

	West Fargo Fire & Rescue Standard Operating Guideline			Authorized by: D. Fuller Fire Chief
	Subject: ACCOUNTABILITY SYSTEM			
	Section: SAFETY	Date Authorized:	Date Reviewed:	
	Number: 202	8/15/2015	11/1/2017	

Intent

The intent of this SOG is to establish procedures for use of the accountability system.

Definitions

Accountability Tags – two identical tags that have the firefighters name and badge number inscribed

Truck Ring- a collection ring in the front seat of the apparatus, where firefighters should attach their first accountability tag

Accountability Cone- cone that is setup in front of the building, where entry teams should attach their second accountability tag

Accountability Officer- a safety officer assigned by the incident commander to track the teams who make entry to any Immediately Dangerous to Life and Health (IDLH) environment

Personnel Accountability Report (PAR) – a radio report called by the incident commander or safety officer to ensure that all personnel on scene are accounted for

Guideline

The accountability system is designed to give fire ground commanders a fast and efficient means to account for all personnel at the scene of an emergency.

This system will identify who is on scene, determine where they are located, and track when they have left the scene. The system will consist of two tags engraved with the members name and assigned number. Every member of the department will be issued these tags, and will maintain their serviceability. If lost or damaged, the member shall report to the Fire Chief or Training Officer to obtain a replacement.

In each apparatus, a ring in the front seat shall serve as the collection point for accountability tags. During the response, each member on the apparatus shall place one accountability tag on the apparatus collection ring. For small scale response, this ring will stay with the apparatus for the duration of the incident. For larger incidents, the apparatus rings will be collected and given to the Incident Commander, or Accountability Officer.

The second tag will be given to the fire attack team leader, who will place them on the accountability cone, or provide them to the Incident Commander or Accountability Officer, depending on the stage and size of the operation (see SOG 205-Incident Management System). The accountability cone will be set by the first due engineer at the entry point of the structure before initial attack operations commence. If the incident progresses to the point of having an assigned accountability officer, that officer will retrieve the tags from the cone. It is imperative that initial attack team leaders ensure their personnel tag into the IDLH area and tag out when departing the IDLH.

Several events can trigger a Personnel Accountability Report (PAR) on the fire ground. In the event a PAR is called, the Incident Commander shall announce over the radio: “This is a priority message; we are



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conducting a PAR.” He or she will then begin to call units, divisions, or assignments as assigned, and record the accountability of the members. If a discrepancy is found, the Incident Commander will announce a Mayday and engage the Rapid Intervention Crew (RIC) to locate the member who is unaccounted for. If an evacuation is called for, members will immediately evacuate the IDLH, and report to their apparatus for a face to face PAR. In the event of major change of tactics, such as going from an offensive to defensive fire attack, a PAR will be called to ensure all members are aware of the change in strategy.