



<b>Wintergreen Fire and Rescue Standard Operating Guideline</b>	
<b>Subject:</b>	Accountability
<b>Reference Number:</b>	FIRE 02-017
<b>Effective Date:</b>	4-Aug-15
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<b>Signature of Approval</b>	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 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.

**Company Accountability Tags:**

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 name and department will be engraved. When not assigned to an apparatus, vehicle or crew the accountability tag (Passport system) will be attached to the back brim of the helmet. Upon arrival to a scene the accountability tags shall be given to the accountability officer. Initially the accountability officer may be the pump operator or person marking in command until such time he is able to pass off this responsibility to another person on scene. This person 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 CP upon arrival at the scene. Personnel arriving at the scene by other than department vehicles shall report to the Accountability officer 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.

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