

Spartanburg Public Safety Department Fire Division

Standard Operating Procedure	No. 100.03
Personnel Accountability System	Page 1 of 3
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I. PURPOSE

The intent of this procedure is to establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations. The Incident Commander, division and group supervisors, and company officers shall be able to identify, locate, and account for the function of all emergency response personnel operating on the scene of an emergency incident.

II. SCOPE

All Fire Division personnel are responsible for understanding and utilizing the personnel accountability system. The Fire Division will utilize the Clemens Personnel Accountability System to manage personnel accountability on the scene of an emergency incident.

III. ON-DUTY PROCEDURE

The Fire Division uses the Clemens Personnel Accountability System (PAS). The PAS accountability system consists of personal PAS tags, a PAS ring on each apparatus with an apparatus identifier tag, and a PAS operational board. Fire personnel are issued a personal PAS medical tag and a PAS accountability tag that are to be attached together with a clip. The PAS medical tag includes emergency contact information, allergies, medications, and medical history. The following information outlines the procedure for utilizing the PAS.

1. At the beginning of a work shift, fire personnel will attach his/her personal PAS tags to the PAS apparatus ring on his/her assigned apparatus.
 - a. If a person's apparatus assignment is changed during the work shift, the person should move his/her personal PAS tags to the appropriate apparatus and attach it to the PAS apparatus ring.

- b. If a person is temporarily off their apparatus assignment (i.e. – going to the store, driving truck 8), the person should detach his/her personal PAS tags from the PASS apparatus ring and attach it to his/her helmet or personal protective equipment until he/she returns to the apparatus assignment.
2. At the end of a work shift, fire personnel shall detach his/her personal PAS tags from the apparatus PAS ring and attach it to his/her helmet or personal protective equipment.

III. OPERATIONS

The PAS is active on every incident and managed by an Accountability Officer, regardless of scale. The Incident Commander is the Accountability Officer unless the position is delegated to another officer.

PAS operates as level I accountability or level II accountability depending upon the risk level and scale of the incident.

The Fire Division will maintain level I accountability for all suppression personnel on duty.

During an incident, the Accountability Officer will identify the level of accountability needed to effectively identify, locate, and account for the function of all emergency response personnel on scene.

IV. LEVEL I ACCOUNTABILITY

Level I accountability is effective during low-risk, small-scale operations. In general, small-scale operations include false alarms, motor vehicle collisions, vehicle fires, vehicle extrications, etc.

In level I accountability, personal PAS tags located on the apparatus PAS rings will stay on the apparatus.

V. LEVEL II ACCOUNTABILITY

Level II accountability is effective during high-risk or large-scale operations. In general, high-risk or large-scale operations include structure fires, haz-mat responses, confined space rescues, etc. As incidents increase in complexity and duration, the organizational requirements grow with the resource needs. Managing large numbers of resources increases the need to maintain a manageable span of control, the need for supervisory personnel, and the demands for information. In order for the Incident Commander to

effectively supervise and monitor the progress of the incident's tactical objectives, radio communications must be limited to messages that are related to the accomplishment of these objectives and the welfare of the personnel assigned to task assignments. Level II accountability is designed to limit radio transmissions relating to personnel accountability by taking advantage of the organizational elements of the Incident Management System. Thus PAR reports should be conducted with division or group supervisors, or company officers assigned to single tactical objectives whenever possible.

In level II accountability, the Accountability Officer will utilize the PAS operational board to manage personnel accountability during an incident.

The following information outlines the level II accountability procedures:

1. The Accountability Officer or his/her designee will collect apparatus PAS rings from all apparatus on scene and take them to the PAS operational board located at the command post.
2. The Accountability Officer will place the apparatus PAS rings, with the personal PAS tags attached, on the PAS operational board.
3. The Accountability Officer will confer with the Incident Commander on the location, function, and duration of assignment for each apparatus and record that information on the PAS operational board.
4. When assigning divisions and/or groups, the Incident Commander must inform the supervisor of the identification of the companies assigned to the division or the group.
5. Any additional resources that arrive on scene will report to the command post or staging. Once the resource has been given an assignment, the Accountability Officer will document their location, function, and duration of assignment.
6. The Accountability Officer will conduct Personnel Accountability Reports (PAR) as necessary to account for the location, function, and duration of assignment for all emergency response personnel. Generally, this will be every 20 minutes. The maximum allowable span between PARs is 45 minutes.
 - a. The Communications Center will monitor the elapsed time of each incident, and notify the Incident Commander of every 20 minute segment of elapsed time until the Incident Commander determines that PAR reports are no longer required.
 - b. The Accountability Officer will initiate the PAR by notifying personnel on the scene by radio that a PAR is requested.

- c. The Accountability Officer will announce by radio a division, a group, a crew and/or person.
 - d. The announced division, group, crew and/or person should respond with their status, number of personnel and location.
 - e. If a crew and/or person fails to give a return of the PAR, the Incident Commander will immediately deploy a Rapid Intervention Team to locate the crew and/or person.
7. The Incident Commander or his/her designee will notify the Accountability Officer when a crew and/or person's location or assignment has been changed.
 8. The Accountability Officer will make the appropriate updates to the PAS operational board to maintain correct information on the location, function, and duration of assignment for all emergency personnel on scene.
 9. When the Incident Commander or his/her designee has cleared a company from assignment the company officer will notify the Accountability Officer of their status, and retrieve his/her apparatus PAS ring with the appropriate personal PAS tags.