



SHARED RESOURCE PROCEDURES

Procedure: Accountability (SCFPD C-84A)

Effective Date: January 4, 2018

Revision Date: NEW

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Purpose: The purpose of this procedure is to account for all firefighters operating at an emergency incident. This system will increase firefighter safety and provide the Incident Commander and Company Officers a means to track the location and function of firefighters at the incident.

A) Accountability

1) Accountability is a critical element in maintaining the safety of all fire fighters working on the fire ground. Each person involved in an incident whether at the strategic or task level of an incident must make a strong personal commitment to follow all policies and procedures regarding accountability.

a) **Incident Commander (IC)** – addresses the strategic level of accountability by the tracking of all crews and divisions/groups by location and function on a tactical worksheet.

- The IC must know who is in charge of each division/group, crews assigned to each division/group, where each division/group is located, and what each division/group is assigned to do.
- The IC will include accountability as a major element in strategy planning, and must consider and react to any barriers to effective accountability.
- The IC will consider air supply when making tactical assignments including rotation of crews.
- The IC must obtain personal accountability reports (PAR) from Division/Group Supervisors and/or crew company officers.

b) **Division/Group Supervisor** – addresses the tactical level of accountability by tracking of crews assigned to their Division/Group.


- Division/Group Supervisors must know the location and function of assigned crews.

- Division/Group Supervisors must be in his/her assigned area to maintain close supervision of assigned crews.
 - Division/Group Supervisors must obtain PARs of all crewmembers of all companies assigned to his/her division/group.
- c) **Company Officer**- addresses the task level of accountability and must know where each firefighter is located, and what each firefighter is doing.
- Company officers shall maintain a current PASSPORT of personnel responding on the apparatus at all times.
 - Company officers must ensure that all crew members have proper helmet, PPE, and SCBA company ID as per each Departments requirements.
 - Company officers must obtain PARs for their crews, which is a confirmation that all members assigned to his/her crew are accounted for and have an adequate exit air supply.
 - Company officer must ensure that the PASSPORT is delivered to the accountability location prior to entering the warm zone and retrieved upon clearing the incident.
- d) **All crew members** - immediately update the company PASSPORT as they arrive for duty.
- (If applicable) Ensure that helmet, PPE, and SCBA ID's are accurate.
 - Know who their immediate supervisor is/who they report to.
 - Know what their assignment is.
- e) **All crews** - work for command or Division/Group Supervisors, no free lancing.
- Crews arriving on the scene should remain intact. A minimum crew size will be considered two.
 - Each member must have a radio.
 - All crews entering the hot zone must have a supervisor.
 - All crews will enter, stay and exit together.
 - Reduced visibility and increased risk will require close supervision by the crew member in charge.
 - The entire crew will exit if a SCBA, radio, or any equipment that could compromise safety fails while in the hot zone.

2) **ACCOUNTABILITY EQUIPMENT**

- a) Helmet front ID
- b) PPE shoulder Company ID patches left and right (if applicable)
- c) SCBA Company ID (if applicable)
- d) Velcro nametag for door PASSPORT

Approved by


Michael Wapnowski, Acting Chief

Date: January 4, 2018