

Little Creek Volunteer Fire Company, Inc.

Sta. 54

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Standard Operating Guideline– 2005-01 Personnel Accountability System (PAS)

Purpose: Establish procedures and responsibilities for implementing the Personnel Accountability System (PAS). The PAS will be implemented at all incidents to specifically identify and keep track of members in and around an emergency incident.

Scope: All fire department members.

OBJECTIVE

The Incident Commander is responsible for implementing the Personnel Accountability System (PAS) at every incident. As the incident escalates, the Incident Commander may appoint a senior firefighter or officer the responsibility of Personnel Accountability/Safety Officer; he/she will assume overall responsibility of the PAS system.

Specific incidents, based on their size or complexity, may require that additional Accountability/Safety Officers to be appointed. These additional Safety personnel shall report directly to the incident commander.

DEFINITIONS:

The Personnel Accountability Components

PAS Tag – Each member of the Department will be issued two laminated PAS tags with picture, IBM number, and pertinent personal information for medical attention if needed.

Temporary PAS Tag – Will be located on each apparatus near the Officer for use by personnel who have not been assigned a PAS tag. A grease pencil or dry erase marker will be kept with them to allow the firefighter's name to be put on temporary tag.

Collection Ring – All apparatus has a detachable collection ring for attachment of firefighter PAS tags on response to emergencies.

PAS Collection Board – Tracking device used for accountability tracking stored on each piece of apparatus.

Accountability/Safety Officer – A firefighter or officer assigned by the Incident Commander who will be responsible for collecting rings and attaching them to the status board. When an Accountability/Safety Officer is assigned to the incident he/she shall have the responsibility of tracking all responders on the PAS board, recording unit call sign, location and their function. The Accountability/Safety Officer will be responsible for returning the PASS tags upon termination of the incident.

Personnel Accountability Report (PAR) – The Officer in Charge of the Personnel Accountability System shall account for all units operating at an incident at 20-minute intervals starting from the time of initial dispatch until the incident is placed under control. The OIC will be notified by the dispatcher of PAR times.

Unit Color Code- Red = Engine, Black = Ladder, Green = Rescue & Marine Units, Yellow = Utility & Brush Units, White = Command Units, Blue = EMS units.

PROCEDURES:

The Incident Commander shall be responsible for overall personnel accountability and initiate the accountability system at each incident. The accountability system shall be maintained until the incident is placed under control.

The OIC will determine the need to upgrade the Accountability Level for an incident.

All members operating at emergency incident shall be responsible for actively participating in the PAS.

Level I Accountability – The Officer of each apparatus will ensure all personnel Accountability tags have been placed on apparatus collection rings, which will remain on the apparatus for every incident.

Level II Accountability – The incident Commander will assign a firefighter or officer to collect the collection rings from the apparatus and report to the incident commander or command vehicle. The incident commander will use a PAS board for tracking all responders on the PAS board, recording unit call sign, location and their function. The incident commander may also designate an Accountability/Safety officer depending on the magnitude of the incident.

Level II accountability will occur whenever a hose line is placed in service into a structure or on a hazardous materials incident or when the officer deems necessary. A back-up line will be established on level two incidents.

Level III Accountability – When the Incident Commander determines that the incident requires more stringent control, entry points will be established with entry control monitors and time in and out of the hazardous area is tracked. The second accountability tag will be given to the entry control point monitor and returned to personnel when they exit the area. The incident commander will designate an Accountability/Safety officer. Such incidents may include confined space, HAZMAT, or entry into Large Facilities. Entry and Exit will be made through same control point.

Level II and Level III Accountability

The officer or crew leader will supervise and account for the crewmembers operating in their division or group and maintain an ongoing awareness of the location and condition of all crewmembers.

The incident commander or the Accountability officer shall account for all units operating at an incident at 20-minute intervals (or as needed i.e. Building collapse) starting from the time of initial dispatch. The OIC will be notified by the dispatcher of PAR times.

All units shall have radio capability no matter what their function inside a hazardous area. Radio communication shall be used to give personnel accountability report to the OIC or the Accountability/Safety Officer. Personnel Accountability Reports (PAR) shall continue even when unit is in rehab.

Units failing to report or are unaccounted for shall be reported to the incident commander. A Firefighter Rescue Group will be assigned to the back-up line and be ready to locate unaccounted firefighters.

The incident commander or Accountability/Safety Officer shall not return PAS tags to unit officers until personnel are complete all tasks or the incident is terminated. After incident is terminated the Accountability/Safety Officer shall return all PAS tags to unit officers to be returned to their personnel