

VIRTUA FIRE & RESCUE STANDARD OPERATING PROCEDURE

ACCOUNTABILITY

PURPOSE

The accountability system is designated to provide the supervisor (Incident Command, Branch, Division, or Group) information concerning emergency scene staffing and location of personnel and equipment. This system provides a mechanism to track the following information throughout the incident

1. **Who** is operating at the incident and who reports to individual supervisors (resources and individuals)?
2. **Where** resources and individual members are operating?
3. **What** tactical assignments resources have been given and what tasks individuals are performing?
4. **When** resources were assigned, how long they have been engaged in their current assignment, and how long they have been operating at the incident?
5. If resources are making **progress** toward completion of their current assignment?
6. Do they need additional **assistance** in completing the assignment?

PROCEDURE

1. Accountability Process

A. Start of Shift

At the start of shift or when reporting for callback duty and by volunteer companies prior to response, each company officer must ensure that all personnel are fit for duty as determined by a medical doctor. If the company officer has any doubt about a firefighter's fitness for duty, he or she should determine if that firefighter has a doctor's note clearing him or her for duty. If so, then the company officer's responsibility has been met and the firefighter can be left on duty. If not, then the company officer must send the firefighter off duty and fill that position with a fully fit replacement firefighter. It is never acceptable to risk the health or safety of firefighters or civilians by leaving a potentially unfit firefighter on duty.

B. Incident Operations

The total systems approach to accountability relies on the commitment of every individual team member. Supervisors will maintain accountability by utilizing the appropriate accountability tool.

C. Personnel Accountability Report

A Personnel Accountability Report (PAR) is accounting for all personnel operating at the incident by resource. Situations that should be followed up with a PAR include

- i. Change from offensive to defensive operations.
- ii. Conclusion of a Mayday operation, whether by a rescue or cancellation.

See the [Virtua Fire & Rescue Emergency Communications SOP](#) for details of the PAR procedure.

2. Resource Tracking and Incident Documentation

Supervisors (Incident Command, Branch, Division, or Group) can utilize a recognized process of tracking and documenting incident resources and personnel. This can be accomplished by utilize the Virtua Fire & Rescue Tactical Worksheet.

3. Group and Team Integrity

Group and team integrity (Buddy System) is the foundation of individual and resource accountability. Individuals must take responsibility for their own actions and their obligation to operate safely and effectively as a member of their group or team.

- A. All members operating inside the IDLH must be part of a group or team with a tactical assignment.
- B. Group and team integrity is defined as each member of the group or team being within voice, visual, or touch contact and physically close enough to provide immediate assistance in the event of an emergency.
- C. If it is necessary for a member of a group or team to leave the IDLH, members of the group or team must leave together.

KEY CONSIDERATIONS

- The total systems approach to accountability relies on the commitment of every individual.
- Loss of group or team integrity is an emergency and should be reported as a Mayday radio message.

