



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 1 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

Purpose

The purpose of this guideline is to provide for the tracking and inventory of all members of the **Oldham County Fire Chiefs Association** operating at an emergency incident. It is the responsibility of all fire chiefs and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

Scope

The **Oldham County Fire Chiefs Association** is committed to continuously improving the safety of all its members. This policy is to be followed by all officers and members of this association. All personnel **shall** use the Name Tag Accountability System (Passport system as outlined in this document) in conjunction with the Incident Command System. Authority to deviate from this policy rests with the officer in charge of the incident who will be responsible for the results of any deviation.

Definitions:

Shall- Indicates a mandatory requirement.

SOP- A document with step-by-step instructions compiled by an organization to help personnel conduct routine operations.

Best Practice - Professional procedures that are accepted or prescribed as being correct or most effective.

Immediate Danger to Life or Health (IDLH) - A condition that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere. IDLH is further defined as any area that requires an SCBA, and/or a charged hose, special protective clothing, or where a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This could include entering a structure fire, operating within close proximity to the structure during exterior operations, confined space or trench rescue, motor vehicle crashes or any time Command deems necessary to implement the accountability system.

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 system that is used to track the location of fire crews while operating in the hot zone on an emergency scene.



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 2 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

Personnel Accountability Report (PAR)– A radio report that is periodically requested through the Incident Command System to ensure that each crew is intact and for which all crew members have been accounted for.

Accountability Personnel and Tools

Firefighter

Shall be responsible for always staying with his/her group and ensuring that his/her name tag is always on the passport. (Passport is defined lower in this document as Vehicle ID Tag Holder)

Company Officer

Shall be responsible for collecting name tags, always keeping his/her group intact, and that the passport is current and accurate. The passport must be turned in to the Accountability Officer prior to entry and retrieved at the end of the incident.

Accountability Officer

Shall be responsible for managing the Accountability System during all emergency incidents and applicable trainings. He/she will retrieve the status board being used and announce this information on the radio. When the status board comes off the vehicle, the person responsible for establishing or receiving the position of scene Accountability will broadcast this information on the radio. The Accountability Officer is to be stationed at the command post to stay in contact with the Incident Commander. The command post should be well marked as so all the officers on incoming units can report there to transfer accountability tags to the Accountability Officer.

Incident Commander

Shall designate an Accountability Officer for all incidents where there is an IDLH atmosphere present. When practical, that designation should be determined prior to entry being made by fire and rescue personnel. Entry should only be made in conjunction with RIT being established as per OCFCA policy 100.1 in the operations section.

Accountability Tags

Each firefighter will receive two name tags that will be attached to the back of their helmet. Spare blank tags will be kept in the Command vehicle and accountability boards. The name tag will be placed on the Passport with the rest of your team. After the incident is over, you will retrieve your name tag from your officer, and return it to your helmet.

BVFD – Blue w/ White Lettering
NOFD – Yellow w/ Black Lettering
PVFD – Fluorescent Green w/ Black Lettering
WFD – Brown w/ White Lettering

LFRD – Orange w/ White Lettering
OCEMS – Dark Blue w/ White Lettering
SOFD – Red w/ White Lettering
CADET – Black w/ White Lettering



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 3 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

Accountability 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 Authority Having Jurisdiction of the incident. It is recommended that an accountability board be placed on each engine company as well as in the command vehicles of each department. Colored vests will be used to identify command staff positions: Command (white), Operations (lime), Accountability (orange), Safety (red), Staging (green), Water Supply (blue), RIT Leader (yellow) at an incident or training.

Vehicle ID Tag Holder (Passport)

Each suppression vehicle will have two vehicle ID tag holders labeled X and Y (to be referenced to as Passport in this document) showing each riding position.

Engine/ Squirt/ Squad – Red w/ White Lettering
Tanker/ Tender – Medium Blue w/ White Lettering
Truck/ Tower/ Quint – Black w/ White Lettering
Brush/ Forestry – Green w/ White Lettering
Rescue/ Air Light Power/ Command Center – Orange w/ White Lettering
Command Unit – White w/ Black Lettering
UTV/ ATV – Brown w/ White Lettering
Utility Vehicle – Grey w/ White Lettering

Crew Integrity

1. All officers and personnel are accountable for their personal safety as well as 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

3. Team members shall maintain team integrity while operating within the IDLH until relieved, incident termination, or as otherwise directed by Incident Command.

4. When a Team is split up, for any reason, Command, Operations, and Accountability Officer must be advised and all personnel must be accounted for. The names of personnel moving to



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 4 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

the new group and radio designation to be used will be given to the Accountability Officer to be added to the accountability board.

5. When a Team operating in an IDLH is moved out of the IDLH location, that company officer shall:

a. Confirm with the Accountability Officer that all personnel have exited the IDLH.

b. Provide a situation report as to the progress of their assignment to the Incident Commander.

6. The Accountability Officer shall acknowledge and record that information on the accountability board.

Splitting a Company

- A company may be split into separate groups if the "Buddy System" is followed. Each group must have a radio. If a group is split the Passport Tag identifies the call number of the new group. For example, if Truck 53 splits its company into two different groups the new call numbers would be indicated as Truck 53W and Truck 53X and the Passport would indicate the same.
- The name tags will be moved to correct passport to indicate if on the "W" or "X" crew.
- If a crew is mixed from different crews' accountability shall move their tag from the passport directly to the board and indicate their call number associated with the new crew.

Stolen/Damaged/Visitors Tags

- Anytime a Passport is lost or stolen, it shall be reported immediately through the normal chain of command.
- If a member loses his / her nametag, he is to notify his Supervisor immediately who shall issue the member a temporary nametag. The Supervisor and members will make every effort to retrieve the member's missing nametag. If the nametag is not located, the Supervisor shall, through the chain of command, request a new nametag. The temporary nametag shall be returned to the Supervisor when the member retrieves the missing nametag or when a new nametag is issued.
- Any visitor approved to ride out in a fire department vehicle will be issued a temporary nametag during his / her stay.

Outside Agencies

- All agencies (EMS, LG&E, MSD, Railroad, Oldham County Arson, State Fire Marshal, etc.) shall report to the command post, check in, and accountability use a blank tag marked with a grease pencil for their accountability tag.



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 5 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

Personnel Accountability Report (PAR)

For the Company Officer, a PAR is confirmation to Incident Command that Team Members assigned to him/her are **visually** accounted for.

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 (operating in the IDLH atmosphere.)

PAR shall be conducted at each benchmark using common terminology. For example:

Accountability to Unit #: PAR

- Unit # to Accountability: Unit #, PAR 4, First floor, Charlie side (additionally, provide lowest SCBA air level)

Accountability copies: PAR 4, First floor, Charlie side

Policy Implementation

- When boarding the apparatus all firefighters shall put their tag on the passport in the officer's seat.
- All crew tags that are going to the scene will go on the W tag with the officer at the top.
- The engineer tag will go in the P2 position on the X tag to signify they are the operator of the apparatus.
- The officer will take both tags to the accountability officer. If needed the X tag can be used to split the crew.
- The officer or crew leader will always have possession of the tag holder unless it is on an accountability board. It will be their responsibility to give the tag holder and tags to the Accountability Officer once the board has been removed from the vehicle. It will also be this person's responsibility to advise the designated Accountability Officer upon exiting the hot zone, when changing locations inside the IDLH atmosphere or reporting to rehab.
- The initial collection point for Passports for the Accountability Officer will be the officer's side floorboard of the first suppression apparatus on scene.

Incident Scene

- Accountability is ongoing at all emergency incidents, from small trash fires to large-scale incidents.
- The first company arriving at a structure fire, or any other emergency incident, before making entry into an IDLH atmosphere shall follow Rapid Intervention Team & MAYDAY Procedures.



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 6 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

Level I Accountability

- This is the lowest level of accountability and will be sufficient for most responses, including single engine company responses, false alarms, non-emergency responses, training, details, etc.
- Accountability at this level will be maintained to ensure that all members can be accounted for in the event of an unexpected accident and/or to be prepared should an emergency grow in complexity.
- Before boarding the apparatus, each member shall:
 1. Remove their nametag from their helmet and,
 2. Have it affixed to the Passport Tag.
- Each member is individually responsible for ensuring his/her name tag is attached to the Passport Tag.
- The Company Officer shall ensure that each member present has their name tag attached to the Passport Tag and any members not present have their name tag removed from the Passport Tag.
- The initial collection point for Passports for the Accountability Officer will be the officer's side floorboard of the first suppression apparatus on scene.
- Incident Commanders have the right to collect Passports on any incident regardless of type and size.
- For working fires accountability shall be started with the company officer transferring Passports to the primary Engine/Quint company at the scene. This will allow an apparatus operator to start the accountability process before an accountability officer is assigned. This will also allow the accountability officer to get all passports without having to find passports on apparatus.
- Teams entering an IDLH atmosphere shall notify the Incident Commander or Accountability officer via radio or face to face when entering and exiting. Teams should give their unit assignment, location, and number of crew. (Engine, 1234, entering side A, crew of 3).



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 7 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

Level II Accountability

- At any point and for any reason the Incident Commander or designated Accountability Officer may call for Level II Accountability.
- The Incident Commander may initiate Level II Accountability in the event that a Level II Rapid Intervention Team is in place, Hazardous Materials Incidents at level II or greater, fires involving extra equipment, large area fire that involves divisions to control, and scenes involving the potential for immediate/catastrophic change.
- Upon initiating Level II Accountability, the Incident Commander may:
 1. Appoint an Accountability Officer.
 2. Establish a Command position (post).
 3. Collect or cause to be collected, the passport tags from each apparatus at the scene and secure them at the Command position (post) and utilize an accountability board.
 4. Establish the location and function of each unit operating at the scene and document.
 5. Periodically request can reports from company officers, divisions, or groups and personnel accountability reports (PAR) until control is established.
- The company officer shall ensure that the Passports with the correct nametags are delivered to the command post.
- The purpose of collecting the Passports with appropriate name tags is to provide the Incident Commander with ready access to identify each person operating on the scene.
- Incidents involving several companies such as 2nd, 3rd and 4th alarm fires, HazMat incidents or any other tactical incident involving the use of several fire departments and civilian resources may necessitate the need for additional Accountability Officers. Each Accountability Officer will be assigned a designation by Command. (e.g., Division #3 Accountability Officer)
- Teams entering an IDLH atmosphere shall notify the Accountability officer via radio or face to face when entering and exiting. Teams should give their unit assignment, location, and number of crew. (Engine, 1234, entering side A, crew of 3).
- A team operating out of visual contact with the Accountability officer or operating inside of an IDLH atmosphere shall notify the Accountability officer whenever they make significant changes in their location that would cause RIT a delay in search and rescue.



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 8 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

- Companies that are re-assigned to rehabilitation during an incident are responsible to notify the accountability officer of the change of their status and location. The Company Officer will notify the command when his company has completed rehab and is ready to be reassigned.
- Companies assigned to staging will keep their Company's Passports on the apparatus. Company Officers are responsible to keep their members at the apparatus while in staging.
- Members assigned to support units (e.g., Air/Light Units, Rehab Bus, Mobile Command Posts, etc.) shall report to the Accountability Officer to turn in their Passports with their nametag attached.
- When water supply is established the water supply officer shall be responsible for accountability of members operating water supply.
- The accountability office will be responsible for keeping track of each member's location via the accountability board and making updates as members move.

Level III Accountability

Level III Accountability shall be initiated when the Incident Commander determines the need for point of entry identification (examples: Confine Space, Hazardous Materials Hot-Zone, Trench, Criminal Investigations, etc.).

- The point of entry shall be identified as the Entry Control Point (ECP).
- The Incident commander shall establish an Entry Control Officer at the point of entry.

The Entry Control Officer may:

1. Log the name, assignment, quantity of air contained in their SCBA cylinder and time of entry.
2. Ensure the member has a partner, appropriate PPE, and an operating PASS device.
3. Establish an estimated exit time, based on their quantity of air.
4. Monitor each member/team, location, and activity.
5. Notify each member/team, as their exit time occurs.
6. Ensure each member/team exists within their individual time limits.
7. Notify Command and Rapid Intervention at any point a member/team cannot be accounted for, regardless of the reason.
8. Send each exiting member to the Rehab area.



OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE

ACCOUNTABILITY

Page Number:
Page 9 of 10

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

-
9. Any individual entering the Entry point shall be documented for chain of custody purposes.

PAR Procedure

It is recommended that the officer in charge of Accountability obtain a PAR every twenty minutes during fire ground operations. A PAR may be confirmed in person (when possible or necessary) or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to ensure an accurate accounting of all personnel. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the Incident Commander (see the Mayday Procedure in the OFCA's Rapid Intervention Team Policy – 100.1) for additional information on this topic.) At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

The Incident Commander, Safety/Operations/Division or Group Officers, Company Officers, and Team Leaders shall conduct emergency incident Personnel Accountability Report (PAR) using the Passport 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, indicating current PAR count and new location. This information shall be transmitted to the Accountability Officer, Operations (in the absence of Accountability), or Incident Commander (in the absence of Accountability and Operations)
2. An absent member of any team will automatically be assumed lost or trapped in the IDLH until otherwise determined safe. The Incident Commander shall next instruct the Accountability Officer to call for a PAR of all teams. The Incident Commander shall also deploy the Rapid Intervention Team (RIT) to the last reported location of the missing firefighter to begin a search. Simultaneously with these actions, the Incident Commander shall adjust incident strategies to prioritize search and rescue efforts.
3. Before there is a change from offensive to defensive tactics, that command will be clearly stated over the radio, and then a PAR of the emergency incident shall be conducted to ensure all personnel have received the message of the change in tactics and have exited the IDLH.
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. While PAR is being conducted all non-essential radio traffic is to halt until the report is completed. The PAR is to suspend if there is emergency traffic from a unit in the IDLH.



**OLDHAM COUNTY FIRE CHIEF'S ASSOCIATION
STANDARD OPERATING GUIDELINE**

ACCOUNTABILITY

Page Number:
Page **10** of **10**

Effective Date:
31 MAY 2023

Supersedes Editions:
1 DEC 2021

SOP #:
200.2

5. When the Incident Commander, Safety/Operations/Division or Group Officer, Company Officer, or Team Leader determines that a need exists, a PAR of the emergency incident may be conducted.