



Roosevelt Fire District

Standard Operating Guidelines

<u>Section:</u> Operations	<u>Guideline 7:</u> Fire Ground Accountability
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Purpose: The purpose of this guideline is to provide for the tracking and inventory of all members of the Roosevelt Fire District 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: This procedure is to be followed by all firefighters and officers of the Roosevelt Fire District at any incident where it has been deemed necessary by the Incident Commander, Safety Officer, or their designee.

Incident Commander:

1. The Incident Commander, or his designee, shall be responsible for overall personnel accountability for the incident.
2. The Incident Commander, or his designee, shall maintain an awareness of the location and function of all companies or units at the scene of an incident.
3. The Incident Commander, or his designee, shall initiate an accountability system at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)
4. The Incident Commander, or his designee, shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.

Where an Accountability Officer has been appointed, it shall be their responsibility to ensure the accountability of all personnel and to initiate the accountability system. The Accountability Officer shall be responsible for collecting the firefighter accountability tags and logging the appropriate names of personnel on the accountability board.

Procedure:

1. An identification tag will be issued to all members of the Roosevelt Fire District. This tag is to be attached to the outside of the member's turnout coat. It should be attached to the top closure snap with the provided metal clasp.
 - A. All Interior Personnel will be issued 2 identification tags.
 - B. All other personnel will be issued 1 identification tag
2. Upon arriving at an incident, each firefighter will hang their ID tag on the ring located on the attack engine, ESS or command post vehicle.
 - A. All Interior personnel will place 1 tag on the designated ring and keep 1 tag on their person.
3. If a member is without their ID card, advise the officer in charge of the apparatus you arrived on, or report directly to the command post for instruction.
4. Once an Accountability Officer has been appointed, it will be their responsibility to retrieve all ID tags from the various locations and maintain them during the incident
5. A staging area will be set up under the direction of the Incident Commander, or his designee, and be maintained by the Accountability Officer or an appointed Staging Officer.
6. This staging area will be located at a point where it can be easily accessed by the members operating at the incident and shall be highly visible.
7. This staging area will be staffed by EMS personnel, as well as have members of the Roosevelt Fire District Support Staff to aid in Rehab.
8. All members will report to the staging area upon completion of their assigned task for Rehab and reassignment.
9. All members must report to the Accountability Officer before leaving the incident scene.
10. At various times during the incident the Accountability officer will update the Incident Commander or his designee, on the condition of manpower and effectiveness of the accountability system and staging area.

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