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OPERATIONS MANUAL

STANDARD INSTRUCTION 02, SECTION 38

SPECIAL OPERATIONS: PERSONNEL ACCOUNTABILITY

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I. PURPOSE

Accurate accountability of personnel during emergency operations is vital during normal operations. However, if the incident takes a turn for the worse, the Incident Commander is charged with full accountability of all personnel. The use of standardized personnel tracking will help to ensure that all personnel are accounted for.

This policy shall be applied during all incidents in which personnel may reasonably be expected to be called upon to operate in an IDLH atmosphere. This policy shall also apply to other incidents in which the incident commander anticipates incident personnel may be exposed to other hazardous conditions, including but not limited to trench rescue, swift water rescue, or other incidents in which conditions can deteriorate.

The Training and Drill Manual contains detailed information on specific operational safety concerns. Please refer to the Safety Section for this information.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. DEFINITIONS

- A. ATR – Accountability Tracking Record (FD-901)
- B. FCC – Fire Communications Center
- C. IDLH – Immediately Dangerous to Life and Health

V. POLICY

A. Implementation

The following accountability procedures will be implemented on all incidents that meet the Two-in/Two-out criteria.

1. Personnel Accountability (P/A) will be initiated and used throughout an incident that requires the use of two-in/two-out.
2. An IC may implement P/A at any incident, at any time, if conditions warrant.
3. It must be remembered that each point of entry (POE) requires the assignment of an Accountability Officer (A/O).
4. If the POE's are in close proximity, they may be covered by the same A/O.
5. If this becomes unmanageable or the accuracy of the accountability is questionable, multiple A/O's are required.

B. General Guidelines

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1. The IC must ensure a sufficient number of A/O's are assigned to track all POE's into an IDLH atmosphere.
2. IC's should request periodic updates from A/O's on extended incidents.
3. Consider implementing Personnel Accountability Reports on extended incidents.
4. Aerial ladders, ground ladders, doors and windows are examples of POE's. All must be covered by an A/O if used to enter the structure.
5. All personnel must monitor one another for compliance. All on-scene officers are directly responsible and the IC ultimately responsible for the proper use of the accountability system.
 - a. Personnel shall not be inside of an IDLH atmosphere with their tag attached to their SCBA.
 - b. Personnel shall not be outside of an IDLH atmosphere without their tag attached to their SCBA.
6. The A/O position can be filled by personnel of any rank that have been properly trained.
7. A/O's must maintain radio contact with the IC and the interior teams.
8. They must have full PPE with SCBA on, in the "standby mode." A/O's are responsible for accountability of individuals inside of the IDLH atmosphere.
9. In the absence of a formal AO, the IC may assign any qualified personnel with A/O.
10. Notifications shall be made to the IC of any unusual circumstances noted, such as;
 - a. Extended interior time
 - b. Need for additional resources (A/O's, RIC, equipment, etc)
 - c. Incident degradation or a significant event

C. Accountability Tags

1. The accountability system consists of color coded, numerically designated tags attached to every SCBA assigned to a position.
2. Company Tag
 - a. A color coded (diamond or hexagon shaped) metal tag used to identify an entire company by agency designator, resource type and unit number
 - 1) To be used at Lobby Control during high rise fires
 - 2) Can also be used as a contingency tool at the ICP for IRPM
 - 3) Carried by the Company Officer and/or single resource personnel only
3. Standard Accountability Tags
 - a. A color coded oval shaped tag used to identify a specific person, position or staff position.
 - 1) To be left at the entry point of the IDLH

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- 2) In the event of an IRIC being deployed, fire personnel shall leave their tags on the ground at the entry point of the IDLH
- 3) A/Os will group these standard tag by company

D. Use of accountability box and ATR

1. Company Tags must be collected by Lobby Control at all high-rise incidents as an additional means of tracking companies and personnel within the structure itself.
2. Company Officers must log-in crews on the MDC daily. This is an additional accountability tool.
3. A/Os shall track the units and resources in the IDLH and the elapsed time that these resources are inside.
4. Personnel shall be accounted for upon exiting the IDLH.

E. Personnel Accountability Report (PAR)

1. Personnel accountability reports (PAR) may be conducted verbally by radio or by face-to-face. The A/O shall confirm from the interior team(s), their status and welfare.
2. Implement PAR for the following:
 - a. When changing from offensive to defensive mode
 - b. After any significant event (i.e. collapse, explosion, etc...)
 - c. During extended periods of interior attack
 - d. Following suspicion or confirmation of firefighter down/trapped/missing
 - e. Following the building evacuation signal
 - f. As deemed necessary
3. A PAR may be initiated by the (With the exception of the IC, other positions listed may initiate a PAR after approval from the IC):
 - a. IC
 - b. Branch Director
 - c. Group Supervisor
 - d. Division Supervisor
 - e. A/O
 - f. Safety Officer
4. On smaller incidents the IC or designee can utilize the A/O's ATR to check the status of interior teams. Contacting the company officer may provide the information needed.
5. On larger incidents, the IC or designee can use the A/O's ATR to check the status of interior teams through the respective division supervisor.
6. Division supervisors may do a PAR among assigned interior teams, then report findings to the IC. Division supervisors should work closely with A/O's to confirm personnel working in their assigned areas.

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7. Contact shall be attempted with crews not accounted for by radio and by utilizing the last known position (check with A/O, division supervisor and other crews in work area).
 - a. Radio traffic should be kept to an absolute minimum during a PAR.
 - b. Conducting a PAR during a large incident can be difficult.
 - c. Delegation to division supervisors and company officers may help to reduce this traffic.

F. Missing and/or Trapped Firefighters

1. When the IC is made aware of a potential lost or missing crew member, the RIC shall be activated and sent to the last known location.
2. When a crew or individual is lost or missing:
 - a. “Mayday, Mayday, Mayday, should be broadcast
 - b. Followed by the specific problem, i.e. Firefighter down, Firefighter trapped, or Firefighter lost”
 - c. Followed by their situation, location and number of personnel involved
3. The IC shall then initiate a rapid recall and accountability of all crews on the fire ground to determine who is missing.
4. The IC shall immediately assign a Fire Officer as the Rescue Group Supervisor and commit the RIC Group to locate the missing or trapped crews.
5. The RIC shall gather as much information as possible on the last known location and assignment of the missing firefighter(s).
6. The RIC Group shall utilize the RIC rescue kit and any other tool necessary. The operation changes to a high priority rescue.
7. The IC shall assign another company as a RIC and strongly consider requesting an additional alarm assignment.
8. The IC shall advise the victim to:
 - a. Activate the Emergency Button on the radio.
 - b. If the victim cannot activate the Emergency Button, keep them on the channel that has been activated and prepare to move all suppression tactical operations to another tactical channel.
 - c. Have FCC continue the incident running clock and advise the IC at every 10 minutes.
 - d. Utilize GRAB LIVES self survival procedures:
 - 1) Gauge – Check air gauge
 - 2) Radio – Radio for assistance
 - 3) Activate – Activate PASS
 - 4) Breathing – Conserve air
 - 5) Low- Stay low
 - 6) Illuminate – Shine flashlight
 - 7) Volume – Make noise

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- 8) Exit – Find an exit
- 9) Shield Airway – Protect your airway
- 9. FCC shall notify Senior Staff and inform them of the situation.
- 10. The IC should consider a separate TAC channel for the Rescue Group and RIC.
- 11. Firefighting operations:
 - a. Should not be abandoned unless life threatening situation exists and it may be necessary to reinforce those tasks.
 - b. The IC and crews should take aggressive measures to protect trapped or missing firefighters from the effects of the fire.
 - c. Ventilation and lighting are an important aspect in locating missing or trapped firefighters and should be considered integral to the operation.
- 12. The IC may assign additional safety officers as necessary. Assess structural stability of the entire building throughout the rescue event.
- 13. Assess resource needs, including the specialized equipment, or technical specialists such as a USAR or Hazmat.
- 14. The IC shall control media access and information distribution throughout the incident.
 - a. Information on the identity or condition of the victim(s) must be restricted until the after the family members are notified.
 - b. Media crews should be restricted to areas that are safe and at a distance that will prevent visual/facial identification of any victims

G. Radio Usage and Information

- 1. Alias database
 - a. All 800MHz radios are equipped with a unique identification system.
 - b. FCC maintains an Alias Database which tracks each of the identifiers.
 - c. In the event of an emergency activation of the radio's "Emer" button, this identifier indicates to FCC where the radio is assigned.
 - d. It is the responsibility of all personnel to ensure these identifiers are correctly list on the Alias Database Manager.
 - e. The flowing are examples of the radio identification system:
 - 1) Portable 800 MHz Radios
 - a) Agency designator followed by resource type, followed by unit number, followed by rank/position number
 - i. "SND Engine 30 – 1"
Captain's portable from engine 30
 - ii. "SMC Truck 1471 - 4"

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Second Firefighter's portable from San Marcos Truck 1471

- b) For staff positions and/or BC rigs use agency designator followed by resource type, followed by unit number, followed by portable number

- i. "ESC Chief 1 – 2"

Escondido Fire Chief's second portable

- c) Any secondary or extra radios permanently assigned to a fire apparatus will be identified by resource type, unit number and the term spare

- ii. "CHV Engine 51 – Spare"

2) Radio Cache and/or Reserve Apparatus Portable 800 MHz Radios

- a) All radio cache and/or reserve apparatus radios will have "radio alias" names that match the radio's 6-digit radio identification number as permanently programmed into the radio by Motorola

- i. "759284"

Radio cache portable for CHV

- b) Once assigned to a frontline apparatus, the radio's "alias name" will be changed to a standard naming convention

- i. "CHV Battalion 51 – 3"

Chula Vista Battalion 51's third portable

3) Out of Service Radios

- a) It is vital to notify FCC of any radio change due to this identifier system and accountability.
- b) All radios changes require notification to FCC to ensure this Alias Database is accurate and current.
- c) Any radio taken out of service for repairs, will temporarily assume the following "radio alias" name

- i. "Radio Shop"