

**FAIRFIELD COUNTY RURAL FIRE BOARD
GUIDELINES AND STANDARD OPERATING GUIDELINES**

SUBJECT: ACCOUNTABILITY

All Fairfield County fire departments shall ensure that all personnel will abide by the requirements for Accountability as outlined in these guidelines.

GUIDELINES:

1. Incident Commanders will initiate a system to ensure that all on scene personnel are recognized and identified for accountability.
2. Each reporting firefighter will immediately report to the IC for recognition, accountability and assignment.
3. All reporting apparatus operators will immediately report to the IC for recognition, accountability, and assignment.
4. Any firefighter leaving the incident before the termination of the incident command will report their departure to the IC.
5. All apparatus leaving the incident before the termination of the incident command will report their departure to the IC.
6. All fire departments will be responsible for ensuring that their members have in their possession an appropriate form of department issued identification for accountability purposes.

I. Responsibility:

A. Incident Commanders, division commanders, and officers at an emergency incident shall use the PASSPORT Accountability System or NAME TAG Accountability System to account for those commanders, teams and firefighters within their direct span of control, as outlined in this guideline.

B. Commanders, company officers, team leaders and firefighters will maintain an awareness of each other's physical condition and will use the command structure to request help, relief, and reassignment of fatigued or injured firefighters.

C. Chief officers, company officers, team leaders and individual firefighters are accountable for the safety of themselves and other members of their team. Team members will maintain a constant awareness of the position and function of ALL members working with them.

**FAIRFIELD COUNTY RURAL FIRE BOARD
GUIDELINES AND STANDARD OPERATING GUIDELINES**

D. Team members must always be in contact with each other through one of the following methods:

1. Voice (not by radio)
2. Visual
3. Touch

Exception: Radio contact is permissible for apparatus operators, chief officers and commanders, etc., where the location of such personnel is constant and is known by remainder of the team for response.

E. If a team member is in trouble, the other member(s) of the team will take appropriate steps to:

1. Provide direct help
2. Call for help (MAYDAY, MAYDAY, MAYDAY....who you are, where you are and what is the problem)
3. Go get help if necessary

F. Members will stay together as teams when in the emergency incident perimeter, and as otherwise directed by the incident commander, until the incident termination.

II. Emergency Incidents:

Reporting to the incident.

When a station, team, or individual reports to an incident, staging or division, the members transfer their primary passport (white) or name tag to that commander except as defined below:

A. Primary passport will remain with the officer or team leader when –

1. They are the only unit at the incident.
2. They are committed, (first arriving station at an incident before the establishment of a command post or having passed command)

**FAIRFIELD COUNTY RURAL FIRE BOARD
GUIDELINES AND STANDARD OPERATING GUIDELINES**

3. They are on or directed to a remote side of an emergency incident before the establishment of a sector or division commander.

B. The team will report their team status to the incident commander by radio or personal contact when first arriving teams have not transferred their passports / name tags to a command function. The commander will obtain their primary or secondary passport / name tag or direct the team to a command function or new assignment where they will transfer their passports.

During Emergency Incidents:

A. The commander will require the transfer and use of passports / name tags at every incident except as noted above. Passports / Name Tags will be assembled on the status board in such a manner that the incident commander will know the location of all firefighters and teams.

B. Staging area commanders will record the times that teams or units report to staging.

C. When a commander (incident, sector or division) relieves a team, the commander will:

1. Confirm with team leader that all team members are accounted for by name.
2. Direct the team to staging or another command function.
3. Return the passport(s) to the team leader.

III. Personnel Accountability Report (PAR):

A. Commanders and team leaders will conduct a roll call of all personnel at the emergency incident. The Incident Command will notify all companies to stand by for a PAR. The PAR will be called by calling each station or team at a time. The chief officer or team leader will respond with location and the names of the personnel with them. The command will request a personnel accountability report (PAR) using the Passport Accountability System as follows:

**FAIRFIELD COUNTY RURAL FIRE BOARD
GUIDELINES AND STANDARD OPERATING GUIDELINES**

1. When a team is relieved of an assignment and transferred to a different command or assignment, commanders will confirm that team leaders have conducted a roll call.
2. When a commander presumes a firefighter or team is missing or in trouble, the commander will start rescue efforts as soon as possible at the last known locations. The IC will then conduct a roll call (PAR) of the emergency incident to confirm the status of the involved missing personnel or team in trouble
3. Every 10 minutes, (During Offensive Operations) and 20 minutes maximum during any other emergency operation where the members may be exposed to IDLH atmosphere.

B. When there is a change from an offensive to defensive fire ground strategy. Example- ALL units, Main Street Command, we are pulling out of the structure into a defensive operation. Standby for a (PAR). Conduct a (PAR).

C. Where there is a catastrophic change in the incident such as a building collapse, explosion, flashover, etc., a “Code Red” situation. Conduct a (PAR).

D. When incident commander or team leader determines that a need for a (PAR) exists.

IV. Name Tags and Passports:

A. Passport Name Tags or Cow Type Name Tags will be issued to each firefighter. At the beginning of each incident station chief will place the names of the assigned crew on each passport.

B. The names will be placed on the passport with the officer’s name first, nozzle second, hydrant position third.

1. Captain Smith
2. Nozzle Joyner
3. Hydrant Roberts
4. Engineer Boyd

**FAIRFIELD COUNTY RURAL FIRE BOARD
GUIDELINES AND STANDARD OPERATING GUIDELINES**

C. When the driver is assigned with the crew or as a team member his/her name will be turned upright. If the name is upside down, it should be identified when a (PAR) is called that the driver is in the hazard area and the name can be turned upright at this time.

D. Attack team members may be placed on separate passport by the IC

E. Individuals from different stations, units may be placed into a group and given as assigned number or group name. Ie; Station 16 broken in to 16 team 1, 16 team 2, or roof group.

F. EMS units or any non-fire service individuals will report to the Incident Commander for assignment and to give the IC a name-tag so that they may be placed in the accountability system.