TOLEDO FIRE & RESCUE DEPARTMENT

C-56 Incident Accountability

Emergency Manual

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Policy/Procedure

1. Responsibility:

1. The Department shall hereby establish and continually follow the Incident Accountability System described below. All members shall follow the Department's Accountability System at every incident.

2. The system shall not interfere with initial operations. The preservation of life and property is still paramount.

3. Command shall ultimately be responsible for tracking the location and function of all fire personnel at an incident. Command shall assure that all members operate within this Accountability Procedure and the Department's Incident Management Procedures.

4. Command shall maintain an accountability sheet or board that reflects the location and function of all crews operating at an incident when operating under Level 2 Accountability as defined below.

5. Company/Sector Officers shall keep Command or Operations aware of their location and function throughout the incident.

6. Company/Sector Officers shall be responsible for knowing the location and function of their members at every incident.

7. Fire personnel shall ensure crew integrity and constantly keep their officer/supervisor aware of their location. Firefighters shall not roam or stray from their crew unless directed by higher authority, freelancing endangers yourself and others. Additionally, members shall follow the provision of the Department's "Two In/Two Out" policy C-94.

8. In incidents where branch officers are utilized or sector officers are responsible for multiple crews/functions, the branch or sector officer is responsible for the location and function of all crews assigned. Individual officers are responsible for the location and function of individual members assigned.

2. Accountability Boards and Riding Assignments:

1. Every morning at shift change, after the officer conducts their roll-call, they shall sign in on the rig MDT Visinet program and update their Accountability Board with the names of every member riding their apparatus that tour. This is to include making sure crews on all rigs at their station are signed in properly. Whenever a member is detailed away from the apparatus for any reason, that member's name shall be removed from the board until their return. Officers shall be held responsible for the completeness of their Visinet roster and accountability board at all times.

3. Levels of Accountability: The Department shall utilize two levels of Accountability at incidents

1. **Level 1 Accountability:**

    1. Level 1 Accountability will be used when the incident can be handled with up to a regular alarm assignment of rigs and crews where Command can track the location and function of all members at an incident without aid.

    2. During Level 1 Accountability, the Accountability Boards can be left on each individual apparatus.

    3. During Level 1 Accountability, individual staff members at the scene shall check in with Command.

    4. Crews shall use radio fire ground accountability as found in TFRD Fireground Tactics C-119.

    5. This process shall take place until the fire is termed "under control".

2. **Level 2 Accountability:**

    1. Level 2 Accountability shall be used at any multiple alarm incident such as a High Rise, large Residential/Commercial/Industrial structure or when Command believes that the incident requires a stronger accounting of on scene members such as a Special Ops incident. Command shall notify all on scene crews via radio that we are now operating under Level 2 Accountability.

    2. When using Level 2 Accountability, all Accountability boards shall be brought to the Command Post.

    3. During Level 2 Accountability, individual staff members at the scene shall check in with Command either face to face or via radio.

    4. At multiple alarm incidents, Command shall assign a command aide or a dedicated officer to

manage Accountability (Accountability Officer). The Accountability Officer shall work under the Planning Section if one is established. If no Planning Section is established, then the Accountability Officer shall work under Operations or Command. The Safety Officer shall not be responsible for scene accountability. The Rapid Intervention Team (RIT) officer, if established, shall assign a member of RIT to assist with Accountability after their initial duties are accomplished.

5. Crews given assignments in areas where entrance is remote from the Command Post shall give their boards to the officer assigned to that side of the structure(Ex. “Sector 3” officer.) This would be the Lobby sector during a High-Rise incident. If no officer is assigned to that side of the structure, then boards shall be placed in the apparatus closest to that entrance until an officer is assigned to that sector; upon which the Sector Officer will collect and maintain the boards.

6. Crews shall use radio fire ground accountability as found in TFRD Fireground Tactics C-119.

7. When crews leave the structure for a bottle change or at the direction of Command or Operations, they shall change their bottles and report to “Scene Staging” at the Command Post and await reassignment. Crews shall report to Rehab after their second bottle change.

8. Crews reporting to Rehab shall report to the Rehab officer. The Rehab officer shall keep track of all crews in Rehab. After crews complete Rehab, they shall report to “Scene Staging” at the Command Post and await reassignment. Rehab shall keep the Accountability Officer notified of the crews entering and exiting rehab.

9. Individual members must follow the provisions of Two In/Two Out as per Emergency Procedure C-94.

10. Level 2 Accountability shall last until the incident is declared “under control” by the Incident Commander.

4. Rapid Accounting of Members - Personnel Accountability Reports (PARs):

1. PARs will be the basis for the rapid accounting of all on scene members.

2. Routine PARs will be given whenever a crew exits any fire or exposed structure. This shall be done at all fires until the fire is deemed “under control” by the Incident Commander. PARs are given using the Company designation

    - (“Command. Back Up has exited the structure. Engine 5 has PAR”).

3. Emergency PARs shall be given at the call of Command or Operations. During an Emergency PAR, officers shall give PAR and the crews’ location as soon as all members are accounted for.

4. A “Roll Call” can be called for by Command or Operations. Roll Calls are conducted by the Alarm Office. It must be remembered that Roll Calls are time and radio air-time consuming. It is suggested that a 10 or 15 second break between calling units is given to allow for operational traffic between units on the scene.

5. Emergency Evacuation:

1. When Command or any member calls for a total or partial Emergency Evacuation, the following shall occur:
    1. Command or Operations shall ask for Emergency Traffic over the radio.
    2. Command or Operations shall announce to all units his or her notice of a total or partial evacuation.
        - (Example: All units, this is Command, evacuate the structure" or "All units on the roof, this is Command, get off the roof now!".)
    3. As soon as the call goes out, crews in the affected area shall signify that they heard the order by giving their unit designation only.
        - (Example: "Engine 5", "Truck 13")
    4. After the crew(s) involved leave the structure (or area) they shall give PAR and stand by where they exit, outside of any collapse zone and await instructions.
    5. After all crews are accounted for, Command or Operations shall report a "Scene" or partial (those crews involved) "PAR" and resume normal radio traffic.

6.Discipline:

1. Failure to abide by the provision of this procedure may be considered a Safety Violation and may result in discipline.

See Also:

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https://www.tfrdpolicies.com/dokuwiki/doku.php?id=c_manual:c56

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