



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Fire Suppression Operations	SOP: 8.3
Subject: Personnel Accountability	Executed: November 17, 1998 Revised: December 25, 2010 October 22, 2012
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To enhance the safety of firefighters operating on emergency incidents by providing the **Incident Commander** with a system for tracking the number of personnel and the area of their operation on an incident and serves as a mechanism to quickly account for personnel operating at an emergency incident.

SCOPE

This procedure applies to **ALL** Winchester Fire and Rescue Department personnel operating on an emergency incident.

RESPONSIBILITY

It shall be the responsibility of **ALL** career and volunteer Winchester Fire and Rescue Department personnel operating on an emergency incident to comply with this procedure. It shall also be the responsibility of **ALL** department officers (career and volunteer) to ensure all personnel are trained in the use of this accountability system.

PROCEDURES

System Components

1. This system shall be implemented on all emergency incidents requiring the use of SCBA (self-contained breathing apparatus) **in an immediately dangerous to life and health IDLH atmosphere** or at the discretion of the **Incident Commander**.
2. Every member of the Winchester Fire and Rescue Department shall be issued six (6) name tags. The tags shall have their names engraved on them. Name tags shall be color coded as follows:

WHITE – Department Officers
GREEN – Firefighter/EMS

BLUE – EMS Only
YELLOW – Firefighters Only
RED – Juvenile Firefighters, Probationary and Ride-A-Longs
BLACK - Chaplains

For definitions see SOP-8.6 Minimum Training Certification Standards

3. Each member shall carry his/her name tags under the brim of his/her helmet when not assigned to a piece of apparatus.
4. The primary passport will be constructed of flexible velcro (2" x 4") with one unit designator tag (i.e. Engine 5). Personnel remaining outside of the hazard area (i.e. apparatus operators) shall have their name tags placed upside down on the passport.
5. The passport shall be attached to the portable radio case or if a case is not provided shall be attached to the portable itself with a piece of velcro. If a second portable radio is carried on the unit, it shall also carry a second passport with the unit designator followed by the letter "X" (i.e. Engine 5 X). This allows the unit officer the flexibility of having two teams if staffing permits. A team using the "X" passport shall use the term "xray" when communicating by radio (i.e. portable 5 xray). For clarity, when more than one (1) unit from the same station (i.e.: Wagon 1, Engine 1) is on the scene of an incident, portable radio designations are to be identified as the units portable (i.e.: engine 1, or wagon 1) when calling or receiving radio traffic.
6. Unit rosters will be a 2" x 4" piece of hard backed velcro that is attached to the dash of every unit. It will have one unit designator permanently affixed and one removable apparatus identification tag. The unit roster will contain the names of all personnel assigned to staff that particular unit.
7. The unit command board will be a plastic board with strips of Velcro designed to hold passports. The board also contains an area on the back for writing, tracking units, and assignments. Each vehicle shall carry a unit command board for use of assuming command.
8. The driver's door of Engines, wagons, and trucks shall have a plastic board with Velcro attachments affixed to it. Responding units shall affix their passports to the drop-off board of the first arriving apparatus or to give them to the **Incident Commander**. Any exception shall be announced by the **Incident Commander**.

Implementation

1. Personnel reporting for duty or assigned to apparatus shall take their name tags from under the brim of their helmets and place them in the following areas:
 - a. The unit roster on the dash or officers door (hard passport).
 - b. The passport on the officer's portable radio (soft passport).

- i. The unit officer's name tag shall be attached to the top of the unit underneath the unit designator, followed by the driver's/operator's name. **(if driving the driver's passport shall be turned upside down denoting not in the IDLH)**
 - ii. The officers on each unit shall ensure that the unit roster and passport reflects the names of the personnel riding on that unit at all times.
2. If the officer in charge on the apparatus chooses to assume command of an incident, then he/she shall use the unit command board to manage the incident. He/she shall remove the passport from the portable radio and place it on the unit command board. As units begin to arrive, the IC (**Incident Commander**) (or his/her designee) shall obtain their passports and attach them to the unit command board, and write down their assignment and location of deployment. *(i.e. Engine 1 to Headquarters, Chief 1 will be assuming command on side Alpha at Engine 1).* This report would be given after the initial on-scene report and size-up.
 - a. If the first arriving officer elects to pass command of an incident, the officer shall remove the passport from the portable radio and place it on the driver's door. The officer shall then voice the following information over the operational channel:
 - i. Have **the battalion** officer assume command upon arrival.
 - ii. The actions he/she intends to carry out with their unit.
 - iii. The assignment given to the units they have arrived with or those units who will arrive before the unit assuming command (this is extremely important for the unit that will assume command and the responding officers). *(i.e. Engine 4 is to assume command upon arrival; will be advancing a line to the first floor; Truck 2 will be venting first floor, side one; Medic 5-1 will be searching the fire floor).* **Relocate the ID tag from the passport when assigning divisions to the division supervisor. It will be their responsibility to account for the personnel assigned to them.**
 - iv. Any change of the normal passport drop-off point.
3. When command is transferred to a higher ranking officer, the current incident commander may transfer the passports and information from his/her unit command board to the higher ranking officer's board. This is best handled face to face, and shall include the information outlined in the **Incident Command System**. The transfer is not complete until the officer assuming command says "I have it" and the location and actions of assigned personnel is updated on the appropriate command board. ECC (Headquarters) shall also be advised of the change in command and the new command location, if appropriate.

4. When officers are assigned to exterior section positions, they shall use a unit command board to track unit assignments and locations. If command elects to assign section responsibility to a unit officer who is already committed to a task, he/she must confirm acceptance of the section assignment. The **Incident Commander** shall then transfer the appropriate passports to a unit command board and arrange to have it delivered to the appointed Section Officer. The Section Officer shall then properly track and assign units in the section using the unit command board.
 - a. To effectively manage the activities and movement of personnel, the **Group or Division** Officer should be located in safe environment and one that does not require the use of SCBA. It is realized that on some occasions the Sector Officer may have to operate in a hazardous environment and utilize SCBA.
 - b. It is the responsibility of the **Group or Division** Officer to advise the **Incident Commander** when units are moving between **Groups or Divisions**. (i.e. "Fire floor **Group or Division** to Command, portable 5 leaving the fire floor and going to rehab"). Command shall advise the Rehab Officer and move the unit designator to the area on the command board marked "trans." This indicates that units are in transit from one sector to another. The Rehab Officer shall note this and advise Command when portable 5 arrives. As portable 5 leaves, the officer and crew shall report to the Fire Floor **Group or Division** Officer and pick up their passport. The passport shall then be delivered to the Rehab Officer. The Rehab Officer shall note their time of arrival on the bottom of the passport to assist in determining when the unit will be ready for re-assignment. The Rehab Officer shall also notify Command when he/she arrives so he/she can properly track resources. Command will then move the unit designator from "trans" to "rehab."
5. When units must enter a hazardous area (or presumed hazardous area) remote from the passport drop off point (i.e. remote from side 1), unit officers shall place their passports on the driver's door of the first unit at the remote entry point. This information needs to be announced over the radio by the Officer to the **Incident Commander**. Other units entering at that point shall place passports on the designated driver's door. The passports and tracking of those units at remote entry point shall become the responsibility of a **Group or Division** Officer or **Incident Commander** as soon as possible. An example would be units entering the opposite side of the command post (passport drop off point).
6. When the **incident commander** determines that the incident requires more accountability, he/she shall implement Entry Control and appoint an individual to manage this **Group**. In these situations, the **Incident Commander** shall advise ECC to implement "Entry Control" and name the points of entry. ECC will in turn announce that Entry Control has been implemented along with the entry locations.

Example: *Entry Control Notification*

“Attention units operating at Command, Entry Control has been implemented. All units shall enter the structure through the west doors located on side 1.”

- a. Once Entry Control has been established, all units shall enter AND exit through the entry control point except when an emergency evacuation is announced. All personnel entering or exiting through Entry Control shall be tracked by the Entry Control Officer.

Roll Call Procedure

1. To ensure the safety of personnel, the ECC will announce the duration of the incident every ten minutes. The event timer will be started when dispatch receives the call. When ECC advises of the 10 minute mark, the incident commander shall give a full scene size up.

Example: “Headquarters to Command, you have been operating on the scene for ten minutes.” This shall continue until Command advises that the event is stable (under control) and the timer is no longer necessary.

2. The **Incident Commander** shall determine the welfare of personnel under his/her command at 20 minute intervals (this will be termed “roll call”). This may be done visually or via radio, if necessary. At 40 minute intervals, all personnel on the incident scene, including those operating in non-IDLH areas, will be roll called by the appropriate Section Officer or **Incident Commander**.
 - a. The **Incident Commander** shall acknowledge the 20 minute notification and initiate a roll call.

Example: Command to all sections, stand by for a roll call.

- b. Section Officers shall account for all personnel under their command and be prepared to report this when called by the **Incident Commander**.
- c. Unit Officers shall report the total number of personnel assigned to their unit and indicate the number of people operating outside of the hazard zone. This will only be required for the units initial roll call or personnel accountability report (**PAR**).

*Example: Engine 4 responds with a total of three personnel. The officer and one person enter the hazard zone, while the driver/operator remains outside with the apparatus. At the first roll call, 20 minutes into the incident The Unit Officer will respond, “Total of three, driver is out side. Engine 4 is **PAR**.” The proper response for additional roll calls will be “Engine 4 is **PAR**.”* Indicating the total number of personnel assigned to the unit and those operating in the hazard zone is necessary so the **Incident Commander** can verify the information on the units passport.

- d. The **Incident Commander** shall be responsible for the welfare of units/personnel not assigned to a sector, (i.e. outside truck person, engine driver/operator, etc.)

- e. After all section have been roll called, the **Incident Commander** shall document the time, and note on the command board that all personnel were accounted for or which personnel were not accounted for. An unaccounted person or crew shall not stop roll call from other section. Roll call must continue to determine if more than one person or crew is unaccounted for.
- f. If any person cannot be accounted for, the Section or Unit officer shall report the status of missing personnel as “unknown” and give the **Incident Commander** their last known location. Section officers shall then initiate search procedures within their own sector. All other section operating on that incident shall maintain their current positions and assignments unless directed by the **Incident Commander**.
- g. The **Incident Commander** may initiate a roll call to check the status of personnel at **ANY** time that he/she deems necessary. Some situations in which this shall be done include, but are not limited to:
 - i. Report of a crew missing or trapped.
 - ii. When a unit crew cannot be contacted in the Hazard Zone after three consecutive attempts at radio contact.
 - iii. Sudden hazardous change on the incident scene, such as vapor release, collapse, etc.
 - iv. Incident conditions deteriorate to a point that evacuation is ordered.
 - v. A change from an offensive to a defensive mode.
 - vi. When the incident is declared under control.

Compliance

1. 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 the subsequent safety of all personnel, accountability procedures shall be strictly followed at all times.
 - a. The name tags shall be considered an issued item of personal protective equipment and shall be inspected and kept in a ready state for use.
 - b. Unit rosters and passports shall be considered part of the apparatus inventory and maintained as such.
 - c. If name tags, unit rosters, or passports are lost or misplaced, replacement items shall be obtained as soon as possible. Temporary items shall be obtained from the Winchester Fire and Rescue Department office, who shall also ensure that replacements are ordered as soon as possible.

- d. Winchester Fire and Rescue Department personnel shall **always** operate as a minimum crew of two people when functioning in a hazardous environment **as outlined in SOP 8.4 Two-in, Two-out**. A minimum qualified crew **shall** be considered two people and a portable radio.
- e. No one shall operate alone in the Hazard Zone.
- f. No crew should operate without a portable radio.
- g. Crews shall always go in and come out together.
- h. Personnel operating as a crew shall be in contact with the crew "leader" by voice, touch, or sight.
- i. Each team member of a crew must be able to:
 - i. Provide direct help.
 - ii. Call for help.
 - iii. Go get help for an injured team member
- j. Individuals are **strongly** discouraged from responding to an emergency scene within their POV and are encouraged to respond to their respective stations as this format promotes:
 - i. Firefighter Safety
 - ii. **Assists with staffing of unstaffed units**
 - iii. Unified approach to emergency incidents
 - iv. Reduces the potential for vehicular accidents
 - v. Eliminates the obstruction of emergency scenes by POV
 - vi. Provides more effective emergency operations
- k. Should an individual respond to an emergency scene in their POV they are **required** to:
 - i. Report to the Command Post for assignment
 - ii. Have a complete compliment of PPE excluding SCBA
 - iii. Have their individual identification tags for utilization with the Accountability System.

iv. Park their POV in a manner as to not obstruct operations or incoming apparatus

v. At **NO** time will any personnel self-assign themselves to a fireground function prior to reporting to the command post, and acquiring SCBA and a portable radio if warranted.

Should any of these criteria not be met the Incident Commander will not assign the individual and the individual will be requested to leave the area of operations.