

# 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

The following tasks must be completed by each career company at the start of shift or when reporting for callback duty and by volunteer companies prior to response.

- i. Assign portable radios.
- ii. Place a nametag for each member on the primary and secondary passports. During a shift, any changes in personnel should be reflected on the primary and secondary passports.
- iii. Ensure that all personnel have the correct helmet shield in place on their helmet.

#### B. Incident Operations

The total systems approach to accountability relies on the commitment of every individual team member.

- i. When a company reports to the Incident Commander for assignment, or are assigned to another supervisor, they transfer their primary passport to the appropriate supervisor as incident operations allow.
- ii. Supervisors will maintain accountability by utilizing the appropriate accountability tool.
- iii. Any transfer of supervisor (Incident Command, Branch, Division, or Group) will include a complete accounting of resources as part of the command transfer briefing.
- iv. Utility workers and civilians inside the IDLH will be escorted by district personnel with a radio for emergency communications.

C. Personnel Accountability Report

A Personnel Accountability Report (PAR) is accounting for all personnel operating at the incident by resource. A PAR is initiated by the Incident Commander and performed by all supervisory personnel. Situations include

- i. Change from offensive to defensive operations.
- ii. A major (negative) change in incident conditions such as collapse, flashover, backdraft, etc.
- iii. A resource or individual is reported missing (Mayday).
- iv. Critical 'emergency traffic' communications.
- v. As the Incident Commander sees necessary.

**2. Resource Tracking and Incident Documentation**

Supervisors (Incident Command, Branch, Division, or Group) will utilize a recognized process of tracking and documenting incident resources and personnel. This will be accomplished by utilizing any of the following tools or combination thereof.

- A. Tactical Worksheets.
- B. Status Board.
- C. Passports.
- D. Helmet Shields.

**3. Company and Team Integrity**

Company 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 company or team.

- A. All members operating inside the IDLH must be part of a company or team with a tactical assignment.
- B. Company and team integrity is defined as each member of the company 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 company or team to leave the IDLH, members of the company or team must leave together.

**KEY CONSIDERATIONS**

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