

# GRAND RAPIDS FIRE DEPARTMENT

## POLICY AND PROCEDURE

TITLE: Personnel Accountability – FD102	SERIES: 100
EFFECTIVE DATE:	DATE ISSUED:
CHIEF:	DATE:

### 102.01 PURPOSE.

The purpose of this procedure is to assure the efficient accounting of all personnel on an emergency scene or fire ground, while providing for personal safety.

### 102.02 APPLICATION

This procedure shall apply to all Grand Rapids Fire Department personnel.

### 102.03 RESPONSIBILITY:

All personnel have a responsibility to follow this procedure. Overall responsibility for enforcement of this procedure rests with the Officers and/or the Incident Commander (IC). The ability to deviate from this procedure rests with the IC. The IC will assume responsibility for the results of any deviations.

### 102.04 PERSONNEL ACCOUNTING:

For the safety of all personnel on the fire ground it is important to have a certain count of the number of personnel operating on a fire ground, and where a firefighters location is at any given time. To accomplish this the following procedures shall be used.

1. Each firefighter shall be issued four (4) personnel identification tags that are to be affixed to the rear underside of the fire helmet.
2. Each vehicle will have one red and one white Apparatus board attached to the dashboard area of the passenger side of each vehicle cab.
3. The initial responding Attack Engine will serve as the staging area until the IC sets up an alternate site. The Status Board will be used for Accountability during emergency operations.
4. All personnel responding in an emergency vehicle to an emergency scene shall give two (2) tags to the Officer of the vehicle they are responding in. The Officer of the vehicle will attach one (1) tag to the red Apparatus Board, and one (1) tag to the white Apparatus Board. The Operator of the vehicle will always have their identification tags affixed to the top of each of the apparatus boards. Once on scene, the Vehicle/Crew Officer will remove the red Apparatus board from the vehicle and lead his crew to the primary attack apparatus, an established staging area, or the Accountability Officer for

checking in. The crew Officer will turn in the red Apparatus board to the Accountability Officer and it will be placed on the Status/Command board. The Officer and crew will then wait by the Primary Attack Apparatus or in the established Staging Area for assignment of duties as directed by the IC.

5. The first due in tanker and its crew will first set up a dump tank for the Attack Engine. The Tanker Officer and crew other than the driver will then report to the Staging Area for assignment. The Tanker Officer and crew will turn in their red Apparatus Board to the Accountability Officer.
6. All subsequent vehicles and vehicle crews will check in with the Accountability Officer as they arrive on the emergency scene. Each crew will pass their red Apparatus Board to the Accountability Officer.
7. An Access Control Officer/Accountability Officer will be assigned to the Entry Control Point (ECP) to control the access of personnel into the Hazard Zone. The Accountability Officer will take the third (3 ) identification tag from any firefighter entering the Hazard Zone and affix it to the proper location on the Status Board. No firefighter shall enter the Hazard Zone without checking in with the Accountability Officer at the Entry Control Point, and giving up a third tag.
8. Personnel who have completed their assigned tasks or assignment within the Hazard Zone shall report to the staging area for rest, rehab, and to await another assignment if needed.
9. All Personnel exiting the Hazard Zone shall report directly to the Entry Control Point (ECP) and the Accountability Officer to retrieve their third identification tag and report that they have exited safely. If a firefighter has not exited the hazard zone with their assigned crew, or within a timeframe of their personal air supply, the firefighter shall immediately be assumed missing and steps will be taken to find the firefighter.
10. A Personnel Accountability Report, (PAR) will be implemented by the IC as soon as he receives the report of a missing firefighter. All Officers will immediately account for all personnel assigned to them within their assigned Divisions. The Officers will report by Division in alphabetical order the status of their crews to the Accountability Officer. The Accountability Officer will give the Accounting report to the IC. If a firefighter is still not accounted for, the IC will call for an immediate search to find the missing firefighter. The Rapid Intervention Team, if available, will take over all search and rescue duties.
11. A Personnel Accountability Report (PAR) will be implemented whenever fire ground operations go from offensive to defensive mode, or when a major event occurs during firefighting operations. Examples of a major event include back draft, flashover, BLEVE, collapse, or when an emergency evacuation is sounded. A PAR will also take place at the end of all firefighting operations, or all clear.
12. Personnel that leave the scene shall check out with the Safety/Accountability Officer and get their ID tags back. If a firefighter has not picked up their nametag at the end of an incident, a PAR will be initiated by the IC immediately.

13. At the end of emergency scene operations Crew Officers will reassemble their crews and retrieve the red Apparatus board from the Accountability Officer. The Crew Officer will account for the crew, and place the red apparatus board onto its place in the vehicle cab. The Officer will compare the red board to the white board for consistency, and when the crew is accounted for, return all identification tags to the proper firefighters.