



**ARCADIA FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINE**

**PERSONNEL ACCOUNTABILITY**

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Michael E. Lang, Fire Chief

**PURPOSE**

The Personnel Accountability System shall be utilized at all incidents, where potential for injury or death to responders is found to exist. ALL PERSONNEL ON SCENE ARE RESPONSIBLE FOR SAFETY.

**RESPONSIBILITIES**

I. Incident Commander (IC)

- A. Utilization of the Incident Command System at all emergency incidents.
- B. The Incident Commander must maintain an accountability and inventory worksheet at incidents.
- C. The Incident Commander is responsible for establishing management divisions or groups and assigning officers to run them.
- D. The Incident Commander must track companies assigned to divisions or groups.
- E. The Incident Commander will maintain a worksheet of activities and operations at the incident.
- F. The Incident Commander must have officers conduct an accountability check periodically to make certain all personnel are safe.

II. Division/Group Supervisors

The Division or Group Supervisors are responsible for tracking companies assigned to their division or group and knowing the location of each company. The Division / Group Supervisor will conduct an accountability of the companies when ordered by the I.C or more often as warranted.

III. Company Officers

The Company Officer is responsible for knowing the location of each member of his or her company. The Company Officer will make certain that all members of his/her company are safe and accounted for when conducting accountability checks.

IV. Firefighters/Engineers or other Responders

Firefighters are responsible for staying with their assigned company and making certain the Company Officer knows their assignment and location.

V. Personnel Accountability Report

- A. A personnel accountability report call (PAR) shall be conducted at least every ten minutes at all working structure fires or at any hazardous incident.
- B. The clock starts when the first arriving unit is on scene and reports smoke, fire or other hazardous condition.
- C. At PAR, the Incident Commander contacts each Company Officer (at small incidents with six or fewer units are involved). The Company Officer shall verify visually that each member of his/her company is safe. The Company Officer shall report his/her PAR and location to the IC. At larger incidents or when divisions or groups have been established, the Incident Commander should contact each division or group by radio and ask for a PAR. The Division or Group Supervisor shall contact each Company Officer operating under his/her command. The Company Officer shall verify visually that each member of his/her company is safe. The Company Officer shall report the results of his/her PAR to the Division or Group Supervisor. The Division or Group Supervisor shall report to the I.C the identification of each company or unit operating in their command and the results of PAR.

VI. Evacuation Procedure

- A. If the Incident commander determines a need to evacuate the building the dispatch center will be contacted to provide a warble tone over the fireground channel(s) and then announce to all personnel the need for evacuation.

The Incident Commander shall conduct a PAR of all companies on the incident to verify that the evacuation order has been heard and complied with.

- B. In addition to traffic requiring evacuation, the following standardized audible signal can be used to indicate evacuation.
- C. The Evacuation Signal will consist of repeated short blasts of the air horn for approximately 10 seconds, followed by 10 seconds of silence. This sequence of air horn blasts for 10 seconds followed by a 10-second period of silence will be done 3 times; total air horn evacuation signal including periods of silence will last 50 seconds. The Incident Commander shall designate specific apparatus to sound the evacuation signal using air horns. This should be done in conjunction with the radio announcement of "Emergency Traffic", with direction for emergency scene personnel to evacuate the hazard area. The Incident Commander shall request Division/Group Supervisors or Company Officers to account for all personnel under their command.

D. The Dispatch Center should continue to advise the Incident Commander of the elapsed time at each additional 15-minute interval, or until cancelled by the IC or until the incident is declared under control; i.e., knockdown.

VII. Accepted Method of Accountability

CAD System

The primary way that an IC or RIC Group will maintain accountability of exactly which members are on scene of an incident, is by utilizing the information that is in the CAD System. This information can be obtained by printing a roster of units assigned to the incident. BC command vehicles are equipped with MCT's and printers. In the event that a printer is malfunctioning or not available, incident information can be gathered from an MCT and transcribed by hand.

VIII. Mutual Aid

- A. When a mutual aid unit arrives with all personnel assigned, the I.C shall utilize PAR by simply using the company's call sign.
- B. The Incident Commander may carry accountability roster cards to be passed out to and completed by mutual aid companies in staging.