

Polson City and Rural Volunteer FIRE DEPARTMENT Operating Guidelines

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303.00 Accountability

Page 01 of 02

303.01 - PURPOSE:

A) It is necessary to be able to account for all personnel that may be assigned to or working at the scene of an emergency. Generally, our members respond on a fire apparatus, as do most of our mutual aid personnel. Occasionally, our personnel will respond to the scene in a private automobile and participate in the emergency operation. We must insure that all personnel, regardless of the method of transportation, will be accounted for in case of a change in strategies such as changing from an offensive position to a defensive position, a building collapse, or other circumstance that would require an accounting for all personnel at the scene.

303.02 - METHOD:

A) We will use a pass-port system. A two (2) name-tag system, 1) Will be velcro-ed to the right rear of the Structure Helmet. There will be a 2nd name tag attached to the underside of the helmet.

B) Upon arrival at the apparatus, you will take one tag and place it on the pass port. You will then pass the pass-port with everybody's tag that is on the apparatus you are responding in to the person seated in the **OFFICER'S SEAT**. As soon as is practical at an emergency, the pump operator will place their name at the top of the pass-port upside down to indicate who the pump operator is on the apparatus. The person in the officer seat will count the number of tags on the pass-port to ensure all tags have been collected and give the pass-port to the Incident Commander. The second tag is used if you either get reassigned at the scene or must be dispatched to another call.

- If private transportation is used, you will report to the IC and give him your tag or make contact with a apparatus officer and give them a tag.

C) Emergency Evacuation Procedures:

When it is necessary to evacuate personnel because of deteriorating conditions the following will be used: Apparatus sirens and airhorns will be sounded for a period of two minutes. This will notify all personnel to report to the apparatus they responded on. The Safety Officer then will complete a Personnel Account Report and report that to the Incident Commander.

D) Upon exiting the STRUCTURE, CONFINED SPACE, OR HAZARDOUS CONDITION, you will advise your officer or the IC. Then you will proceed to the REHABILITATION AREA for a minimum of FIFTEEN (15) MINUTES. **NO PERSONNEL WILL BE ALLOWED TO RE-ENTER UNLESS RE-HAB HAS BEEN COMPLETED. (See Rehabilitation Guidelines)**

E) Personnel Accountability Report (PAR) – A Personnel Accountability Report (PAR) will be taken every Ten (10) minutes. This will insure that all crews and personnel are accounted for. The incident commander will take a PAR by radio or by another method approved by the incident commander.

F) Upon returning to the apparatus or leaving the scene prior to returning to service, you will retrieve your tag from the pass-port and place it back on your helmet.

303.03 - OFFICERS

A) Firefighters working under your direction will be in teams of two or more. Firefighters entering a STRUCTURE, CONFINED SPACE, OR HAZARDOUS CONDITION should be doing so in order to accomplish a tactical objective. If not needed immediately, they should be held together in readiness until the Incident Commander assigns your company/crew an assignment. Once you and/or your company enter the STRUCTURE, CONFINED SPACE, OR HAZARDOUS CONDITION, someone should be aware that you are entering: the approximate area where you are going, the general time when you are re entering and the number of personnel going inside. This will be done via a radio to the Incident Commander, Safety Officer, Pump Operator, or other person that you inform. The intent is if conditions should deteriorate, someone would know you approximate location and the number of persons we are looking for.

B) The Incident Commander shall designate a team of at least two (2) firefighters for a rescue team. This team will be station by the Incident Commander for IMMEDIATE DEPLOYMENT in case of lost or down personnel. This team will be responsible for SEARCH and RESCUE ONLY to retrieve lost or down personnel. They will have contact with the Incident Commander via radio and there will be no other traffic on that frequency. This is to ensure total communication with the Incident Commander.

303.04 - FIREFIGHTERS:

A) It is imperative that you inform an officer prior to entering a STRUCTURE, CONFINED SPACE, and OR HAZARDOUS CONDITION so that in the event of a deterioration of conditions, someone will be aware of your approximate position and looking for you. A system of communications must be maintained so that the firefighters may be notified or that the firefighters may inform persons outside of problems. The pass-port system is intended to identify the number and names of the persons who may be in need of assistance and for your safety. **PLEASE HELP MAKE IT WORK.**