

New York State Task Force Two

Standard Operating Procedure

Subject: Accountability

Section: 200 Operations

Procedure # 202

Date: Revised: 24 August 2015 (BS)

PURPOSE

1. To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations (actively engaged in functional work at the emergency scene).
2. To enable the Task force Leader to identify, locate, and account for all Task Force personnel operating on the scene of an emergency incident.

POLICY

All members of NY-TF2 and all other personnel (mutual aid, etc.) participating in NY-TF2 emergency operations shall operate under these procedures at all emergency incidents.

PROCEDURE

A. General:

1. Each member shall be issued two (2) Accountability/Identification tags. Two tags will be attached to the turnout gear.
2. At the beginning of an on-duty tour, personnel who are assigned to a vehicle shall remove one Accountability/I.D. tag from their turnout gear and place tags on the collector ring (large ring) located in the cab of the vehicle. Personnel who are re-assigned to another station or unit shall take their I.D. tags with them.
3. A member going off-duty shall remove his or her tag from the collector ring and replace it on his or her turnout gear.
4. Temporary I.D. Tags: Each vehicle shall carry extra blank I.D. Tags to be utilized when necessary as temporary tags by persons entering the emergency scene not permanently issued tags. Temporary tags shall be filled in with grease pencil by the issuer.

B. Operations:

1. During single squad emergency operations, the collector ring(s) and tags remain with the apparatus unless otherwise instructed by the Incident Commander.
2. During multi-squad operations the Task Force Leader will (as soon as possible) direct a designated person from the Team to gather the collector rings from each unit on the scene, including those companies/units in staging, and bring them to the Command Post where the Incident Commander will maintain them for Accountability/Status.

The command board is used to record the who, what, and where for each unit on scene and is to be continually updated.

Each unit's collector ring will remain at the Command vehicle until the unit is returned to service with all assigned personnel accounted for.

Each individual is responsible for his or her own I.D. Tag upon leaving the scene of an incident.

3. Additional arriving squads, unit(s), mutual aid, call-back personnel, other fire/rescue personnel, or other individuals shall report to the Command Post to be recorded as tagged-in (tags collected or issued) and given an assignment. Each command vehicle shall be equipped with blank I.D. Tags for temporary issuance.

4. The second Tag will be utilized for access to emergency operations areas where a separate controlled point of entry has been established.

This includes the fire scene, rescue scene, other emergency operations areas, rehab areas, medical treatment areas or other designated areas requiring accountability of personnel.

A member of the R.I. T. will collect one tag from personnel entering these areas and place them on a status board.

The accountability/identification tag is the firefighter's "ticket" into and out of the fire scene, rehab areas, medical

Upon leaving these areas personnel will reclaim their tags.

5. Personnel Accountability Report (PAR): A systematic roll call of units will be necessary to determine if anyone is unaccounted for during an emergency incident. At thirty (30) minute intervals, the Incident Commander will notify Communications to activate the PAR.

Communications will then transmit a three (3) second alert tone, followed by:

"This is a Personnel Accountability Report for the _____ Incident

Communications (or Command) will then initiate the roll call by announcing the unit Designation first, then waiting for a response from that unit.

The status board will be the checklist for the roll call.

Example: Communications: "squad 1"

Squad1's response: "squad officer Smith, rescue specialist Roberts, tech search specialist Jones accounted for" or "squad 1, All personnel accounted for".

If a squad fails to give a return of the PAR, then the Incident Commander will immediately deploy the R.I.T. team to locate the crew that has not given a PAR.

6 Squads shall remain intact and all personnel shall operate in the same area. If a company must be divided to perform required functions, the ranking officer must maintain control of all assigned members. When personnel are relieved for rest and rehab, the entire company shall be relieved together whenever possible.

7. Squad officers must know the location of all personnel in their Squad at all times. There shall be no transfer of personnel from one squad to another on the emergency scene without positive (preferably face to face) communication between the two (2) affected squad officers and the Task force management. 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 in crews leaving the emergency scene shall depart through the Command Post for verification and to pick up their I.D. Tags.

9. All unclaimed tags shall be forwarded to the on-duty Safety Officer for distribution.

Authority:

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