

BLACKWOOD FIRE COMPANY

7.8 FIREFIGHTER SAFETY – PERSONNEL ACCOUNTABILITY SYSTEM

7.8.1 Purpose

- 7.8.1.1 The Personnel Accountability System (PAS) will be used to maintain accountability of all resources assigned to the incident.
- 7.8.1.2 The PAS will be used to identify and track personnel entering and leaving hazardous areas.

7.8.2 Components of the PAS

- 7.8.2.1 Personnel Accountability Tag (PAT) – Each member will have three tags that identify, at a minimum, the members name and station. Although the tags are identical, one tag is considered the “Personal Tag” one considered the “Apparatus Tag” and the other is considered the “Task Tag”.
- 7.8.2.2 Apparatus Accountability Ring – A ring with an attached tag indicating the apparatus assigned. All members boarding apparatus shall place their apparatus tag on the ring.
- 7.8.2.3 Apparatus Riding List – A board in each apparatus that is to indicate the task a member is assigned during initial stages of the incident. The members’ task tag is placed here to indicate initial assignments.
- 7.8.2.4 Accountability Tracking Board – A board carried by command vehicles for larger scale tracking of personnel assignments. This board may be maintained at command, at manpower or with the Personnel Accountability Officer as incident needs dictate.
- 7.8.2.5 Personnel Accountability Officer – The person designated by the Incident Commander (IC) to monitor entry into and exit out of hazardous areas and/or structures for the purposes of ensuring accountability of all personnel in the hazardous area or structure by ensuring the members’ task PAT is collected.
- 7.8.2.6 Rehab Pass – A distinctive card which allows the member to retrieve his/her tag from the Accountability Tracking Board for reassignment after being released from Rehab.

- 7.8.2.7 Personnel Accountability Report (PAR) – Provides accounting for all fire ground personnel or individual units as requested.
- 7.8.2.8 Officer – Chief or company level officers or firefighters designated as crew or unit leaders responsible for a geographic area of the incident and/or firefighters performing tasks.
- 7.8.2.9 Hazardous Area – Interior, roof and outside vent operations during structure fires; Areas that are or potentially are considered Immediately Dangerous to Life and Health (IDLH); Areas where special PPE is required such as confined spaces or hazardous materials incidents. Large wild land areas may also be considered hazardous areas. Any area as designated by the IC.

7.8.3 Accountability Procedure

- 7.8.3.1 The PAS shall be used at all incidents.
- 7.8.3.2 Firefighter accountability is the responsibility of the individual firefighter. Failure to personally ensure your assignment is known and tracked will result in failure of the most disciplined systems.
- 7.8.3.3 Assigning tasks to units rather than individuals, maintaining riding assignments and adherence to standard company riding assignments are all strong contributors to firefighter safety and personnel accountability. Crews will always enter together, work together and exit together, through the same entrance whenever possible.
- 7.8.3.4 The minimum crew will consist of two (2) firefighters.
- 7.8.3.5 Officers shall maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision.
- 7.8.3.6 All crews operating in hazardous areas will be equipped with portable radios.
- 7.8.3.7 Members utilizing SCBA shall have an activated PASS device.

- 7.8.3.8 Each member is issued two (3) Personnel Accountability Tags (PAT) and is responsible for their maintenance.
- 7.8.3.9 Members who lose their PAT should immediately report the loss to an officer for immediate replacement.
- 7.8.3.10 The first PAT is the personal tag. This tag remains on your person.
- 7.8.3.11 The second PAT is the apparatus tag and that will be placed on the Apparatus Ring upon boarding the apparatus for any incident.
- 7.8.3.12 The third PAT is the task tag. This tag will be maintained on the firefighter until assigned work in a hazardous area.
- 7.8.3.13 Officers may implement the use of the task tagging and tracking system at any incident regardless of hazards when its use may be beneficial to incident management and personnel tracking.
- 7.8.3.14 During response to incidents with potential hazardous areas, the company officer shall verify his total crew number and report that number on radio while responding. (i.e. Camden County Tower 844 responding with 6)
- 7.8.3.15 On arrival at an incident where personnel are assigned tasks in a hazardous area, the company officer shall place the task PAT of each assigned firefighter on the Apparatus Riding List.
- 7.8.3.16 The task PAT shall be placed on the appropriate ring for the assigned task and specifics pertinent to the assignment indicated on the list. (i.e. Engine personnel assigned to the nozzle team would be clipped into "Attack" and the location written in, for example 2nd floor or Apt B-3)
- 7.8.3.17 The apparatus riding list will be left on the officer seat of the apparatus if all personnel (driver excluded) are assigned.
- 7.8.3.18 Personnel not immediately assigned to hazardous areas should report to command or manpower for assignment with their task PAT still in their possession. If the apparatus riding list has been utilized for additional personnel on the apparatus, it should be brought forward for tracking.

- 7.8.3.19 During the initial phases of an incident the apparatus riding list will be utilized to track the location and assignment of individual firefighters.
- 7.8.3.20 As the incident expands, individual riding lists are transferred to the Accountability Tracking Board.
- 7.8.3.21 The IC may assign Personnel Accountability Officers (PAO) at each entry / exit point in use. The PAO shall ensure that crews have a minimum of two (2) members and that the members task PAT is properly collected and assigned. The PAO should also ensure that the location and function of each crew is communicated to the IC or designee as required.
- 7.8.3.22 Upon completion of assigned tasks, personnel will exit the hazardous area and report to the PAO, command or manpower as appropriate, report results of their tasks and retrieve their task PAT. If exiting the building through a different route than entry, crews must check in with the original entry point PAO.
- 7.8.3.23 On large scale incidents officers should report changes in their location or assignment to the PAO when these changes result in a loss of accountability and deviate from their initial, tracked assignment.
- 7.8.3.24 When directed to REHAB, the task PAT shall be placed under REHAB on the Accountability Tracking Board. Personnel in possession of the task tag when reporting to rehab will have it removed by EMS personnel and transferred to the Accountability Tracking Board.
- 7.8.3.25 When released from Rehab by EMS personnel, the member will receive a unique "Rehab Pass" which will allow them to retrieve their task PAT from the Accountability Tracking Board. Members will not be issued their task PAT without the Rehab Pass.
- 7.8.3.26 The IC should consider use of regular Personnel Accountability Reports (PAR) for personnel in hazardous areas at 20 minute intervals as indicated by dispatcher prompts. Officers at all levels should perform an informal PAR at each 10 minute mark. These reports need not be performed by radio and do not preclude the responsibility to remain constantly aware of personnel assigned.

- 7.8.3.27 PAR should also be requested:
- When there is a MAYDAY.
 - When there is a report of a missing firefighter.
 - When an emergency evacuation is ordered.
 - When the incident is declared under control.
 - When changing attack modes (offensive to defensive).
 - Anytime the IC finds it necessary.
- 7.8.3.28 When requested by the IC, officers should verify their assigned personnel are accounted for and report that they do, or do not have PAR. (i.e. Search from 840, PAR. 840 from Search, I have PAR). All but emergency radio traffic should cease during the PAR.
- 7.8.3.29 On notification that a crew does not have PAR, they should be removed from the building for face to face accountability to ensure the identity of the missing member.
- 7.8.3.30 The FAST will be briefed and activated when a crew does not have PAR.
- 7.8.3.31 In the event of a sudden deterioration in fire conditions or an event that may have endangered firefighters, the Emergency Evacuation Signal should be utilized IAW OG 7.9.
- 7.8.3.32 A face to face PAR is required after activation of the Emergency Evacuation Signal.
- 7.8.3.33 The IC may assign personnel to collect the apparatus accountability ring from each unit on location. These tags should be maintained on their rings, kept separate from the task tags and utilized to create an overall scene roster.
- 7.8.3.34 The IC may request a report from the dispatcher of units on location and their assigned personnel if available.
- 7.8.3.35 The IC should perform a final PAR on termination of the incident by ensuring that no task PAT are in the possession of command or the PAO.

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