

## CLIO AREA FIRE DEPARTMENT

### OPERATING GUIDELINE

TITLE: PERSONNEL ACCOUNTABILITY

REFERENCES:

CAFD RULES, REGULATIONS, POLICIES AND PROCEDURES GUIDE,  
GENESEE COUNTY ASSOCIATION OF FIRE CHIEFS PROCEDURES,  
MIOSHA REGULATIONS

THE PRIMARY FUNCTION OF A PERSONNEL ACCOUNTABILITY SYSTEM IS TO TRACK ALL PERSONNEL ON AN EMERGENCY SCENE TO KNOW WHERE EACH PERSON IS AT ALL TIMES.

THE SAFETY AND WELL-BEING OF ALL DEPARTMENT MEMBERS IS THE PRIMARY CONCERN AT ALL INCIDENTS.

### **BEFORE LEAVING THE STATION**

#### Apparatus Officer

Before the Officer gets on the apparatus, they are to collect all accountability tags for the personnel on the apparatus, and assure the personnel are seated and restrained with a seat belt.

### **ON SCENE**

#### One Station Incidents

When arriving on scene, the Apparatus Officer may be the Incident Commander as well (for a small, one Engine response) and is responsible for the Accountability of the personnel.

The Incident Command System will be established to the extent warranted by the nature and size of the incident.

As Apparatus arrives on the scene, the Apparatus Officers will take their Accountability Tags to the Incident Commander. A Staging area will be established and all non-assigned personnel must report there. Immediately on assigning a Staging Officer, the IC shall turn over all Accountability Tags to that Officer with Apparatus and individual assignments. The Staging Officer will be responsible from that point forward to control the Accountability System until the incident is declared over.

#### Incident Safety Officer

The Incident Safety Officer will be responsible to assure the Accountability System is in place and that a PAR (Personnel Accountability Report) is called if needed.

### Two Station Incidents

The Incident Command System will be established to the extent warranted by the nature and size of the incident.

As Apparatus arrives on the scene, the Apparatus Officers will take their Accountability Tags to the Incident Commander. A Staging area will be established and all non-assigned personnel must report there. Immediately on assigning a Staging Officer, the IC shall turn over all Accountability Tags to that Officer with Apparatus and individual assignments. The Staging Officer will be responsible from that point forward to control the Accountability System until the incident is declared over.

### Incident Safety Officer

The Incident Safety Officer will be responsible to assure the Accountability System is in place and that a PAR (Personnel Accountability Report) is called if needed.

### Sector Officers

The Sector Officers must maintain responsibility for the crew under their responsibility. If a PAR is called for, the Sector Officers are **NOT** to respond until they can account for each of the personnel assigned to them. If they cannot account for each person, they must make the Incident Commander aware of it immediately.

### PAR (Personal Accountability Report)

When a PAR is called, all other Radio communication is to be stopped until all personnel are accounted for.

### Mutual Aid Incidents

When receiving Mutual Aid, all procedures will be the same as a Two Station Alarm.

The Incident Command System will be established to the extent warranted by the nature and size of the incident.

As Apparatus arrives on the scene, the Apparatus Officers will take their Accountability Tags to Staging Officer. The Staging Officer will be responsible to control the Accountability System until the incident is declared over.

### Incident Safety Officer

The Incident Safety Officer will be responsible to assure the Accountability System is in place and that a PAR (Personnel Accountability Report) is called if needed.

### **Sector Officers**

The Sector Officers must maintain responsibility for the crew under their responsibility. If a PAR is called for, the Sector Officers are **NOT** to respond until they can account for each of the personnel assigned to them. If they cannot account for each person, they must make the Incident Commander aware of it immediately.

### **PAR**

When a PAR is called, all other Radio communication is to be stopped until all personnel are accounted for.

### **TRAINING**

Initial and Annual Refresher Training is required for all members.