



<b>General Order Number:</b> 06-06	<b>Effective Date:</b> January 2010
<b>Division:</b> Emergency Operations	
<b>Chapter:</b> Personnel Accountability Procedures	
<b>By Order of the Fire Chief:</b> Marc S. Bashoor	<b>Revision Date:</b> N/A

**POLICY**

This General Order shall establish a procedure to efficiently account for personnel responding to and on the scene of an emergency incident.

The Personnel Accountability System gives Incident Commanders a fast and efficient means to account for all fire/rescue personnel responding to or on the scene of an emergency.

**DEFINITIONS**

N/A

**PROCEDURES / RESPONSIBILITIES**

**1. Responsibility**

Every Company, Unit, or Sector Officer is responsible to account for all personnel under their command at all times.

Each Unit Officer shall report the unit's staffing level when reporting on the air as "responding."

Personnel that have not achieved a certified training equivalent of Fire Fighter I (FF I) or higher (Red Helmets), and observers (Orange Helmets) will not be included in the staffing announcement.

Example:

Engine 899 is responding with one officer, one Fire Fighter II, one Fire Fighter I, and an observer, the radio transmission would be; "Engine 899 responding with three and one."

Engine 899 is responding with one officer, and three Fire Fighter IIs, the radio transmission would be; "Engine 899 responding with four personnel."

To ensure the safety of operational personnel, the Public Safety Communications (PSC) will sound a single extended alert tone and announce the duration of the incident at 15 minutes intervals from the time the Incident Command System is initiated.

Example: ALERT TONE SOUNDED

"Communications to the Smith Road Command, duration of your incident is now 30 minutes."



Upon receipt of the 15 minutes duration reminder, the Incident Commander will provide an update within the following 5 minutes and then direct Sector Officers to report on the welfare of personnel under their command.

When all personnel are accounted for, Division/Group Officers will respond accordingly.

Example: "Division 1, all personnel accounted for."

If any personnel cannot be accounted for, the Division Officer will report status of personnel as "unknown" and initiate search procedures.

## **2. Implementation**

### **Public Safety Communications (PSC)**

The PSC shall monitor and record the number of personnel responding to an incident. Once all units have reported on the air with their staffing levels, the Incident Commander may request that the PSC provide him/her with the total number of personnel responding to the call.

### **Personnel Accountability Tag (PAT)**

Every member of the Prince George's County Fire/EMS Department will be issued a PAT. The PAT will consist of a snap fastener with a personnel identification card attached (Attachment #1). Each member shall keep his/her PAT attached to an existing "D" ring on their running coat when not operating on an emergency incident.

Note: Replacements are available through the Volunteer Fire Commission.

### **Collector Ring**

Each emergency vehicle, except automobiles and utility vehicles, shall be equipped with a bar coded collector ring. The collector ring will consist of a large ring with a unit identification tag. The collector ring shall be kept in the cab of each unit and shall be removable.

### **Apparatus**

An eyebolt or similar fixed-point attaching device shall be located near each riding position so that each member has a suitable place to attach their PAT. Two or more members may use the same point, provided it is accessible to all when seated and belted.



### **3. Utilization of the PAT System**

#### **Level I Accountability**

During response, each member shall attach his/her PAT to the apparatus collector ring. After arriving on the scene and when time permits, the driver/operator shall ensure that all personnel have attached their PATs. The company officer or senior fire fighter in charge shall be responsible for all personnel riding on the apparatus.

The driver/operator shall collect all PATs on the collector ring and place the ring in the cab of the apparatus. The company officer or senior fire fighter in charge should bring the collector ring to the Command Post, if possible. This is mandatory on Mutual Aid responses outside the County.

Personnel responding to the scene other than on dispatched apparatus must:

- Report to Incident Commander to identify themselves.
- Place PAT on appropriate collector ring.
- Await assignment.

Emergency Medical Services personnel who are subject to respond from the scene shall maintain their PATs in the cab of their unit unless specifically directed otherwise.

Company Level Officers are responsible to know the exact number of personnel under their command. Division/Group Officers are responsible to know the exact number and identification of the companies/crews operating under their directions.

#### **Level II Accountability**

When Level II Accountability is indicated by the Incident Commander, all collector rings shall be immediately removed from apparatus, taken to the Command Post, and arranged on the Accountability Control Board.

Utilization Criteria:

- Level II accountability should be activated when conditions exist or may develop that pose a potential or probable danger to operational personnel due to collapse, rapid expansion of fire, or separation due to complex configuration of the building or incident site.
- At any time during the course of an incident, the Incident Commander has the option of directing units to account for the number of personnel operating with the company by means of PATs and collector rings.
- At the order of the Incident Commander, all collector rings will be brought to and maintained at the Command Post.
- It is the responsibility of the Incident Command to designate someone to organize the collector rings at a designated location near the command post.



- Accountability Control Chart will be used to record crew assignments, and the Command Assignment Board to record officer assignments.
- Both tag accountability boards must be used in concert with the standard "Command Control Chart" for locating units and sectors on the incident scene.
- The person designated to organize the collector rings will be prepared to notify the Incident Commander of the number of personnel assigned to the incident as well as any particular Division or Group.
- Company officers shall ensure that all personnel assigned to their unit are accounted for prior to leaving the incident scene.
- It shall be the responsibility of each member to ensure that their PAT is removed from the collector ring at the completion of the incident or before leaving the incident scene. The company officer shall ensure compliance.
- Each driver/operator shall ensure that the collector ring is returned to their unit at the completion of the incident or before leaving the incident scene.

### **Level III Accountability**

When the Incident Commander determines that the incident requires more stringent accountability, he/she will implement Point of Entry control. To implement Point of Entry control, the designated officer (s) will monitor all points of entry into the structure, confined space, or areas involved. These individuals will be referred to as "Entry Control."

Entry Control shall ensure that each member's name, company number, duration of air supply, time of entry, and assignment is recorded on an Entry Control Chart. Moreover, Entry Control shall ensure that members are relieved as appropriate.

As members exit a control point, the time of exit shall be recorded. Members who must exit at a point remote from the control point shall inform Entry Control personnel of their exit from the building. When personnel are unaccounted for, Entry Control shall ensure that search and rescue operations are initiated.

### **4. Compliance**

The PAT shall be considered an issued item of personal protective equipment. If a PAT is lost or misplaced, a replacement shall be obtained as soon as possible from the Volunteer Fire Commission. Each member's PAT shall be inspected monthly when the member's personal protective clothing is inspected.

The mechanism to quickly account for personnel must be available to the Incident Commander at any point during an incident. In order to ensure the effectiveness of this system and the subsequent safety of all personnel, accountability procedures will be strictly adhered to at all times. If a member arrives at the incident scene without a PAT, his/her Fire Department ID card has been bar code imprinted and can be used as a substitute PAT.



**REFERENCES**

N/A

**FORMS / ATTACHMENTS**

Attachment #1- PAT Tag and Collector Ring  
(EXAMPLE)

Attachment #2- Personnel Accountability System Chart

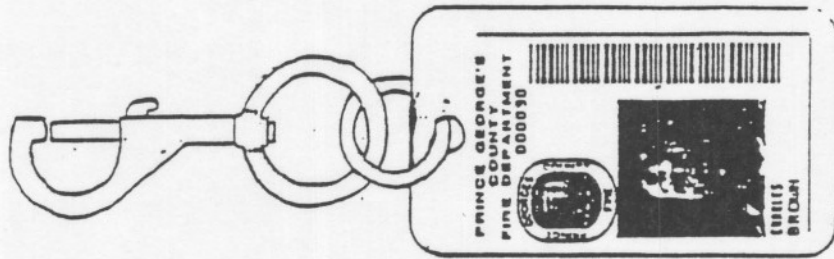
Attachment #3- Command Assignment Board (EXAMPLE)

Attachment #4- Command Assignment Board (EXAMPLE)

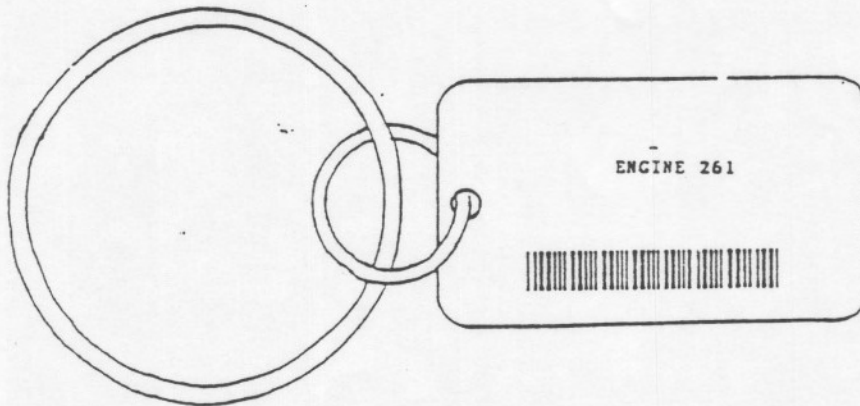
Attachment #5- Command Control Chart

Attachment #6- Entry Control Chart

PERSONNEL ACCOUNTABILITY TAG P.A.T.



COLLECTOR RING





# PRINCE GEORGE'S COUNTY, MARYLAND FIRE DEPARTMENT

**PGFD**

## PERSONNEL

### LEVEL I

- P.A.T.s to Apparatus
- Driver/Operator collects P.A.T.s

## ACCOUNTABILITY

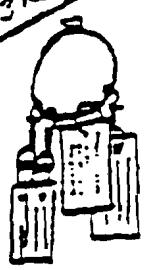

## SYSTEM

### LEVEL II

- P.A.T.s to Command Post
- P.A.T.s on Accountability Control Board

### LEVEL III

- Point of Entry Control
- Personnel Monitored

ACCOUNTABILITY					CON
UNIT	E.301	T-51			
ASS. LOC.	ATTACK FIRE 3RD FLOOR	SEARCH RES 3 FLOOR			
R I N G					
UNIT					
ASS. LOC.					
R I N G					












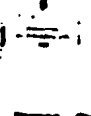




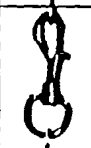





















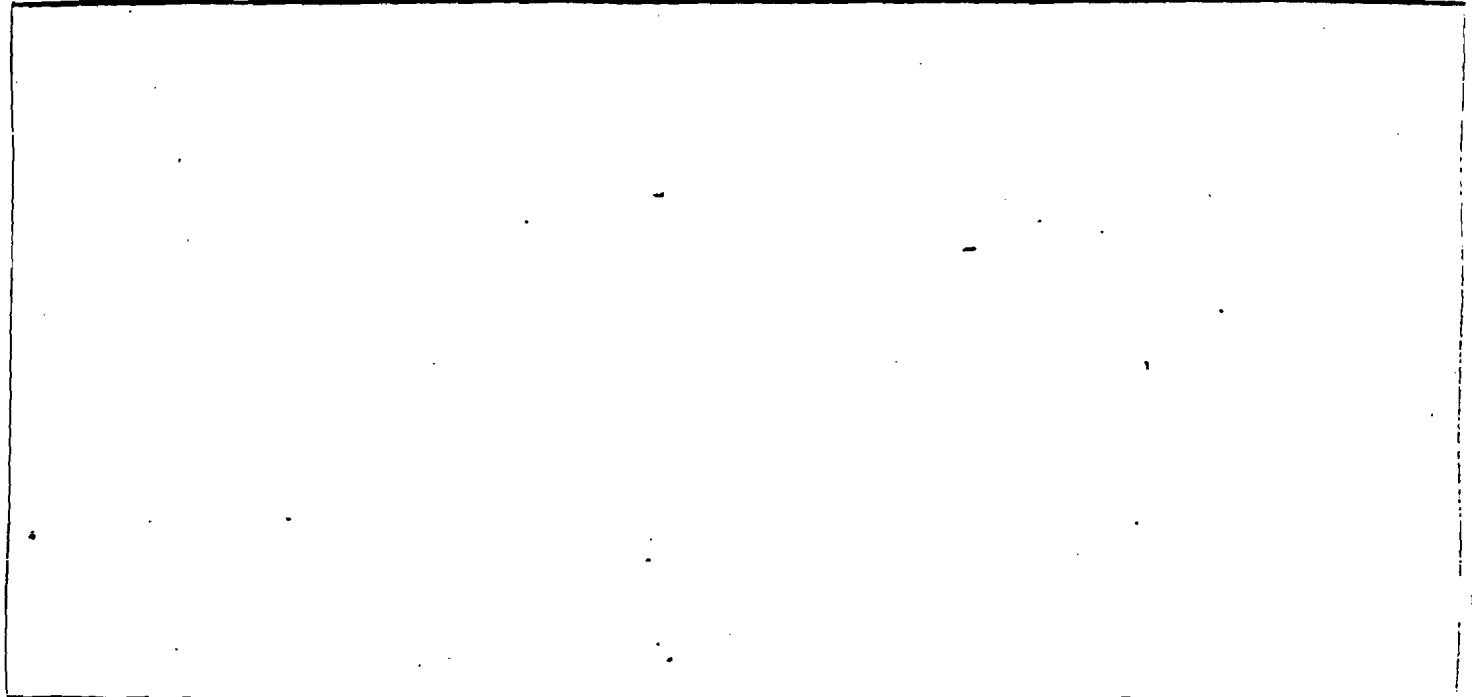
COMMAND

ASSIGNMENT

BOARD

 	 	 	 	 	 	 	 	 	 	 	 	 	 	 	 	 
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INCIDENT LOCATION		FIRE DEPARTMENT COUNTY FIRE DEPARTMENT		DATE	TIME	INCIDENT #		
OCCUPANCY		<b>COMMAND CONTROL CHART</b>				UNITS CONTROL	UNITS READY	ALL UNITS IN SERVICE
EXPOSURE 1	STAGING AREA 1	OFFICERS IN CHARGE / TASK ASSIGNED		PROGRESS REPORT		SUPPORT		
EXPOSURE 2		FIRE CHIEF		OFFICIAL REPORT OFFICER		POLICE		
EXPOSURE 3		STAGING AREA 2		PROGRESS REPORT 1		WATER SUPPLY		
EXPOSURE 4	STAGING AREA 2	BATTALION OFFICER		PROGRESS REPORT 2		EMERGENCY CALL / TRUCK		
EXPOSURE 5		COMMAND POST LOCATIONS		PROGRESS REPORT 3		PUBLIC INFORMATION OFFICER		
EXPOSURE 6		SYSTEM		PROGRESS REPORT 4		BANNING OFFICIAL		
EXPOSURE 7		SYSTEM		PROGRESS REPORT 5		SOUND BOARD OFFICER		



SEARCH / RESCUE AREAS			FIRST-AID STATIONS			UTILITY CONTROL		
EXPOSURE / SIDE 1 OR AREA / DUTY ASSIGNED	EXPOSURE / SIDE 2 OR AREA / DUTY ASSIGNED	EXPOSURE / SIDE 3 OR AREA / DUTY ASSIGNED	EXPOSURE / SIDE 4 OR AREA / DUTY ASSIGNED	EXPOSURE / SIDE 5 OR AREA / DUTY ASSIGNED	EXPOSURE / SIDE 6 OR AREA / DUTY ASSIGNED	EXPOSURE / SIDE 7 OR AREA / DUTY ASSIGNED	EXPOSURE / SIDE 8 OR AREA / DUTY ASSIGNED	EXPOSURE / SIDE 9 OR AREA / DUTY ASSIGNED
SECTOR COMMANDER	SECTOR COMMANDER	SECTOR COMMANDER	SECTOR COMMANDER	SECTOR COMMANDER	SECTOR COMMANDER	SECTOR COMMANDER	SECTOR COMMANDER	SECTOR COMMANDER
UNIT # OFFICER / ASSIGNMENT	UNIT # OFFICER / ASSIGNMENT	UNIT # OFFICER / ASSIGNMENT	UNIT # OFFICER / ASSIGNMENT	UNIT # OFFICER / ASSIGNMENT	UNIT # OFFICER / ASSIGNMENT	UNIT # OFFICER / ASSIGNMENT	UNIT # OFFICER / ASSIGNMENT	UNIT # OFFICER / ASSIGNMENT

SPECIAL HANDS / SYMBOL PROPERTIES / PRECAUTIONS	SPECIAL HANDS / SYMBOL PROPERTIES / PRECAUTIONS	SPECIAL HANDS / SYMBOL PROPERTIES / PRECAUTIONS	SPECIAL HANDS / SYMBOL PROPERTIES / PRECAUTIONS	<b>SPECIAL HAZARD OFFICER</b> FIRE HAZ CHEMICAL HAZ CHEMTRAC UNIT # AND CHIEF	<b>RESOURCES</b> REPLANS CRASH TRUCK WETTING AGENT ABSORBENT DECELLING EQUIPMENT WATER RESOURCES SMOKE MASK WHITE MARK MAPS FIRE UNIT MAPS AERIAL PHOTOS FIRE INVESTIGATOR	LARGE DIAMETER HOSE / HURT TOO CELLULAR PHONE / HELICOPTER TOWER LADDER / HELICOPTER BRUSH JET BRUSH UNIT HEALTH DEPT RED CROSS CIVIL DEFENSE CANTINE
			NOTES	NOTES		

ENTRY CONTROL CHART

NAME	UNIT	ASSIGNMENT LOCATION	AIR SUPPLY			TIME	
			30 min	60 min	4 hour	In	Out
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
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