



Northeast Fire Department Association

Operations

Date Issued: 2/2010

Date Revised: May 13, 2021

Tactical Guidelines: Personnel Accountability

Approved by:

NEFDA President

I.

Purpose

The purpose is to account for all firefighters involved in any incident. The use of this system will enhance personnel safety and provide the incident command staff with the capability to track and account for all personnel on an incident.

II.

Policy

Accountability of ALL personnel assigned to an incident must be maintained.

III.

Procedure

Accountability: Accountability involves a personal commitment to work within the system; assuring that an accurate accounting of every individual at the scene of an incident is maintained.

- A. Command will maintain an accurate tracking and awareness of where resources are committed at an incident.
- B. Command will be responsible for including accountability as a major element in strategy and attack planning. Command must overcome any barriers to accountability.
- C. Division/Group Commanders will maintain an accurate tracking and awareness of crews assigned to them. This will require the Division/Group Commanders to be in their assigned area maintaining close supervision of assigned crews.
- D. All crews will work for Command or Division/Group Commanders - NO FREE LANCING
- E. A minimum crew size will be considered two (2) members.
- F. A crew will exit the hazard zone if they do not have a working radio.
- G. All assigned crew members are to remain together at all times.
- H. The Accountability system shall be utilized for drills and exercises where accountability is pertinent to maintaining firefighter safety.

IV. System Components and Usage

- A. Personnel Accountability Tags (PATs): A plastic tag engraved with the City name and employee name, rank and ID number. **The PAT must be attached to the Company Responder Board when an individual responds as a member of the company or unit.**
- B. Company Responder Board: A collector board with the City and company/unit number engraved on the surface. Company members place their Personnel Accountability Tags (PATs) on the Responder Board to account for the personnel responding to the emergency scene. The Company Responder Board will be located on the dash, officer's side of the apparatus, when stored. **Company Responder Boards are given to the Incident Commander when requested.**
- C. Passport: A company identification tag measuring 1-1/2" wide by 4" long and 1/4" thick, with the City company number (e.g., "E-201" for Engine 201) on both sides of the tag. The passport has a ring and swivel eye snap hook attached for storage on the split ring of the officer or appropriate SCBA. **Passports are given to Division/Group commanders when entering an assigned area.**
- D. Helmet or SCBA Unit Identification: Each helmet or SCBA should have identification to indicate the assigned unit of all personnel. **All personnel in the hazard zone are to wear helmet and/or SCBA tags to indicate their assigned unit.**

V. Personnel Accountability Report (PAR)

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (PAR) involves a roll call of assigned personnel. For a Company Officer or Team Leader, a PAR is a confirmation that all members assigned to their unit are accounted. For the Division/Group Commander, a PAR is an accounting for all crews assigned to their command.

During a PAR, the Company Officer or team leader must account for all members by direct voice contact, visually, or physical contact - not by radio. During the PAR, Division/Group Commander should have visual contact of all crews assigned to their area of operations; due to barriers, a radio confirmation may be necessary. In all cases, confirmation of members, crews, and units must be directly from those contacted - second hand information is not acceptable.

- A. PAR Benchmarks (Initiated by Command) after;
 - 1. Any report of a missing or trapped firefighter
 - 2. Any change from offensive to defensive attack mode.
 - 3. Any sudden hazardous event at the incident - flash over, back draft, collapse, etc.
 - 4. 15 minutes after first unit arrives on scene and every fifteen minutes thereafter.
 - 5. At report of fire under control.

**VI.
Lost/Missing Firefighter**

An absent member of any crew will automatically be assumed to be lost or trapped until it is verified they are safe.

- A. Company Officers or team leaders must immediately report any absent members to the appropriate Commander.
- B. For any reports of missing firefighters;
 - 1. Command must request the next greater alarm.
 - 2. Command must immediately initiate a roll call (PAR) of all crews assigned to the hazard zone, followed by a PAR of all personnel.
 - 3. **Simultaneously**, Command must adjust on-scene strategies to support a search and rescue effort.