

## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: Safety</b>	S.O.P: 104.03
	<b>SUBJECT: Personnel Accountability System</b>	PAGE: 1 of 3
	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012
		<b>Revision Date:</b>

### ***Policy:***

It shall be the policy of the Shelbyville Fire Department to account for all the departments' members while working at emergency incidents. The SFD has adopted the "Passport System" as the Personnel Accountability policy for the department. The department has adopted a Personnel Accountability System (PAS) in accordance with national standards that is to be used in conjunction with the Incident Command System (ICS) to provide the maximum level of personnel safety while operating at emergency incidents. The SFD is committed to making all members understand that the protection of one's own safety, as well as the safety of all members, is the Department's highest priority. Personnel Accountability requires all members to have a commitment to safety. Every member is responsible for his own safety.

### ***Procedure:***

This procedure identifies a standard accountability system used to account for all personnel during emergency incidents. All members shall use the Passport System.

It is to be used in conjunction with the "Incident Command System" S.O.P., the "Rapid Intervention Team" S.O.P., the "Mayday" S.O.P. and the Emergency Evacuation S.O.P.

### ***Definitions:***

**Personnel Accountability:** A systematic accountability system for all personnel on the scene of an emergency.

**Accountability Officer:** Incident Commanders, Company Officers, RIT Leaders, Division and Group Leaders or any other member designed by the IC can be assigned the role of Accountability Officer. The Accountability Officer is responsible for maintaining an awareness of the location and function of members at an emergency incident.

**Personnel Accountability Report (PAR):** A communication, either by radio or face to face, between members within an IDLH atmosphere and the Incident Commander or his designee. A roll call (PAR) of on-scene members shall be completed periodically or upon orders by the IC or Safety Officer.

**Buddy System:** The practice of working in teams of at least two emergency personnel with a transceiver. These teams, when working in an IDLH, shall remain in visual or voice contact with each other at all times.

**Rapid Intervention Team:** A team consisting of a minimum of two trained members whose duties are to track, and rescue if needed, emergency personnel that enter a structure involved in fire beyond the incipient stage (IDLH atmosphere), or the rescue of emergency personnel who fall victim to an unstable situation (e.g. confined space, collapse) at a emergency scene.

**Mayday:** A verbal notification to the Incident Commander that immediate action is required to rescue or assist emergency personnel operating in emergency incidents

### **Immediately Dangerous to Life or Health (IDLH):**

1. Oxygen level below 19.5%.
2. Lower explosive limits in excess of 10%.
3. Toxins in excess of the permissible exposure level.
4. Confined space, collapse or any other situation recognized to be unstable and could cause injury or death.

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5. An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. The interior of a structure involved in fire, beyond the incipient stage, is considered an IDLH atmosphere.

**PASS Device:** Personnel Alert Safety System.

**Passport:** A Green identification tag issued to each member of the SFD.

**Accountability Board:** A board kept on apparatus used for tracking and to affix passports to.

### ***Procedure:***

#### ***I. General***

1. The passport shall be attached to the member's helmet when the member is not using it. Civilian and other employees are responsible to secure their Passport in a location designated by their Supervisor.
2. Should civilian or other employee be requested to respond to an emergency incident, they are responsible to bring their Passport with them. Upon arrival, they shall turn their Passport over to the Accountability Officer and report to the Incident Commander for orders.
3. Upon reporting to duty, each member shall place his passport on the Accountability Rings that are in the cab of the apparatus or service vehicle.
4. Company Officers are responsible to see that all company members place their Passport on their assigned apparatus.

#### ***II. Stolen/Damaged/Visitors:***

1. Anytime a Passport is lost or stolen, it shall be reported immediately through the normal chain of command.
2. If a member reports to duty without his passport, he is to tell the Company Officer and he will have a temporary passport issued to him/her.
3. Any visitors approved to ride out in a SFD vehicle, will be issued a temporary Passport during their stay.

#### ***III. Incident Scene:***

1. Accountability is ongoing at all emergency incidents, from small trash fires to large-scale incidents.
2. All members are to activate their pass devices before making entry into an IDLH atmosphere.
3. Depending on the nature and/or complexity of the incident, the Company Officer may determine accountability can be accomplished by leaving the Passports on all apparatus in the initial stages. As the Incident Commander, the Company Officer may determine the need to transfer Passports. The Company Officer shall see that his company's passports are given to the designated Accountability Officer. If rescue operations cause a delay in establishing RIT by the first Company, the Apparatus Operator would assume the role of Accountability Officer.
4. Upon arrival or the Chief or the Duty Officer, a transfer of command may take place, either via radio or face to face. The IC may reassign Accountability to another member.

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- As Companies arrive on the scene where there is an Accountability Officer; they are to bring their Passports to that Officer upon arrival at the scene.
- Passports will be collected on all incidents and placed on apparatus ring tags.**
- The Incident Commander and/or Company Commanders may split a company into two separate teams. No team will have less than two members assigned to it. The SFD recognizes the “Buddy System” as the guideline to procedure. Their company number followed by a “W” or an “S” designates companies divided into separate teams. (Q-11W, Q-11S)
- A team entering or exiting into an IDLH atmosphere shall notify the Accountability Officer via radio or face to face.
- A team operating out of visual sight with the IC or Accountability Officer shall notify via radio whenever they make significant changes in their location what would cause RIT a delay in search and rescue.
- Companies assigned to staging will keep their Company’s Passport on the apparatus. Company Officers are responsible to keep their members at the apparatus while in staging.

#### ***IV. Termination of the Passport System:***

- When an IDLH atmosphere no longer exists, or if a hazardous incident not involving IDLH atmosphere becomes stable, the IC may determine it is no longer necessary to collect Passports.
- Companies will be allowed to retrieve their Passports when the Incident Commander determines the Passport System is no longer needed.
- Before leaving the incident scene, all members are responsible for retrieving their Passports.

#### ***V. Training:***

- Training Officers and Company Officers are responsible to see that annual training classes are completed.

**During all training classes possible, the Personnel Accountability System may be implemented; this will get members use to using the system**