

ROCKBRIDGE COUNTY ACCOUNTABILITY STANDARD OPERATING GUIDELINE

Scope

This accountability system was designed to better assure the safety and whereabouts of all personnel operating on all incidents in Rockbridge County, and in the cities of Lexington and Buena Vista.

- A. The agencies operating in these localities are responsible for implementing and maintaining this accountability system, for it to function properly and efficiently.
- B. With a strong incident command system and continued quality training, this accountability system will dramatically decrease freelancing on the scene and ultimately, insure firefighter safety.

Equipment

- A. Tags
 - 1. Markings
 - a. Tags will be marked with the member call number. (i.e CHIEF 7)
 - 2. Number of tags
 - a. One tag shall remain with the firefighter on the pant. (ID tag)
 - b. One tag removable by a snap ring to be used in the accountability system. (Tracking tag)
- B. Board
 - 1. The size will be
 - 2. Capable of holding snap rings
 - 3. Clip to hold loose leaf paper
 - 4. Grease Pencil
 - 5. Time keeping piece
 - 6. The surface shall be white in color
- C. Collecting Ring
 - 1. Each piece of apparatus shall have a collecting ring places on it
 - 2. It will be located in the officer seat in a visible place.

Function

A. Incident Commander

1. The incident commander shall appoint an accountability officer when he / she deems necessary.
2. Considerations for:
 - a. Multi-company response
 - b. Multi-alarm response
3. Shall notify EOC that the accountability system is in place and who the accountability officer is.

B. Personnel

1. Personnel shall remove accountability tag and place it on the collecting ring upon responding to an alarm.
2. Personnel arriving POV shall place their tag on the first due apparatus. If an accountability officer has already been appointed, the tag shall be given to that officer.
3. If an accountability officer has already been appointed, the riding officer of the apparatus will give the tags to the accountability officer.

C. Accountability Officer

1. Collect accountability tags from apparatus on scene.
2. Collect later arriving accountability tags.
3. Organize rings to reflect task being assigned.
4. Accountability officer must take into consideration that the incident may escalate to the point where additional accountability officers may be needed.
5. The accountability officer shall be readily identified and visible.
 - a. Recommendation to make use of a vest.
6. The accountability officer shall not serve as any further function, except possibly a personnel staging officer.
7. The accountability officer must have access to a radio to monitor.
8. The accountability officer shall conduct the Personal Accountability Report (PAR).

D. Additional Accountability Officer

1. Additional accountability officers will be assigned sectors by the first established accountability officer. At this time the tags in the assigned sector will be passed.

2. When the incident is once again manageable by one accountability officer, the accountability officers will meet and the tags will once again be passed by sectors.
3. PAR checks will start with the original accountability officer.

E. Personnel Accountability Report (PAR)

1. The PAR shall be conducted
 - a. every fifteen (15)
 - b. With a report of missing or trapped personnel.
 - c. When the operation changes from an offensive mode to a defensive mode.
 - d. When sudden events occur (backdraft, collapse, etc.)
 - e. At under control point.
 - f. At discretion on the incident commander.
 - g. After mayday signal.
2. PAR checks will be conducted with only the sector officer in the hazardous environment including the two out.
 - a. Any unaccounted sector or personnel will be noted but PAR checks will continue. After PAR checks are completed. The unaccounted for sector or personnel will be contacted again. If still unaccounted for, the IC will be notified.
3. Only priority radio traffic will take preference over PAR checks.
4. The PAR checks will be conducted until the IC and the accountability officer deems necessary to terminate.