This would include structure fires, confined space incidents, hazmat incidents, technical rescue incidents, etc.

Policy

- A. It shall be the responsibility of all members operating at an emergency incident to actively participate in the accountability system.
- B. The Incident Commander is responsible to assure accurate personnel accountability is maintained at the incident scene.
- C. All supervisors of personnel on an incident shall maintain a constant awareness of the location and function of those personnel that they directly supervise. Incident assigned personnel are accountable to one supervisor at a time.
- D. The Incident Commander / Accountability Officer shall be responsible for tracking the location and status of all personnel assigned to the incident utilizing some or all of the accountability tools provided, i.e. 1) BCFCA Accountability Worksheet 2) Snap Ring Name Tags 3) ICS Form 201 4) Optional Accountability White Board, which are provided to aid in the real time location of all personnel assigned.
- E. The company officer of each apparatus shall, at all times, maintain a set of snap ring name tags on the apparatus accountability ring. The apparatus accountability ring will be readily visible and accessible from a standing position outside of the front driver’s door. This ring shall, at all times, identify the personnel assigned to that apparatus. The apparatus accountability ring will identify the individual piece of apparatus and personnel assigned to that apparatus. The snap ring name tags will identify that individual’s agency with three digit identifier and the individual, with last name, and initial(s), in the case of same name/initials.

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F. **(Critical Safety Point)** All personnel shall view the snap ring name tag as a part of their Personal Protective Equipment (PPE). This snap ring name tag, shall at all times, be affixed to their PPE until they are 1)assigned to a piece of apparatus at which time it shall be affixed to the apparatus accountability ring, 2)passed to a supervisor in the event of assignment to a team, or 3)passed to the Incident Commander or Accountability Officer.

G. Access to incidents shall be controlled by the use of primary staging, staging areas, assignments, and, for some incidents, access control points. Access control points shall be established on confined space incidents, hazardous materials incidents, and on structure fires *when necessary* to control multiple points of entry.

H. Personnel who arrive at an incident without an apparatus shall check in at staging (if staging is not activated yet, check in at the Command Post). They will not enter the incident until they are given an assignment and assigned a supervisor. Once they are given an assignment and a supervisor, they will give their snap ring name tag to either the Incident Commander or the Accountability Officer prior to entering the incident. The Incident Commander or Accountability Officer will then affix the snap ring name tag to the appropriate assignment.

I. A standard evacuation warning shall apply to all incidents where an evacuation order may be necessary.

J. The optional Accountability white board can be used as an organizational tool. The Accountability white board is a useful tool during the initial phases of a dynamic incident; however the white board provides no written record or retainable documentation. The Accountability Worksheet provides a written record and should be utilized for all Accountability activities.

Procedure

A. The Incident Commander shall use the necessary components of the accountability system and a sufficient number of accountability officers to maintain an accurate accounting of incident assigned personnel.

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B. After the first apparatus arrives at the scene, all subsequent apparatus shall await assignment at primary staging or as directed. Units directed to a staging area shall check in upon arrival and check out upon assignment or release. **All resources at the scene of an incident shall have an assignment and a supervisor.** All supervisors shall monitor the progress and location of their assigned personnel with line of sight supervision or radio communications. All personnel in areas where SCBA or special protective equipment are required shall monitor a portable radio, either directly or within their team or company.

C. The Apparatus Accountability Ring may be collected from each apparatus as is dictated by the Incident Commander or Accountability Officer based on need and complexity of an incident. Once released from the incident, each company officer will collect the Apparatus accountability ring of his crew from the Incident Commander / Accountability Officer. Personnel who did not arrive at the incident on an apparatus will collect their snap ring name tag from their supervisor upon release from the incident. The accountability system will reflect crews' entrance to and exit from rehab and staging.

D. When established, access control points (ACP) will be identified and located between incoming resources and the incident perimeter in an area where SCBA's are not required. Necessary ACP's shall be established early in incident operations. Once established, the ACP will be staffed until no entry with SCBA or special protective equipment is required past that point. Personnel will enter and exit from the same ACP, unless it is unsafe to do so.

E. Personnel arriving by any means other than apparatus shall check in with the Incident Commander or Staging Area Manager which ever is appropriate. They will either be assigned to staged companies, or formed into teams. Once assigned to a staged apparatus the individual will become either supervisor or subordinate, and their snap ring name tag will be affixed to the apparatus accountability ring for that apparatus. When forming teams, one individual shall be appointed as supervisor, and that supervisor will collect the snap ring name tags of those assigned to his/her team and turn over these tags to the Incident Commander / Accountability Officer as is appropriate upon filling an assignment or entering the IDLH.

F. A standard evacuation warning shall apply to all incidents. This warning signal will be followed with a "Personnel Accountability Report" (PAR) to assure all personnel are accounted for.

1. Methods for notifying personnel to immediately evacuate a building or environment are:
 - a. Face-to-face contact
 - b. Radio contact (with acknowledgment)
 - c. Air Horn Blast; short blasts for 10 seconds, 10 seconds of silence, repeated three times.