



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Personnel Accountability		Approved by: Chief Jeffrey R. Stien	
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PURPOSE: The purpose of this policy is to ensure all personnel have their safety and location accounted for at all emergency incidents, trainings and functions of the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. All personnel shall use the Team Tag Accountability System (as outlined by the Waukesha County Association of Fire Chiefs) in conjunction with the Incident Command System and per MABAS-Wisconsin Policy B-01-02. Authority to deviate from this policy rests with the officer in charge incident who will be responsible for the results of any deviation.

DEFINITIONS:

Accountability – A system to ensure emergency commanders are aware of the location of all emergency operations people working within the incident perimeter.

Accountability System – A procedure that utilizes Team Tags, Name Tags, and Status Boards to track the assignment of Commanders, Companies, Teams and/or other individuals working at an emergency incident.

Company – A responding apparatus of personnel.

Level I Accountability – A level at which the Company Officer is responsible for tracking personnel under his/her direction.

Level II Accountability – A level at which the Incident Commander collects Team Tags and tracks personnel under his/her direction.

Level III Accountability – A level at which a designated individual, usually a Safety/Operations/Division or Group Officer, accounts for the teams of individuals and the time they are engaged in tasks within a fire building or hazardous materials hot zone.

Name Tag – A 3/8" x 2" Velcro backed plastic tag used to identify individual personnel.

Perimeter – An area determined by command to be potentially hazardous and where protective clothing is required.

Roll Call – A status command issued by the Incident Commander to account for all personnel at the incident.

Status Board – A hard plastic board used to secure the Team Tags of the various personnel working at an incident. Status boards shall be supplied and maintained by the jurisdiction involving the incident.

Team – A group of two (2) or more personnel who work together on an assigned task. Each group is responsible for each other's safety.

Team Leader – The individual responsible for team accountability, usually a Company Officer. It is recommended that all team leaders be in radio communication with command.

Team Tag – A 2" x 4" plastic and Velcro pad used to affix the name tags to. These pads are color coded: Red – remains with the apparatus. White – provided to the Incident Commander, Division or Group Officer. At the top of the Team Tags is a 3/8" x 2" plastic plate to indicate the company designator, apparatus number and jurisdiction. At the bottom is a blank 3/8" x 2" plastic plate that can be used to write special information such as the assigned tasks that the team is performing at the emergency.

Velcro Pad – A pad permanently mounted on the apparatus where Team Tags are attached.

A. Materials

1. Each emergency vehicle shall be equipped with a White and a Red Team Tag.
2. All Firefighter 1 (and above) certified personnel shall be given four (4) White name tags that are to be affixed on the underside of the helmet brim. All non-Firefighter 1 certified personnel shall be given (4) Orange name tags that are to be affixed on the underside of the helmet brim.
3. Each emergency vehicle shall be equipped with a Status Board and a dry erase marker.

B. Levels of Accountability

Level I Accountability – Single Company operations

1. Primary (white) Team Tag(s) remain with the Officer or Team Leader.
 - The company is the only unit at the incident.
 - They are a committed first arriving unit(s) at an incident before the establishment of an Incident Command Post or the Company Officer has not passed command.
 - The Company Officer will assume Incident Command (IC).
2. On a Level I Accountability System, personnel responding directly to the incident shall report IC.

Level II Accountability – Multiple Companies operating at a single incident

1. Primary Team Tag(s) shall be tracked by the Incident Commander or designee.
 2. If assigning a direct responder to an Operational Company, Name Tags need to be attached to the Team Tag of the assigned crew and the Company Officer or Team Leader shall be notified.
 - Several companies working at an incident.
 - The Incident Commander may assign Division or Group Officers or other personnel to track accountability.
 - Firefighters responding directly to an incident under a Level II Accountability System shall report to Staging. If Staging has not been established, direct responders shall report to the Incident Commander.
 3. First arriving companies or teams that have not transferred their Team Tags to Incident Command shall report their status to Incident Command by radio or personal contact immediately upon leaving a hazardous area after a task. At that time, the Incident Commander may collect their Team Tag(s) or direct the Company or Team to an assignment where they will transfer their Team Tag(s) to the designated person(s).
 4. Prior to changing a Team's assignment to a different Division, their current Division or Group Officer shall be notified so they can be accounted for, given a new assignment, or ordered to report back for the Team Tag.
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5. Mutual Aid Companies or individuals used at the emergency incident who are not a part of the Waukesha County Accountability System can be included in the Team Tag System by using extra equipment in the Make-up Kit.

Level III Accountability – Incidents involving special tracking needs such as hazardous material, confined space entry, or rapid intervention crew situations.

1. In addition to Incident Command tracking, the Teams operating at an emergency incident, Level III Accountability provides a Division or Group Officer with the flexibility to track personnel individually for specialized tasks associated with the incident.
 - Division or Group Officers may collect Firefighter Name Tags to track individual information such as on-air time in a hazardous area.
 - This system is in addition to a Level II Accountability System and shall not be considered in lieu of.
 - Firefighters responding directly to an incident under a Level III Accountability System shall report to Incident Command for assignment.

C. Scene Operations

Boarding the Apparatus

1. Upon boarding the apparatus, personnel shall provide the Officer in Charge of the apparatus with two (2) name tags.
2. The Officer in Charge of the apparatus shall affix one (1) name tag to the White Team Tag and one (1) to the Red Team Tag for that apparatus. The Officer's Name Tag shall be affixed to the top of each Team Tag and the MPO's Name Tag shall be affixed upside down to the bottom of each Team Tag. Name tags for remaining personnel shall be fixed position right side up between the Officer's Name Tag and the MPO's Name Tag. If the MPO is to leave the apparatus and be used as part of the crew the tag will be turned upright at the bottom of the Team Tag.

Upon Arrival

1. Upon arrival at the scene of the emergency incident, training, or other MFD function, the Officer in Charge of the apparatus shall provide the Incident Command with the White Team Tag from the apparatus. The Red Team Tag shall remain with the apparatus.

If directed and where staffing allows, a team may be divided into two (2) teams. Each team shall have their own Team Tag and each Team Leader shall have a portable radio.

The Incident Commander shall manage White Team tags from all responding apparatus. Based on the Level of Accountability required of the incident, the Incident Commander can delegate the management of the White Team Tags to the Operations/Division or Group Officer or Company Officer.

2. The individual assigned to track personnel may utilize the Status Board. White Team Tags may be attached to the board and the dry erase pen may be utilized to write down information to track crew/incident operations.

Pass Devices

1. Personnel shall have a working pass device secured to the outside of their turnout coat at all times.
2. Personnel shall activate their pass device:
 - When using a SCBA.
 - When working inside or around a structure.
 - As directed by an Officer in Charge.

Crew Integrity

1. All officers and personnel are accountable for the safety of themselves and the other members of their team. Team members shall maintain a constant awareness of the position, function and physical condition of all members working with them and shall use the command structure to request help, relief, and reassignment if a team member becomes fatigued or injured.
2. Team members must always be in contact with each other through one of the following methods:
 - Voice (not by radio)
 - Visual
 - Touch
 - Tether Line

Radio or cell phone contact shall be allowed for MPOs, Chief Officers, Incident Commander, Division or Group Officers or where the location of such personnel is constant and is known by the team.

3. If a team member is in trouble, the other member(s) of the team shall take appropriate steps to:

- Provide direct help.
 - Call for help (radio, pass device activation, voice call, etc.)
 - Go get help (MUST REMAIN IN ATLEAST A TEAM OF TWO)
4. Team members shall stay together as TEAMS when in the emergency incident perimeter until relieved, incident termination, or as otherwise directed by Incident Command.
 5. When a Team is split up, for any reason, command must be advised and all personnel must be accounted for.
 6. When Incident Command or Safety/Operations/Division or Group Officer relieves a Team, that officer shall:
 - a. Confirm with the Team Leader that all Team members are accounted for.
 - b. Inquire as to the progress or completion of their assignment.
 - c. Return the Team Tag(s) to the Company Officer or Team Leader.
 - d. Direct the Company Officer or Team Leader to Rehab or another Command Function.
 - e. The designated Section the Company or Team has been directed to report to that Division or Group.
 - f. The receiving Division or Group shall acknowledge and record that information on the Status Board.

D. Personnel Accountability Report (PAR)

Guidelines

1. For the Company Officer, a PAR is confirmation to Incident Command that Team Members assigned to him/her are **visually** accounted for.
2. For the Safety/Operations/Division or Group Officer, a PAR is an accounting for all Team Members of Companies assigned to a Division or Group.
3. PAR shall be conducted at each bench mark using receiver/sender terminology. For example:

Interior from Command: Give me PAR

Command from Interior: We're PAR 4

Command copies: PAR 4

Procedure

Incident Command, Safety/Operations/Division or Group Officers, Company Officers, and Team Leaders shall conduct emergency incident Personnel Accountability Report (PAR) using the Team Tag System as follows:

1. When a Team is relieved of an assignment or is transferred to a different Division or Group, the Team Leader shall communicate a Personnel Accountability Report of his/her Team.
2. An absent member of any team will automatically be assumed lost or trapped in the hot zone until otherwise determined safe. Incident Command shall next call for incident PAR of all teams. Incident Command shall also send the Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search. Simultaneously with these actions, Incident Command shall adjust incident strategies to a priority search and rescue effort.
3. Before there is a change from offensive to defensive tactics, a PAR of the emergency incident shall be conducted to ensure all personnel have received the message of the change in tactics.
4. When there is a catastrophic change in the incident such as a deterioration of the structure, building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc., a PAR of the emergency incident shall be conducted.
5. When the Incident Commander, Safety/Operations/Division or Group Officer, Company Officer, or Team Leader determines that a need, a PAR of the emergency incident may be conducted.