

# LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 201.01 / 301.04	SAFETY AND HEALTH / EMERGENCY OPERATIONS
DATE IMPLEMENTED: MAY 8, 2017 DATE REVISED:	TITLE: PERSONNEL ACCOUNTABILITY SYSTEM

## **PURPOSE:**

These provisions are promulgated and designed to provide a structured approach for tracking and locating all Department personnel operating at any incident or activity in which the Department becomes involved. The provisions shall be followed whenever personnel are required to work in an environment that requires the use of self-contained breathing apparatus, or where personnel may become lost, trapped, or injured by the environment.

## **SCOPE:**

This guideline shall apply to all Department personnel operating at any emergency scene.

## **DEFINITIONS:**

**Hazardous Area** – means any location(s) that may pose safety and/or health risk to firefighters due to, but not limited to, the presence of products of combustion, hazardous or otherwise oxygen deficient or oxygen enriched atmosphere or the potential for any IDLH atmosphere, hazardous equipment or operations or the potential for any of these situations to exist. Additionally, this shall include any area or location that predisposes a firefighter to become lost, disoriented or trapped, including any confined space and wild land areas shall also be considered a hazardous area for the purposes of this guideline.

**IDLH** – means immediately dangerous to life and health.

**PAS** – personnel accountability system

**PAT** – personnel accountability tag

**Personnel Accountability Officer** – means the person designated by the Incident Commander (IC) to monitor entry into and exit out of hazardous areas and/or structures for the purpose of ensuring accountability of all personnel in the hazardous area or structure.

**Personnel Accountability Report/Roll Call (PAR)** – means the result of an accounting of all personnel on the emergency incident scene to the Incident Commander.

## **PROCEDURE:**

1. All personnel assigned to emergency response shall be issued two (2) Personnel Accountability Tags (PAT).
2. All personnel shall keep their two (2) Personnel Accountability Tags (PAT) attached to the front of their turnout coat.
3. Personnel, when reporting for duty (career) or when mounting an apparatus in preparation for responding to an incident (volunteer) will affix one (1) of their PAT's to the collection ring in the cab of their respective apparatus.

4. Upon arrival on the incident scene, a Department officer or senior firefighter shall surrender the collection ring from their apparatus to the IC or his designee. Personnel arriving on the scene via their personal vehicle shall immediately provide one (1) of their PAT's to the IC or his designee.
5. Collection Rings shall be placed on the left side of the Command Board by the IC or his designee. **In the event the Command Board has not as yet been placed in-service, the Collection Rings will be temporarily placed on the Engine closest to the scene, preferably the Engine providing the initial water supply.** Should the Collection Rings initially be placed on the closest Engine, they shall be relocated by the IC or his designee to the left side of the Command Board as soon as it is placed in-service. This shall serve to provide an accounting of all personnel on the incident scene.
6. All personnel, upon entry to a hazardous area or structure, shall remove his/her secondary PAT from his/her turnout gear and surrender it to the Personnel Accountability Officer as appointed by the IC. Upon leaving the hazardous area or structure, personnel shall immediately retrieve his/her PAT from the Personnel Accountability Officer and re-attach it to their turnout gear. At "minor" incidents, the IC may serve as the Personnel Accountability Officer. This shall serve to provide an accounting of all personnel inside the hazardous area or structure.
7. Prior to leaving the incident scene, a Department officer or senior member of each apparatus shall retrieve the PAT's for the personnel assigned to their respective apparatus.
8. Personnel, going off duty (career) or upon return to the firehouse or personal vehicle (volunteer) will re-affix their PAT's to their turnout gear.
9. A key element of personnel accountability is crew integrity. It is the responsibility of all personnel to ensure that crew integrity is maintained. All crews must enter together, stay together and exit together. Crews shall remain within either sight, voice, or tactile distance of each other while they are within the environment. No crew member shall be left alone. IC's and/or officers shall not direct personnel to operate independently of their crew. It will be the responsibility of a Department officer or Personnel Accountability Officer to ensure that at least two (2) firefighters be assigned to each crew and the location and function of each crew be communicated to the IC or designee.
10. All crews entering a hazardous area or structure should exit at the same point where entry was made. Should hazardous conditions dictate that crews must exit the area or structure by a different route, the crew must immediately report to the Personnel Accountability Officer and retrieve their PAT's.
11. When multiple points of entry are used at a hazardous area or structure, a Personnel Accountability Officer shall be assigned to each entry point.
12. If the need arises to evacuate a hazardous area or structure and an evacuation order is issued, all personnel shall immediately exit the hazardous area or structure and report to the Personnel Accountability Officer to retrieve their PAT's. The Personnel Accountability Officer shall assure that all personnel who has surrendered his/her PAT retrieves it and re-attaches it to their turnout gear. A Personnel Accountability Report (PAR) shall be conducted at this time.
13. Immediately upon receiving a report of a firefighter(s) unaccounted for, the IC shall reassign all resources necessary to locate the missing firefighter(s).
14. At large or complex incidents, it becomes critical that all crews and personnel be tracked.
15. Any time a crew or personnel assignment, location or status changes, the change must be immediately communicated to the IC.

16. It will be the responsibility of a Department officer or senior member to report the status of their crew.

**PERSONNEL ACCOUNTABILITY REPORT (PAR):**

1. An initial Personnel Accountability Report (PAR) shall be conducted twenty (20) minutes into an incident.
2. The IC will transmit the following: *All units stand-by for PAR.* A roll call of all units operating on the scene (including mutual aid units) will then be conducted by the IC or his designee in the following manner: "Engine 6771 from Command, Truck 7415 from Command, Unit 7420 from Command, etc."
3. When it is announced that a PAR is to be conducted:
  - a. All Company officers (or in the absence of an officer, the senior member of each respective Company) must verbally or visually contact every member of their crew. If the apparatus operator is not with the crew when a PAR is called for, the officer/senior member must also contact the driver.
  - b. All but emergency radio communications shall cease.
  - c. Once the Company/unit status is confirmed by the Company officers (or in the absence of an officer, the senior member) his/her response to Command shall be *"all firefighters accounted for"* or report of a missing firefighter(s) if necessary.
4. Once the PAR is complete, the IC shall report to Headquarters, *"Headquarters from Command, PAR complete, all units accounted for,"* or report of a missing firefighter(s) and reassign all resources to locate the missing firefighter(s).
5. The IC will call for a PAR using the procedures listed above:
  - a. If there is a report of a firefighter down or missing.
  - b. When an emergency evacuation order is ordered.
  - c. When the incident is declared under control.
  - d. When changing attack modes (i.e. offensive to defensive).
  - e. Anytime the IC feels it is necessary to conduct a PAR.

**MISCELLANEOUS:**

1. It is imperative the first fire unit(s) arriving on the scene strictly adhere to PAS procedures, as anything less will compromise the safety of all members as well as the integrity of the system.
2. Personnel without PAT's shall not be permitted inside hazardous areas or structures.
3. If a firefighter should lose their primary PAT, they must immediately report same to a Department officer or the IC or designee.