

Enchanted Circle Regional Fire Association

Model Operating Procedures

Accountability

Purpose

This standard establishes a system for tracking firefighters actively operating in the *Hazard Zone* of an incident. The *Hazard Zone* is defined as any area where personnel are at risk from a toxic atmosphere, or at risk of becoming lost, trapped or injured by the environment or structure. PPE appropriate to the environment is required for all personnel operating within the *Hazard Zone*.

Accountability

Accountability is a critical element in the safety of all personnel on the fireground, and in particular working in the *Hazard Zone*. In general, good accountability is maintained by the following:

- All actions on the fireground are undertaken by organized companies or crews. The company officer is responsible for tracking the welfare and location of all personnel assigned to the company.
- Accountability continues through the concepts of Unity and Chain of Command, and Span of Control. Under these concepts, each person on the fireground has only one supervisor and should be able to communicate directly with that supervisor at all times. Supervisors should be operating within their ability to track and supervise personnel or resources at all times.
- The IC is responsible for assuring that the above concepts are being adhered to, and must react to correct any barrier or deficiency.
- Division Supervisors will maintain tracking and awareness of companies or crews assigned to his or her geographic area of responsibility.

Accountability Officers & Passports

To provide specific accountability for personnel actively operating in the *Hazard Zone* at any given time, each firefighter qualified for entry into the *Hazard Zone* will be issued a "Passport", which shall consist of (a plastic name tag with Velcro backing that will be mounted on the underside of the helmet brim). At the time of entry into the *Hazard Zone*, the company officer will collect all passports of his or her company or crew and turn them in to a designated Accountability Officer. The Accountability Officer may be a Pump Operator/Engineer, Division Supervisor, or other designated officer, depending on the nature, type and complexity of the incident.

For first alarm / initial attack resources, the Pump Operator/Engineer of the first due engine will automatically be designated as the initial Accountability Officer. The first arriving company will announce the designation and location of the Accountability Officer by radio during the initial size-up report. Each Company Officer will be responsible for turning in the Passport tags of all personnel entering the *Hazard Zone* immediately prior to entry, and retrieving the Passports when exiting. The Pump Operator/Accountability Officer will keep all Passport tags on a status board (*mounted inside the Driver's door of the apparatus.*)

As incidents escalate, Accountability Officers may be assigned to each division. Transfer of Accountability Officer status should be made face-to-face, and all Passport tags for personnel currently in the *Hazard Zone* handed over to the new Accountability Officer.

General Rules of Thumb

- Passports never enter the *Hazard Zone*.
- Passports must be kept near the entry/exit point to the *Hazard Zone*.
- Passports should reflect only personnel currently operating in the *Hazard Zone*.
- Crews must turn in their Passports when entering and retrieve their Passports when exiting the *Hazard Zone*.

Termination of Passport Procedure

Passport accountability will be maintained on the incident until the benchmark "Fire under control" is transmitted. At that time, the IC will obtain a *PAR* (Personnel Accountability Report). If all personnel are accounted for, the IC, at his or her discretion, will order the termination of Passport procedures. Upon termination of Passport procedures, all Company Officers will retrieve their Company's Passport tags from the Accountability Officer.