

POINT PLEASANT BEACH FIRE DEPARTMENT

Personnel Accountability System

Standard Operating Guideline

Purpose:

The Point Pleasant Beach Fire Department herein referred to, as “the Department,” concerned with the safety of its personnel, needs to establish an effective system to account for the Department personnel who respond to emergency incidents or who operate at Department activities. This guideline will establish such a system, which will aid the incident commander in accounting for personnel as they operate in and out of hazardous situations at an emergency incident.

Scope:

This guideline will be followed by all department personnel who operate at any emergency incident or participate in any department activity where a hazard exists.

Definitions:

- **Accountability:** The system, which will account for the personnel operating at an emergency incident.
- **Accountability Officer (AO):** The person designated by the Incident Commander to monitor, entry into and exit out of, hazardous areas for the purpose of ensuring accountability of all personnel in the hazardous area.
- **Incident Commander (IC):** Department personnel who is delegated with the overall management of the emergency incident or department activity.
- **IDLH:** Immediately Dangerous to life and health.
- **Hazardous Area:** Any location(s) that may pose a safety and/or health risk to firefighters due to, but not limited to, the presence of products of combustion, hazardous or otherwise oxygen deficient or oxygen enriched atmosphere or the potential for any IDLH atmosphere, hazardous equipment or operations or the potential for any of these situations to exist. Additionally, any area or location that predisposes a firefighter to become lost, disoriented, or trapped, including any confined space and wild land areas shall be considered a hazardous area for the purpose of this guideline.
- **Member:** Any person who belongs to either of the fire companies which make up the Point Pleasant Beach Fire Department.
- **Personnel Accountability System (PAS):** A set of identifying, collection boards, and collection rings, used to track personnel operations at an emergency incident or department activity.
- **Personnel Accountability Tag (PAT):** Two identification tags issued to department personnel used to track that individual's activity at an emergency incident or department activity.

- Personnel Accountability Report (Roll Call or PAR): Result of an accounting of all personnel operating at the emergency incident or department activity to the IC.
- Accountability Board: A board located on a piece of apparatus listing jobs or assignments where one of the two PATs are collected on rings along the edge of the board.
- Apparatus Ring: A ring located inside a piece of apparatus where one of the two PATs will be collected.
- Officer: An officer or senior member of a crew who is delegated with leading a team of firefighters

Procedure:

- Personnel Accountability System (PAS):
 1. Personnel Accountability Tags (PAT)
 - A. Each Department member shall be issued two PATs. These will be clipped onto the member's turn out gear.
 - B. Each PAT, at minimum, will display the member's name and company conspicuously.
 - C. It is the members responsibility to ensure they have two PATs and these PATs are returned to them on the completion of any assignment.
 2. Accountability Board
 - A. Each department apparatus will have an accountability board located conspicuously inside the vehicle.
 - B. The board will be labeled on the top with the radio identification number of the apparatus.
 - C. There will be rings located down each side of the board.
 - D. The left side of the board will be used if the apparatus is assigned by the IC to operate as a "Truck." The right side of the board will be used if the apparatus is assigned by the IC to operate as an "Engine."
 - E. The jobs/assignments for the respective apparatus assignment will be listed next to each ring.
 - F. If the accountability board of a particular apparatus only has rings on one side of the board, there will be an additional set of tags, of a different color than the PATs, which shall be clipped to the board identifying the apparatus as a truck or an engine.
 3. Apparatus Ring
 - A. Each Apparatus will have a ring conspicuously located inside the vehicle where PATs can be collected.
- Operation at the site of any emergency incident or department activity where members might be subject to operations in a hazardous area

1. Each member while enroute to an incident scene shall surrender one of the PATs and place it on the apparatus ring.
 2. Once the apparatus is assigned a task by the IC, each member who will be operating in a potentially hazardous area, will surrender the second PAT to the Accountability Board. Their PAT will be placed on the side of the board, as their apparatus was assigned and next to the job, which they have been delegated. I.e.: If a member is riding 4205 and this piece of apparatus was assigned to operate as a truck at an incident and they are delegated as the "Irons" man, the member will clip the second PAT below the column for "Truck" and next to the ring for "Irons."
 3. After each member's PAT has been clipped onto the board and as the members depart the apparatus, the board will be placed conspicuously on the front, driver's side, area of the apparatus for collection by the Accountability Officer (AO).
 4. The AO will collect all the accountability boards from the apparatus and deliver them to the command post.
 5. As a crew of members depart a hazardous area, report to a rehab area, or report to a staging area to be reassigned, they shall reclaim their PAT from the accountability board.
 6. As a crew is given a second assignment or a member reenters the hazardous area they will once again surrender their PAT to the accountability board from their apparatus.
 7. If a member is reassigned to another piece of apparatus, their PAT should also be reassigned to the accountability board of the apparatus to which they were reassigned.
 8. After the initial response, the AO may be reassigned outside the hazardous area but at the point of entry to the hazardous area to collect PATs of relief crews as they enter the hazardous area.
 9. The officer of the crew must communicate crew location and assignment changes to the IC, Operations Chief, or their designee.
 10. A crewmember must IMMEDIATELY notify his or her crew officer if they leave that officer's span of control.
- Personnel Accountability Report / Roll Call
 1. Three levels of Personnel Accountability Reports or Roll Calls may be ordered.

- A. INCIDENT WIDE PAR: May only be ordered by the IC.
 - i. All non-emergency radio communications will cease.
 - ii. Officers will take account of members operating within the span of their control and report any missing members to the IC.

 - B. OPERATIONAL PAR/ ROLL CALL: Can be ordered by the IC or the Operations Chief for any particular location or major area of operation.
 - i. All non-emergency radio communication will cease on which ever frequency these operations are being conducted.
 - ii. Officers with crews operating at this area of operation will take account of members operating within the span of their control and report any missing members to the IC or Operations Chief.

 - C. DIVISION PAR / ROLL CALL: Can be ordered by the IC, Operations Chief, or Division Officer for any geographic division or location within an operation.
 - i. An officer having span of control over a particular division get an account of members through crew officers operating in that division.
 - ii. If any firefighters are found to be unaccounted for a MAYDAY will be transmitted and the IC will be notified of a missing member and the last known location of that member.
 - iii. All non-emergency radio communications will cease.
2. A Personnel Accountability Report / Roll Call may be called at any time during the incident for any of, but not limited to, the follow reasons:
- A. A need arises to evacuate a hazardous area or structure and the evacuation is ordered.
 - B. If a crew had been reassigned outside the hazardous area (Rehab, Staging Area, or other activity) and after a reasonable time, a crew or member(s) have not retrieved their PAT(s) from the accountability officer or board.
 - C. Immediately upon receiving a report of a member(s) unaccounted for.
 - D. Immediately upon receiving a report of a "MAYDAY" call or if a firefighter/member is reported down.
 - E. If a major change in hazard location, area size, or intensity occurs rapidly.
 - F. If a total or partial collapse occurs.
 - G. When the incident is declared under control.
 - H. When the IC orders a change in attack mode. (I.e. offensive to defensive).
 - I. Anytime a RIT/FAST team is deployed.
 - J. Any other time at the discretion of the IC, Operations Chief, or Division Officer.

- Missing or Unaccounted Member:
 1. If a member is found to be missing or unaccounted for the all non-emergency radio communications on the effected frequency will cease.
 2. The IC may choose to read off a roll call from the accountability board over the radio to determine if the missing member was reassigned without advising their officer.
 3. A RIT/FAST team will be deployed to the last known location if the missing member.
 4. Members assigned to firefighting operations or controlling hazards will continue their operations unless directed otherwise by the IC or the Operations Chief.

- Compliance:
 1. The Captain of each company will ensure that each member is provided two PATs.
 2. If a member should loose one or both of their PATs they should notify a company officer or IC if operating at an emergency incident otherwise they should notify the Captain of their respective company.
 3. Members without PATs shall not be permitted inside any hazardous area or structures.
 4. Fire Explorers or Junior Members shall not be permitted inside any hazardous area or structures.
 5. Fire Explorers or Junior Members may be designated to collect accountability boards or PAT(s) from members or apparatus PRIOR to that member entering a hazardous area or structure.
 6. This procedure will become effective after final passage by the Board of Fire Officers and will be disseminated to members at the company meeting immediately following final passage.