



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Accountability
Reference Number:	FIRE 02-017
Effective Date:	4-Aug-15
Last Revision Date:	5-Feb-22
Signature of Approval	Curtis Sheets, Chief

Purpose:

To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations. And to enable the Incident Commander (IC) to identify, locate and account for the function of all fire/rescue personnel operating on the scene of an emergency incident.

Responsibility:

It is the responsibility of all members of the Fire Department to understand and follow the procedures outlined in this policy.

Accountability Tag Management:

Each fire engine shall be equipped with a command board capable of collecting accountability tags once on scene.

Procedure:

Each member shall be issued two (2) accountability tags on which his/her name and department will be engraved. When not assigned to an apparatus, or crew the accountability tag (Passport system) will be fastened to the upper velcro on either the turnout coat or jacket. Upon arrival at a scene, the accountability tags shall be given to the Incident Commander or their designee. If not the Incident Commander, the designee shall remain in close contact with command at all times.

Collection of Tags at Incident:

It is impossible to have a system of collecting tags that is foolproof due to pre-assignments of incoming companies. A radio message that the Accountability System is in effect would let companies know to bring tags to the Accountability Officer upon arrival at the scene. Personnel arriving at the scene by other than department vehicles shall report to the command post to be identified, accounted for, and given assignments.

Additional & Miscellaneous:

It shall be the responsibility of the company officer to see that the Incident Commander or Accountability Officer receives the accountability tags upon arrival.

The two primary response vehicles and admin vehicles are equipped with green command lights on the rear. Units arriving on scene should look for these lights when reporting with manpower to check in with the Incident Commander.

Neither the Accountability System nor proper fire ground procedures encourage or tolerate freelancing or fragmenting of companies.