

Galveston Fire Department Standard Operating Procedure 1200.03 Accountability System

Fire Chief _____

Implementation Date: October 2006

Revision Date: July 2011

Review Date: November 2012

ACCOUNTABILITY SYSTEM

The system being implemented in the Galveston Fire Department (GFD) is a conventional dog tag system. This system has been developed to comply with NFPA 1561 and Texas Commission on Fire Protection regulations pertaining to firefighter accountability. At all multi-company incidents, it will be the responsibility of the company officer or driver in charge of an apparatus to see that the Unit ID ring is taken to the appropriate location.

System Components

Personal ID Tags

The personal ID tag is to be stored on each individual's helmet. At the beginning of each shift, all personnel shall place one of their ID tags on the Unit Collector for the truck they are assigned to that shift. Captains and Drivers are responsible for ensuring that each member assigned to their truck has an ID tag on the Unit Collector. At the end of each shift, members are to retrieve their ID tag from the unit collector after they have been relieved.

Unit ID Ring

The Unit ID Ring will be placed on each apparatus near the officer. These rings should remain on the apparatus until arrival at the scene of an incident. Once a Company is assigned to a task, the Captain of that apparatus will be responsible to get the Unit ID Ring to the Accountability board located on the "**primary**" Engine (**Primary means the truck that is pumping the 1st lines**). Only **On Duty** personnel ID Tags should be on these rings. These rings will assist the Incident Commander and Accountability Officer when conducting Personnel Accountability Reports (**P.A.R.**)

Accountability Board

There are two types of Accountability boards. The small clipboard style will be carried/used by all apparatus. The large, fold out board will be used at the command post during large-scale incidents (2nd alarm or greater).

How it works

At all multi-company incidents (working fires, Haz-Mat, Rescue operations) the accountability system shall be used.

Upon arrival and assignment at an incident, the Captain of each apparatus shall ensure that the Unit ID Ring is placed on the accountability board located on the Primary Engine. The Driver of the second arriving Engine, once a supply line is secured, shall become the Accountability Officer (A.O). He shall go to the Primary Engine, obtain the Accountability board and confirm that all on scene units are identified, and notify Command that Accountability is in place. ***The Incident Commander may designate anyone to this position as they deem necessary.***

Major Incidents

When an incident requires off duty personnel to respond to the scene, the Incident Commander shall assign someone to act as the Staging Officer and designate a location for off duty personnel to report to. The off duty personnel shall report to the designated check in point. They will then be given an assignment from that point through the Staging officer.

Personnel shall not be permitted to freelance on the Incident Scene. Personnel shall be assigned in groups of at least two and directed to a specific officer. The A.O. will notify the Sector officer who he has directed to their sector.

When an Incident is coming to a close, all on scene company officers shall report to the A.O. to recover their Unit collector. This will help ensure the last P.A.R. for that company.

P.A.R.'S

A Personnel accountability report (PAR) shall be required during multi-company incidents. Ideally every 10 minutes or when a sudden change in the situation occurs (Collapse, Flashover, Strategy change) a PAR should be conducted. This can be accomplished by having the Accountability Officer contact each Company officer or Division Officer and request a PAR. The officer should know if his crew is accounted for and give the I.C. an answer. (Engine 1 has a PAR!)

