

Grand Forks Fire Department

Standard Operating Procedures

SOP#	Section	Title
607.01	Emergency Operations	Personnel Accountability System
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I. Scope

This will establish procedures to efficiently account for personnel at the scene of an emergency incident.

II. General Policies

The personnel accountability system gives fire ground commanders a fast and efficient means to account for all personnel at the scene of an emergency and access important data through the use of the personnel accountability tag. This procedure applies to all emergency and non-emergency incidents responded to by the Grand Forks Fire Department.

There are three objectives of the personnel accountability system:

1. Identify who is at the scene and what qualifications they have.
2. Determine where personnel are located or assigned.
3. Identify when personnel arrived on scene, where assigned, and when they have left the scene.

III. Method

1. Every firefighter attached to the Grand Forks Fire Department will be issued a personnel accountability tag (PAT) before being allowed to ride any apparatus.
2. The PAT will consist of a snap fastener with a personnel identification card attached. Each firefighter/officer shall keep their PAT attached to their personnel protective equipment (PPE) when not on the scene of the incident.

3. Each emergency apparatus shall be equipped with a PAT collector ring. The collector ring shall consist of a large ring with a apparatus identification tag attached. The ring shall be maintained in the cab of each apparatus and shall be removable.
4. The PAT shall be considered an issue item of personal protective equipment. If the PAT is lost or misplaced, a replacement shall be obtained from the Deputy Chief, Training Officer or PAT control officer before the firefighter responds on another alarm. Each firefighter's PAT shall be inspected as required.
5. There shall be three (3) levels of accountability. It is the responsibility of the incident commander to determine the level used at a particular incident.

A. Level I Accountability:

- I. The apparatus identification tag and PATs will be placed at a fixed point located near the fire officer.
- II. The fire officer shall be responsible for ensuring that all personnel on the apparatus have turned in their PAT.
- III. No firefighter under any circumstances, will operate on the emergency scene without having their PAT collected and assigned to a crew, unless authorized by the Incident Safety Officer.
- IV. When arriving on scene, all personnel will be scanned with the palm.
- V. The palm will be kept with the Incident Commander, Safety Officer, or Sector Control Officer and kept near the command post.

B. Level II Accountability:

- I. At any time during the course of an incident the incident commander has the option of directing units to account for the number of personnel operating with that piece of apparatus by means of PATs and collector rings.
- II. At the order of the incident commander, all collector rings will be brought to and maintained at the command post.
- III. The collector rings will be organized at the command post by the person designated to do so by the incident commander (accountability officer). The control board to record crew assignments will be utilized.
- IV. The company officer shall ensure that all personnel assigned to their unit are accounted for prior to leaving the incident scene.
- V. It shall be the responsibility of each firefighter to ensure that their PAT is removed from the collector ring at the completion of the incident or before leaving the incident scene. The company officer shall ensure compliance. Each driver/operator shall ensure that the collector ring is returned to their unit at the completion of the incident or before leaving the incident scene.

C. Level III Accountability:

- I. When the incident commander determines that the incident requires more stringent accountability, he/she will implement point of entry control (PEC).

- II. To implement PEC, the designated officer(s) will monitor all points of entry into the structure, confined space or areas involved. These individuals will be referred to as "Sector Control."
- III. Sector control will ensure that each firefighter's name, apparatus number, duration of air supply, time of entry and assignment is recorded on an entry chart. Sector control shall ensure all firefighters are relieved as appropriate.
- IV. As firefighters exit a control point, the time of exit shall be recorded by being scanned with the palm. Firefighters who must exit at a point remote from a control point shall inform entry control personnel of their exit from the site.
- V. Sector control shall ensure that search and rescue operations are initiated for unaccounted firefighters. See Mayday SOP #XXX.XX.

The mechanism to quickly account for personnel must be available to the incident commander at any point during the incident. In order to ensure the effectiveness of this system and subsequent safety of all firefighters, accountability procedures will be strictly adhered to at all times.