

Sanoca Rural Fire District, Inc.
STANDARD OPERATING PROCEDURES

Emergency Operations

Fire Company Operations

Subject: Personnel Accountability System

Revised: April 06, 2003

PURPOSE

- A. To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations (actively engaged in functional work).
- B. 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.

POLICY

All members of this department shall operate under these procedures at all emergency incidents.

RESPONSIBILITY

It is the responsibility of all members of the Fire Department to understand and follow the procedures outlined in this policy.

PROCEDURE

- A. General
 - 1. Each member shall be issued one (1) personnel identification (I.D.) tag. The tag will be attached to the back ring of the firefighting helmet.
 - 2. Upon responding to a call, the member shall remove the tag from the helmet and give it to the incident commander before beginning any operations.
 - 3. The incident commander or his designee shall record the members duty assignment with the tag by attaching it to the proper function on the incident command clip-board.
 - 4. At the completion of the incident it shall be the responsibility of the individual member to return to the incident commander to retrieve his tag.

B. Operations

1. During single company operations, the tag shall be given to the department incident commander
2. During multi-company operations, individual members shall give their accountability tag to whomever is the designated incident commander. The incident commander may be an officer from another department
3. Additional arriving companies, unit(s), volunteers, off duty personnel, other fire/rescue personnel or other individuals shall report to the Command Post to be tagged-in (tags collected or issued) and given an assignment. Each command vehicle from Sanoca Fire Department is equipped with an incident command clip-board.
4. Company officers must know the location of all personnel in their company at all times. There shall be no transfer of personnel from one company to another on the emergency scene without positive communication between the two (2) affected company officers and Incident Command. Command must also be notified of any personnel being treated at a medical station and/or being transported to a medical facility.
8. All personnel leaving the emergency scene shall depart through the Command Post for verification and to pick up their I.D. Tags.