

WASHINGTON COUNTY FIRE DEPARTMENTS

OPERATIONAL GUIDELINE	S.O.G. NUMBER: WC.002	FIRE ACCREDITATION NUMBER:
SUBJECT:	EFFECTIVE DATE:	DISTRIBUTION:
Personnel Accountability System	March 25, 2004	ALL WASHINGTON COUNTY FIRE DEPARTMENTS
	LAST REVISION DATE:	
	None	

I. SCOPE:

All Washington County Fire Departments shall use the "Eagle" brand accountability system as the method of accounting for the location and safety of all personnel working at an emergency incident.

II. PURPOSE:

This system will assist the Incident Commander (I.C.) in tracking personnel working at an emergency incident. The I.C. is responsible for assigning an accountability officer at all incidents, or he/she will assume that position. This accountability system shall be utilized at all incidents and will remain in place until the I.C. terminates the incident.

III. TERMINOLOGY:

Accountability Board – The tool used to affix the passport tags and account for locations and assignments of each individual/crew working at an emergency incident.

Eagle Accountability System - The accountability system to be used at all incidents, as agreed upon by Washington County Fire Chief's Association. (3/25/04)

Floor Designations – Basement, 1st floor, 2nd floor, 3rd floor, etc.

Helmet Tag (Name Tag) – The tags (3) affixed to each individual's helmet/EMS suit for identification of individuals working at an emergency incident.

Passport Tag – The tags located on all apparatus, used to affix the helmet tags of each individual riding on apparatus.

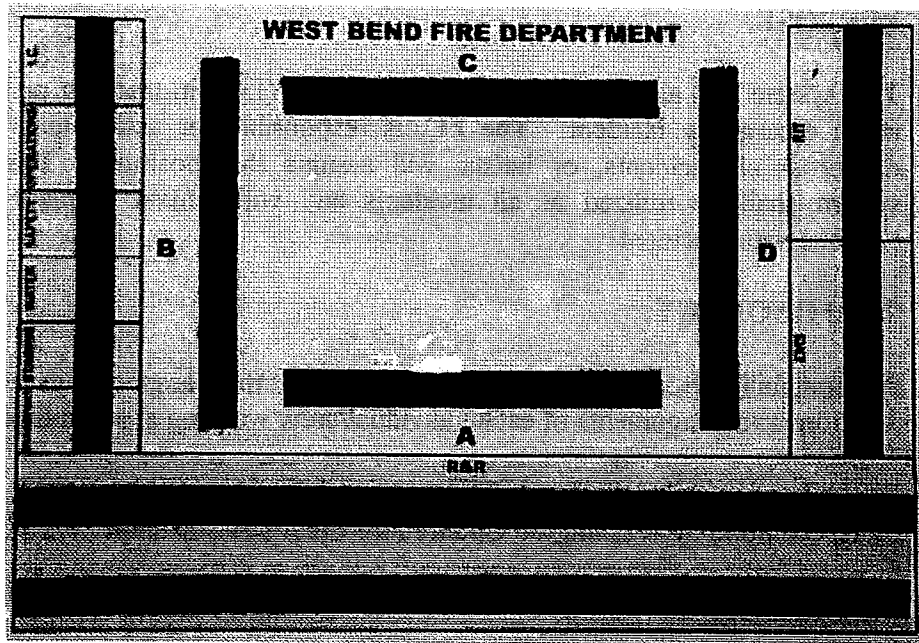
Personnel Accountability Report (P.A.R) – A verbal report of location given by each crew/individual operating at an emergency scene upon request from the I.C. or Accountability Officer.

Structure/Sector Designations - A, B, C, D – The “A” side is designated as the address side of structure and continue clockwise.

EQUIPMENT –The Eagle Accountability System consists of the following six components:

Accountability Board - A 14” X 19” laminated dry erasable board, which shall contain the following features: (see inset)

1. Department name listed at top of board
2. Grease pen or dry erase marker for notes
3. Assignment Categories:
 - Emergency Medical Services
 - Incident Commander
 - Operations
 - Rapid Intervention Team
 - Rest & Rehabilitation
 - Safety
 - Staging
 - Transportation
 - Water
 - Add others as necessary



Helmet Tags – Each individual shall be issued three (3) 3/8” x 2” Velcro backed plastic tags specifying an individual’s, rank, last name with first initial and department name. Helmet tag color is department dependent.

(An orange stripe shall be applied to each helmet tag of personnel attaining R.I.T. team member certification.)

Red Passport (minimum 1 per apparatus) – 2” x 4” Velcro backed plastic tag specifying department name and apparatus number.

White Passport (minimum 1 per apparatus) – 2” x 4” Velcro backed plastic tag specifying department name and apparatus number.

Orange Passport (minimum 3) per two R.I.T. designated apparatus, 1 affixed to accountability board) – 2” x 4” Velcro backed plastic tag specifying department name, R.I.T. and apparatus number.

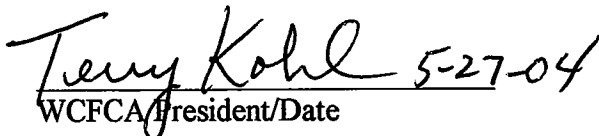
Green Passport (quantity department dependent) – 2” x 4” Velcro backed plastic tag specifying department name.

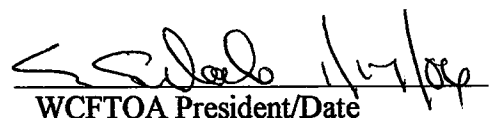
(General use tags, should not have A, B, C, or 1, 2, 3, engraved on them to avoid confusion for sector designation or floor assignments.)

IV. POLICY:

1. Department personnel riding on apparatus shall be required to place (1) helmet tag on the red passport tag and one helmet tag on the white or orange passport tag while enroute. (Orange passport for R.I.T. calls only.)
2. Each department is responsible for designating the method of delivering white passport tags to the accountability officer once on scene. The Red passport must remain with the apparatus at all times.
3. Mutual Aid and R.I.T. officers are responsible for delivering passports to the accountability officer upon arrival.
4. Department personnel responding in personal vehicles are responsible for delivering (1) helmet tag to the accountability officer upon arrival, for crew assignment.
5. Crews assigned tasks must notify I.C./Operations when entering an area of potential life hazard.
6. Crews communicating with I.C./Operations shall use their structure or sector designations along with floor designations when necessary to accurately communicate location.
7. Crews exiting areas of potential life hazard must acknowledge a “P.A.R.” to I.C./operations to insure crew accountability
8. Green passport(s) and (1) extra R.I.T. passport should accompany accountability board for miscellaneous crews/additional R.I.T. team assignment if required.

By order of:


WCFC President/Date


WCFTOA President/Date