

NIXA FIRE PROTECTION DISTRICT

Adopted/Revised
12/24/03

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805

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805.0 ACCOUNTABILITY SYSTEM

This procedure identifies a system of incident site fire fighter accountability. The purpose is to account for all fire fighters within a small geographic area, within the "hazard zone" of an incident or during normal operations conducted during an incident. Use of the system will provide enhanced personal safety for the individual fire fighter, and will provide the Incident Command Organization staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone will be defined as any area that requires an SCBA, a charged hose line and protective clothing or in which a fire fighter is at risk of becoming lost, trapped, or injured by the environment or structure, or in an area where the firefighter may be outside the line of sight of another individual. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

805.1 ACCOUNTABILITY

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

Accountability involves a personal commitment to work within the safety system at all times. Accountability is more than an accurate passport. Accountability is company officers keeping crews together, staying on the hoseline, working in pairs, leaving when you're low on air, each crew carrying their portable radio, turnouts properly marked, and ID on helmets.

- Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
- Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- Sector Officers will always maintain an accurate tracking and awareness of crews assigned to them. This will require the Sector Officer to be in his/her assigned area and maintaining close supervision of crews assigned to them.
- Company officers shall maintain a current passport of personnel responding on the apparatus at all times.
- All crews will work for Command or Sectors -- no free-lancing.

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- Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members.
- All crews entering a hazard zone should have a supervisor.
- All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness.
- If a radio fails while in the hazard zone, the crew will exit.

805.2 PASSPORTS

To enhance accountability and to improve tracking of fire fighters at the incident, the "PASSPORT" system will be used. PASSPORTS involve a plastic card with the crew members names affixed that is turned into a Command/Accountability Officer

805.3 PASSPORT EQUIPMENT

The PASSPORT system equipment involves a 2" x 4" red plastic card with the company's ID etched on it. The PASSPORT should contain the names of all personnel presently assigned to that company.

The PASSPORT will always be located on the dash of the apparatus at the Company Officer position or passenger side. A velcro strip will allow the PASSPORT to be affixed on the dash and easily removed.

Each fire fighter will be issued one (1) individual name tag. These will be affixed to velcro strips on the underside of their helmet or in their coat Velcro.

Each Company Officer will be responsible for ensuring that the PASSPORT always reflects only currently assigned personnel. The name tags of these members may be returned to the member, placed on the Company Officer's helmet velcro strip or placed in his/her coat.

All PASSPORTS and helmet ID's will be considered safety equipment and will be inspected as other safety equipment. It will be repaired or replaced as soon as possible on a priority request. If any equipment is lost at a scene, temporary equipment will be available for issuance.

805.4 TACTICAL BENCHMARKS

Several accountability benchmarks are included in tactical operations. The Member Accountability Roll-Call (or "MARC") involves a roll call of personnel assigned. For the Company Officer, a "MARC" is a confirmation that members assigned to his/her crew

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are visually accounted for. For the Sector Officer, a "MARC" is an accounting for all crew members of all companies assigned to his/her sector. Reports of MARC's should be conducted face-to-face within the company or with the sector whenever possible.

Example: "Fire Attack to Command, I have a MARC" (all members accounted for).

A member accountability roll-call will be required for the following situations:

- Any report of a missing or trapped fire fighter (Command initiates a MARC of all crews on the scene).
- When a PASS Device is sounding.
- Any change from offensive to defensive (Command initiates a MARC of all crews on the scene).
- Any sudden hazardous event at the incident - flash over, backdraft, collapse, May Day, etc. (a MARC is initiated by Command).
- At every 20 minutes of elapsed time.
- Any time Command feels it is necessary.

The first step in conducting a "MARC" is to start at the lowest supervision level; the crew, sector or company officer in charge of subordinates.

805.5 SHIFT CHANGE

If a shift change occurs during an incident and new personnel arrive, it is the responsibility of the arriving crew to update the PASSPORT. Name tags and company ID's will have to be changed. This should be done during a face to face.

805.6 RAPID INTERVENTION TEAMS (RIT)

A Rapid Intervention Team (RIT) shall be assembled and ready for deployment during hazard zone operations. These teams will be assembled at the point of entry to aid interior personnel in the event of an emergency situation. These teams are not crews assigned to backup lines.

805.7 LOST OR MISSING FIREFIGHTER

In the event that a member of a crew becomes missing, lost, or trapped, the following procedure will be followed. An absent member of a crew will be considered lost until proven otherwise. The crew leader, company officer, or sector officer will do a "MARC" for his subordinates. If the absent person is not located, COMMAND will be notified. Once notified, COMAND will initiate a "MARC" for all personnel. During this

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"MARC", COMMAND may elect to assign a RIT to the last known place of the missing firefighter to start search and rescue efforts. The first step in determining that a firefighter is missing is for each respective crew, sector, or company officer to perform a "MARC" for his or her subordinates.

805.8 ACCOUNTABILITY OFFICERS

Accountability Officers may be Driver/Operators, Captains, Lieutenants, Sector Officers, Safety Officers, Operations, the Incident Commander or personnel specifically assigned to serve as Accountability Officers for the incident.

The first unit establishing command to the incident or point of entry will serve as the initial accountability location. The company officer will serve as the initial Accountability Officer. All crews entering the incident will deliver their PASSPORTS to the accountability location closest to their "point of entry" prior to entering the incident. PASSPORTS will remain at the command post (accountability location).

As the incident escalates and staff officers fill positions Accountability Officers will be assigned by Command.

At incidents with a critical need for Accountability Officers to assist Sector Officers, Command may chose to split up a company and distribute the crew members to different sectors to act as Accountability Officers.

The Accountability Officer's responsibilities include:

1. Develop and implement a plan designed to track and account for all personnel working in the hazard zone.
2. Ensure that Accountability Officers are implemented in each sector as necessary in coordination with Command.
3. Request and manage accountability sector(s) resources as needed.
4. Provide progress reports to Command.
5. Advise Command to initiate MARC's upon benchmarks or as needed.

805.9 MEMBER INDIVIDUAL RESPONSIBILITIES

Arriving crewmembers will be responsible for immediately updating the company PASSPORT as they arrive to duty - including any constant personnel duty and following transfer from another station.

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Arriving crewmembers will remove the name tag from the PASSPORT of the crewmember they are replacing. For those crewmembers not permanently assigned, the name tag should be placed on the velcro strip of their helmet on the underside of the rear brim or in their coat Velcro.

Company Officers are responsible for ensuring that the PASSPORTS always remain current. PASSPORTS must reflect only those members presently assigned to the company.

805.10 RULES OF THUMB

PASSPORT implementation should consider the following basic rules of thumb:

- PASSPORTS never enter the hazard zone.
- PASSPORTS must be maintained at the point of entry to the incident.
- PASSPORTS must reflect only those personnel presently in the incident.
- Crews must turn in their PASSPORTS upon entering and must retrieve their PASSPORTS upon exit from the incident.

805.11 PASSPORT IMPLEMENTATION - THE INCIDENT

Implementation of the PASSPORT system will occur at any incident that requires the use of SCBA and/or during normal operations at any incident.

The objective of the PASSPORT system is always to have the crewmembers PASSPORTS near the command post and that they are accurate, reflecting only those members at the incident. For those situations where it is not clear-cut as to when and where to turn in PASSPORT, crews should consider the above-cited objective for their decision.

For single company incidents, the PASSPORT remains on the apparatus dash. The Company Officer will assume accountability responsibilities.

For Multi-Company or 1st Alarm assignments and greater, the PASSPORT system will function as follows:

- When Command is passed, the assuming IC will be responsible for accountability. However, if an OPS sector is established, then it becomes the responsibility of the OPS Sector Officer. It may become necessary to assign an ACCOUNTABILITY OFFICER for the incident to track personnel and resources.
- Upon arrival, units may receive assignments for OPS or COMMAND.

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- After receiving an assignment, the crew will drop off their PASSPORT to the person in charge of accountability.
- The designated accountability will then place the PASSPORT on the command or status board under the assigned task.
- After the crew has performed their assigned task, the crew will report back to COMMAND or OPS that they have completed their assignment.
- COMMAND or OPS will do one of the following:
 - (1) Send the crew to REHAB.
 - (2) Give the crew another assignment
 - (3) Send the crew to STAGING
 - (4) Send the crew home
- If a company is released from the scene, the company officer will need to pickup their PASSPORT.
- All crews will take their PASSPORTS to their assigned accountability location prior to entering the incident.

805.12 POINT OF ENTRY CONTROL

PASSPORTS will remain with the designated Accountability Officer near the "point of entry" or command post to the incident. Upon entry, crews will turn in their PASSPORT. Both the Company Officer and Accountability Officer will be responsible to see the PASSPORTS are retrieved.

Crews exiting at a different location other than the original point of entry, must immediately notify their supervisor of their changed status.

805.13 MULTI-STORY/HIGH-RISE/LARGE SPAN BUILDINGS

Multi-story/high-rise or large span building incidents present only a minor modification in the standard approach to PASSPORT accountability.

- When Command is passed, the assuming IC will be responsible for accountability. However, if an OPS sector is established, then it becomes the responsibility of the OPS Sector Officer. It may become necessary to assign an ACCOUNTABILITY OFFICER for the incident to track personnel and resources.
- Once a lobby sector is established all crews reporting to the building will deliver their PASSPORTS to the lobby sector.

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- The lobby sector will be responsible for collecting the PASSPORTS of the initial companies as soon as possible (may use incoming crews reporting to the building to pick them up).

805.14 TERMINATING THE PASSPORT SYSTEM

PASSPORT accountability will be maintained through a report of "fire under control," at which time a MARC for all crews must be obtained. Command will determine at that time, based on the situation and risk, as to whether to continue with the PASSPORT system. If visibility is still impaired or a significant hazardous condition still exists, Command may choose to extend the PASSPORT system further.

Upon termination and release from the incident, Company Officers and crewmembers will ensure that the PASSPORT is returned to the dash of their apparatus and that the PASSPORT is up-to-date.

805.15 MUTUAL AID COMPANIES

When mutual aid companies arrive on the scene, the IC will advise the company officer of that crew to contact the accountability officer. The accountability officer will make up a PASSPORT for that crew to use while operating at an incident or use their current system in place.

805.16 SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

FIRE FIGHTER - Responsible for staying with his/her crew at all times and ensuring that his/her name tag is on the PASSPORT at all times.

COMPANY OFFICER – The Company Officer of the first unit is responsible for becoming the initial Accountability Officer. Responsible for keeping his/her crew intact at all times and that the PASSPORT is current and accurate. The PASSPORT must reflect only those personnel entering the incident. The PASSPORT must be turned in at the point of entry and retrieved upon exit.

SECTOR OFFICER - Responsible for accounting for all crews in his/her assigned sector and maintaining an awareness of their exact location. The Sector Officer works closely with Accountability Officers to ensure accurate PASSPORTS and tracking of those crews.

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ACCOUNTABILITY OFFICER - Responsible for teaming up and managing all accountability for an incident. The Accountability Officer must collect all PASSPORTS from engineers, apparatus, or the Command Post.

COMMAND - Responsible for tracking the location of all crews. Must advise later arriving crews of the accountability location for accepting PASSPORTS at the point of entry to the incident.