

	<b>Jefferson County Fire and EMS</b> <b>Emergency Scene Personnel Accountability</b> <b>Page 1 of 3</b>	<b>OG: 16-14</b> <b>Date: 02/2017</b> <b>Revised: 04/2019</b>
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**Purpose:** To define a system of emergency incident personnel accountability to account for all firefighters, EMS personnel, and/or other emergency support personnel at any time throughout the emergency occurrence. Use of a Personnel Accountability System will provide enhanced personnel safety for the on scene personnel, and will provide the incident command organization staff an improved means to track and account for all personnel on scene.

### **Accountability:**

- Accountability involves a personal commitment to work within the safety system at an incident. It will be the responsibility of individual personnel at the incident to keep their officer and command staff informed of their activities and whereabouts. **Freelancing of activities will not be permitted** and can lead to injury and death of the firefighter and others.
- Accountability is more than a system; accountability is company or unit officers keeping crews together, staying on the hose line, working in pairs, and leaving together when one is low on air; each crew having a portable radio, turnout coats properly marked, and conforming to the helmet identification system established with OG 16-10.
- Command shall always follow the accountability strategy as a major component of the attack planning and scene management. Incident Command shall be verbally established on all incidents involving multiple units.
- To enhance accountability and to improve tracking of emergency personnel, all personnel will utilize helmet shields in accordance with OG 16-10.
- Each operational member of any department shall be issued an "Accountability Identification" meeting the requirements defined within the *Accountability Identification* section of this OG.
- Each apparatus will have an "Accountability Board" on which a helmet front specific to that unit will be affixed for each riding position.

**Accountability Identification:** All operationally cleared interior firefighters and/or EMS responders within Jefferson County shall be provided by their department an Accountability Identification (also referred to as an Accountability Card, Accountability Tag, PASSPORT). This identification shall, at a minimum, include:

- Last Name
- First Initial
- Department

Ideally, the Accountability Identification should also include:

- Rank and/or Operational Capabilities
- Emergency Contact Information
- Pertinent Medical History, Allergies

### **Firefighter Accountability Procedure:**

- All Jefferson County fire companies responding and/or on scene of an emergency incident shall use the Jefferson County Accountability System.
- All personnel riding a specific apparatus, shall affix their Accountability Identification to the Accountability Board for that unit in their designated riding position, and shall affix a unit specific shield insert onto their helmet shield.
  - *If a unit responds driver only, the driver will always wear the driver helmet front, and will always place his/her Accountability Identification in the designated driver position. On Driver Only units, the driver remains responsible for the completion of the below process.*
  - *The use of the officer helmet front is for the designation of the unit officer, this rider may or may not be a company officer.*
  - *All spare unit inserts remain on the board for future use by Command.*
- **Upon arrival of the incident the unit officer will turn in the Accountability Board to Command, an accountability officer, or otherwise designated accountability personnel.**
  - In the event of a "Combat Command" situation where the first arriving officer is operating in a combat mode, the Accountability Board should be left on the front officer seat of the unit where the next arriving Command officer can easily locate the board.

### **EMS Accountability Procedure:**

- To enhance accountability and to improve tracking of Emergency Medical personnel on emergency scenes, all Jefferson County EMS personnel shall utilize the Accountability System any time incident command is established on an incident.
- Each EMS operational member will be issued an "Accountability Identification."
- Each EMS apparatus will have an "Accountability Board" on which a helmet front specific to that unit will be affixed for each riding position: Driver, Attendant and one Assistant.
- Once seated and buckled, the Attendant (*or personnel in front right seat*) will affix the Accountability Cards for all personnel on the EMS unit.
  - *Personnel that have issued fire gear should have fire gear with them, and they should have removed their Accountability Identification from their helmet prior to boarding the unit.*
- Affix the Accountability Identification in the associated riding position on the Accountability Board.
  - *If the unit is driver only, and/or no attendant is aboard, the Attendant riding position should NOT have an Accountability Card affixed.*
- Those EMS personnel operating within an IDLH (or potentially operating within an IDLH) shall affix the helmet front to their assigned unit, and shall wear the helmet for the duration of the incident, as applicable.
- **Upon arrival of the incident the DRIVER will turn the Accountability Board into command, an accountability officer or otherwise designated accountability personnel.**
- In the event of an immediate need for EMS, the Accountability Board should be left on the front passenger seat of the unit where the next arriving Command officer can easily locate the board.



### Arriving Via Personal Vehicle (POV):

- Individual firefighters arriving via personal vehicle shall report to the Command Post, with all appropriate gear, and have their Accountability Identification.
- The Incident Commander will assign a Helmet Front of your newly designated riding assignment, and will affix your Accountability Identification to that spot on the Accountability Board.
  - *The unit to which you are assigned, may NOT be that of your home company.*
- No member (Fire or EMS) shall enter operational deployment without first reporting to the IC or designated accountability officer, and being assigned a helmet front/unit assignment.

### Terminating the Accountability System

- Accountability will be maintained at least until the HDA environment has been mitigated. The Accountability Boards should be retained by Command until Command is terminated and/or the unit has been released.
- When the unit is released, it is the responsibility of the Unit Officer or Ambulance Driver to obtain the Accountability Board for that unit.
- The Accountability Boards should remain intact until the unit has completely returned to the station, and personnel are getting off the unit, and/or no new emergency response is indicated.
- Upon release from the unit, the officer and crew must make certain the helmet fronts are returned to the Accountability Board, the Accountability Identifications are returned, and the Accountability Board is replaced in the unit ready for the next call.
- If a member leaves the scene prior to the unit, they must return their helmet front, and have their Accountability Identification removed from the Accountability Board.

Chairman of JCIRA:



Date:

5/7/19