CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 3.04 - Accountability **June 15, 2013**

1.0 PURPOSE

The purpose of this guideline is to insure that a system is in place to account for all Carver Fire Department personnel on the fire scene

1.1 SCOPE

This policy is applicable to all Carver Fire Department personnel who respond to emergency incidents.

1.2 RESPONSIBILITIES

0.1 The Fire Chief or his designee under the incident command system (ICS) is responsible for the safety of all fire department personnel

0.2 The Safety Officer (SO) is responsible for the development and implementation of the fire departments safety program

0.3 The Accountability Officer (AO) or designee is assigned by the incident commander during fire ground operations and is responsible for the development and implementation of the accountability system

0.4 The Door Person is responsible to physically account for any and all persons entering and leaving the structure at the assigned location

0.5 Fire department personnel are responsible to adhere to the requirements established within this procedure

1.3 BACKGROUND

The firefighter accountability system provides for an organized mechanism to account for emergency personnel on scene. It also provides the incident commander with an organized focal point to determine resources and monitor their deployment. The Carver Fire Department will utilize basic accountability procedures and a personal tag system for entry into any area deemed immediately dangerous to life or health (IDLH).

The Incident Commander will have overall responsibility to determine what level of accountability will be utilized.

1.4 ACCOUNTABILITY PROCEDURE

01. For Carver Fire Department responses not deemed IDLH, it is the responsibility of each and every firefighter responding or arriving at an incident to report to the Incident Commander or his Company Officer of his presence on scene prior to engaging in fireground activities.

02. There shall be a packet on every piece of Carver Fire Department apparatus, containing all equipment necessary for accountability purposes, including master accountability checklist, grease pencil, blank checklist and orange ID tags for non-Carver Fire Department personnel at the scene.

03. At the discretion of Command, Accountability and /or Safety Officer shall be designated. The Accountability/Safety Officer shall be accessible at all times at the fire scene for personnel to report to. A master accountability list will be only generated upon the request of the Incident Commander or Accountability/Safety Officer or if a May-Day or Roll Call is declared

04. Upon termination of the incident it is the fire fighters responsibility to insure that the Incident Commander or Accountability/Safety Officer has been notified that they are leaving the incident.

1.5 TIER ONE

01. When the Incident Commander determines that the incident should be upgraded to an IDLH (Immediate Dangerous to Life or Health), the announcement will be made that Tier 1 accountability is in effect.

02. All Firefighters will be assigned three (3) identification badges (style to be determined by the Chief). All Carver Fire Department PPE on apparatus will have badges numbered accordingly. (E1-1, E1-2, 27-1, 27-2, etc.). All firefighters entering the IDLH area shall have a badge, if needed; badges from apparatus PPE will be utilized. It is the responsibility of the firefighter to maintain the integrity of the badge and report any damage or lost badges.

03. Upon arriving at an incident deemed IDLH (immediately dangerous to life and health), therefore a Tier 1 response, the first arriving apparatus shall apply the ID tags of all firefighters in the apparatus to the ring attached to the overhead position agreed upon by the Officers and members of the Committee on the center console of the engine.

03. If apparatus, after the initial piece, arrive on scene and no Accountability person has been established, they will attach their ID tags to the ring on the 1st responding apparatus pump operators compartment door, only if they are entering the IDLH zone, as per the SOG.

04. Once a central location for accountability has been established, all firefighters reporting to the IDLH area shall attach their badges to a ring at this location. When the I/C or designee assigns a doorperson, it is the responsibility of the doorperson to retrieve the ring and maintain all of the firefighter badges. On large complexes where there are multiple points of entry, before a door person is assigned, Firefighters will attach their tags to the ring on their respective pieces of apparatus. The doorperson once assigned, should be issued a Carver Fire Department portable radio, this will assist in facilitating orders and inquiries from Command in both the building and the street

05. All firefighters reporting to the hazard area, once the doorperson is assigned, must forward or retrieve their badges from the doorperson. If multiple points of entry are used, door people will be assigned and will assure that Tier 1 accountability will take place.

06. Upon termination of the incident, once the doorperson has an empty ring, he will inform the AO/SO that everyone is clear of the hazard area. If no doorperson is used, the AO/SO or I/C will confirm by checking the ring at the central location that all personnel are clear of the hazard area.

07. Due to the complexity of Brush/Wild fires, they will be designated as IDLH and therefore a Tier One. All firefighters responding to an incident of this type should forward their tags to the officer or designate in the right front seat of the Breaker. This includes all firefighters responding to the scene in their own private vehicle. Every effort will be made by firefighters to get their tags to the Breaker before entering the fire scene.

1.6 FIREGROUND EMERGENCY PROCEDURES

01. **Emergency Evacuation – See SOG 3.06:** Upon determination that conditions warrant an emergency evacuation, the Incident Commander shall notify Fire Alarm to initiate the Emergency Evacuation Procedure. He shall instruct Fire Alarm to announce, ***"All personnel to evacuate immediately, all apparatus operators to sound the evacuation signal"*** Fire Alarm will then transmit the emergency alert tone and retransmit the above announcement. Apparatus operators will immediately begin sounding multiple blasts of the air horns. At the completion of the emergency announcement, the Incident Commander shall call a Roll Call to insure that all firefighters are accounted for.

02. **Roll Call:** The Incident Commander may initiate a Roll Call at anytime to account for all persons. The radio Roll Call is most efficient and should be used whenever possible. When a Roll Call is needed the I/C should transmit the following: ***"Command to all persons operating at (location) prepare for a Roll Call."***

The Accountability Officer will report to Command with the Master Accountability List to account for all personnel at the fireground. Command will then call sector leaders to report personnel in their respective sectors, and the A/O will check off personnel on the Master List.

03. Mayday – See SOG 3/07: Firefighters are to use the Mayday signal anytime they or another firefighter is involved ***in an extreme situation***. Firefighters are reminded not to prolong the need to use a Mayday, as time is of the essence. Once determination is made to declare a Mayday, the member shall radio the I/C declaring a Mayday, and then the firefighter shall activate the emergency transmitter on their portable radio. Fire Alarm will immediately acknowledge the signal. The firefighter should give the I/C the following information:

Location of firefighter	**Nature of the problem**
Number of firefighters involved	**Amount of air in SCBA**

The firefighters should activate their PASS alarms, continue self-rescue or rescue of other members, and keep in radio contact with Command.

All members hearing the Mayday should use their radios only if necessary. The I/C, upon hearing the Mayday, should dispatch the Rapid Intervention Team (RIT) or other available resources, immediately to the last reported area of the Mayday.

Addendum to the S.O.P.
Revision 11/ 2005

TIER ONE - No firefighter will be allowed access to the IDLH area without an ID Badge

FIREGROUND EMERGENCY PROCEDURES

All firefighters will be assigned accountability numbers (to be determined by the Chief) and attached to the backside of their fire helmets for easy recognition at an incident.

MUTUAL AID

Mutual Aid coming into Carver - Accountability Officer will record or collect tags of all personnel that arrive at the fire scene. Mutual aid units W/O tags will be assigned orange tags generated by the Carver Fire Department.

Carver Fire Department units responding out of Carver - The officer or designee in the responding apparatus will forward all of the tags of personnel on the apparatus on the ring to the Incident Commander or his designee unless requested differently

Accountability Check List

Incident: _____ Date/Time: _____

Chief C.Weston	C1/20					Deputy E. Germaine	C3/22	
			Capt. R. Telless	401				
NAME	UNIT #		NAME	UNIT #		NAME	UNIT #	
Capt. Santos	101		Capt. Harriman	201		Capt. Sears	301	
Lieut. Moran	102		Lieut. Froehlich	202		Lieut. Nye	302	
Lieut. Weston	103		Lieut. Nocera	203		Lieut. Vincent	303	
John Fein	113		Billy Gilbert	212		Mike Nye	312	
Rick Leopardi	114		George Peck Jr.	214		Mike Williams	313	
Mike Terrill	118		William Falconer	218		Steve Weston	315	
David Buker	119		Chris Mahoney	224		Kevin Moakley	327	
M. Whittemore	120		Robert Giusti	225		Stan Sanson	328	
S. Blanchard	121		Mark Durling	230		Carl Enos	332	
Erik Sironen	123		Joshua McDermott	231		Matthew Farquharson	334	
Robert Vestute	125		Matthew Strojny	232		John Woods	336	
Danny Wilcox	126		Kristen Durling	233		Al Perry	339	
Rev. R. Merritt	132		Austin White	234		Matthew Nye	341	
Peter Leopardi	134		Michael Wall	237		J. Farquharson	342	
Jesse Boyle	135		Timothy Dunham	239		Richard Pierson	343	
William Garnett	136		Andrew Cole	242		Mile Shaw	344	
Bob Middendorf	137		Joe Kirk	246		Eric Logan	346	
Tom Fitzgerald	138		Steven Doherty	247		Will Rutty	347	
C. J. Gillis	139		Alan Anderson	248		Geoffrey Thomas	348	
Chris Amaral	144		Adam Lauzon	249		Derek Nickerson	349	
Cameron Terio	148		Kevin van Steensel	250		Adam Johnson	350	
Jim Dishaw	150		Michael Palimeri	251		Sean Bogart	351	
Jason Hamlet	151		Matt Barrington	252		Mike Moschella	352	
			Dan Leduc	253		Matt Demers	353	
						Gerard Terrill	354	