

HIGH RISK/HIGH FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 200.07

SUBJECT: ACCOUNTABILITY SYSTEM

APPROVAL: Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

PURPOSE

Hudson Fire Department will use a version of the Passport Accountability System®. The accountability system is designed for the accountability, safety and location of all personnel on an incident scene when used accordingly.

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this guideline.

PROCEDURE

A. GENERAL

1. All personnel at emergency incidents are to use this accountability system to account for personnel of various descriptions within their direct span of control.
2. All personnel at the emergency scene shall maintain an awareness of each other's physical location and condition and shall use the command structure to request help, relief, and re-assignment of fatigued or injured crews or members.
3. All personnel are accountable for the safety of themselves and other members of their units. All personnel shall maintain situational awareness of the position and function of all members working with them.
4. Personnel shall always consider the modes of communication on an emergency scene by using one of the following methods:
 - a. Voice
 - b. Vision
 - c. Touch

EXCEPTION: Radio or phone contact is permissible for Apparatus Operators, Chief Officers, Commanders, etc. where the location of such personnel is constant and is known by the remainder of the response group.

5. If a unit member or leader is in trouble, the other member(s) of the unit shall take the appropriate steps to:
 - a. Provide direct help
 - b. Call MAYDAY
 - c. Go for help
6. All personnel shall operate in teams of at least two. An identifier for each team shall be assigned by the Incident Commander.
7. All assigned personnel shall stay together when operating at emergency incident scenes and as otherwise directed by the Incident Commander until the incident terminates.

B. ACCOUNTABILITY SYSTEM

1. PASSPORT. The Purpose of the Passport® is to provide the accountability of individuals and unit members after entering the emergency incident perimeter.
 - a. Passport® (also known as Passport® Collectors) are a three part plastic card with Velcro® hook back and loop front that contains the following information:
 - i. The top portion – Municipality name and Apparatus Designator
 - ii. The middle portion holds the unit members name tags (Velcro® area).
 - iii. The bottom portion can be used for recording such as; time, arrival, and assignment.
 - iv. The size of the board shall be dependent on the size of your nametags.
2. NAME TAGS
 - a. Each responder shall maintain a minimum of 2 Plastic nametags with Velcro® hook on back.
 - b. The nametags shall contain the following information:
 - i. Department Name
 - ii. Rank
 - iii. First initial and last name
 - c. Size
 - i. The size of the nametag shall be no larger than one (1) inch by three (3) inches.
 - d. Name tag colors shall be as follows:
 - i. White, Red or Yellow for Fire Departments
 - ii. EMS – Royal Blue
 - iii. Police – Navy Blue
 - iv. Sheriff's Department – Brown
 - v. Emergency Management – Green
 - e. A minimum of two (2) name tags are attached with Velcro® loop to the underside of the rear brim of the members' helmet and are used for the following purposes:
 - i. Placement on the primary and back-up Passport® of the apparatus assigned at the time of response to incident.
 - ii. Company officer or assigned leader will be placed in the first position on the Passport®. Apparatus drivers are placed second on the Passport® and will be placed upside down when assigned as a pump or turntable operator.
3. MAKE UP KITS
 - a. These kits will contain a compliment of Primary, Back-up and Reserve Passport®, white name tags along with grease pencils. These kits will normally be stored in secure locations on apparatus and stations and may be used for:
 - i. Temporary replacement of any of the accountability items listed above.
 - ii. Additional make-up companies for individuals or crew responding to incidents without the accountability items listed above.

C. EMERGENCY INCIDENTS

1. Reporting to the incident – When an apparatus reports to an incident base, incident staging area, or commander, they will transfer their WHITE Passport® to that commander.
2. During Emergency Incidents – Commanders will require the use of the WHITE Passport® at every incident. The incident commander or Accountability will receive the WHITE Passport®.
3. Return to Service
 - a. All companies assigned to return to service will confirm with their command function that all members are present before retrieving their WHITE Passport® from the Incident Commander or Accountability and leaving the scene.

D. PERSONNEL ACCOUNTABILITY REPORT (PAR)

1. Periodically throughout an incident, a Personnel Accountability Report (PAR) may be called by command. When a PAR is called by Command, the Team Leader shall account for all of his/her assigned crew and report to Command. The report to Command shall be, i.e. "Team 1 to Command, we have a PAR."
2. A PAR should be called at the 20 minute status checks when prompted by St. Croix Dispatch
3. A PAR will be called after any significant event at the incident location. A PAR shall also be called when there is a major change in strategy and tactics at the incident scene, i.e. offensive mode to defensive mode.

E. EVACUATION ALERT

1. In the event an emergency evacuation of personnel operating inside the "hazard zone" is needed the Incident Commander shall order an evacuation alert.
2. The emergency evacuation alert shall consist of five (5) steady blast of one fire apparatus' air horn.
 - a. These blasts shall be approximately five (5) seconds in length.
 - b. A radio message of the evacuation shall also be transmitted.
3. Once the evacuation is complete, a PAR shall be called to ensure accountability for all personnel.

References – Risk and frequency classification information - <http://firefighterclosecalls.com/sopsog.php>,
IMS Alliance Accountability Systems.