



GALENA FIRE DEPARTMENT
Standard Operating Guideline
PERSONNEL ACCOUNTABILITY

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Purpose: To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company emergency scene operations; and to enable the Incident Commander to identify, locate and account for the function of all fire/rescue personnel operating on the scene of an emergency incident. This SOG also addresses accountability in situations involving medical care for GFD personnel and others that require immediate medical attention.

Procedure

Each member shall be issued three (3) accountability identification (ID) tags with their name on them attached to the rear of their helmet.

While en-route, firefighters in each vehicle will attach one tag to each board in the truck. One board will stay with the truck one board will be given to Incident Commander upon arrival on scene.

Arriving firefighters will report to the Incident Commander with the accountability board from the apparatus with the names of all personnel on board.

The Incident Commander will attach all boards on command board as designated.

Any personnel arriving in via his/her own vehicle will:

- Take their turnout gear with then with all tags attached.
- When arriving at the scene, will give one tag to the Incident Commander.

The third ID Tag will be utilized for areas in which a separate controlled point of entry has been established. A designated person will collect tags from personnel entering these areas and place them on a status board. Upon leaving these areas all personnel will reclaim their tags.

Personnel Accountability Report (PAR)

A roll call of units will be necessary to determine that all personnel are accounted for during an emergency incident. At ten (10) minute intervals the Incident Commander or his/her designee will notify all active teams. Command will then initiate the roll call by announcing the unit or sector designation first and then waiting for a response from that unit. The status board will serve as a checklist for the roll call.

Example: Command - "**Engine One from Command - Do you have a PAR?**"

Engine 1's response – "**Engine One has a PAR**"

If a company fails to give a return response of the PAR, the Incident Commander will immediately deploy a team to locate the crew that has not provided a PAR.

Officer and Firefighter Responsibilities

All crews/companies shall remain intact and all personnel shall operate in the same area. If a crew/company must be divided in order to perform required functions, the Incident Commander must be aware of any deviation from existing orders, and the sector officer(s) must maintain control of all members assigned to him/her, at all times.



PERSONNEL ACCOUNTABILITY

As personnel are relieved for rest and rehab, the entire company shall be relieved, unless otherwise directed by the Incident Commander.

There shall be no transfer of personnel from one company to another on the emergency scene without communication between the two (2) affected company officers and Incident Commander.

The Incident Commander must be notified of any personnel being treated at a medical station and/or being transported to a medical facility (refer to SOG #027, Firefighter Rehabilitation).

All personnel leaving the emergency scene must exit through the Command Post for IC verification and to retrieve his/her ID tags.

All unclaimed ID tags shall be forwarded to the respective OIC for distribution.

Mutual Aid Responses Outside of GFD Response Area

Galena Firefighters will use the above procedures when operating with other departments, in order to ensure appropriate firefighter safety standards.

Mutual Aid Responses Within the GFD Response Area

Responding departments shall report to the Command Post to be tagged-in and given an assignment.

On-Scene Medical Situations

The following criteria will apply in medical situations in which qualified GFD personnel, if available, are asked to assist in the treatment and/or transport of a firefighter or patient (medical victim).

In the event that GFD personnel are needed to provide medical care outside the scope of firefighting, extrication, or other normal duties pertinent to the primary GFD response, the Incident Commander (IC), upon notification, will determine the most reasonable and qualified personnel on scene (EMR and/or EMT with due consideration to the needs of the initial response, to assist the victim(s) as needed.

Radio designation 'Medical Group' will be used and regular updates will be provided to the IC. Once the situation is under control and/or EMS personnel have assumed care of the patient(s), GFD personnel will immediately report to the IC for further deployment.