TACTICAL ACTION GUIDELINES

1. NUMBER: 9.1.12

2. SUBJECT: ***Firefighter Accountability System***

3. POLICY: It shall be the policy of Grant County Fire District 3 to account for the safety and location of all personnel within an incident perimeter at an emergency incident.
Participation by persons of Grant County Fire District 3 at applicable emergency incidents without entering the Passport System or the T Card System, is unauthorized.

4. SCOPE: This Policy and Procedure applies to all emergency response personnel of the District.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee shall be responsible to assure that all personnel follow this policy.

   B. Commanders at an emergency incident shall use the Passport System or the T Card System to account for those personnel within their span of control.

   C. Commanders, crew members, and others at the emergency scene shall maintain an awareness of each other's physical location and condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or persons.

   D. Commanders, company officers and individual persons are accountable for the safety of themselves and other persons of their units.

   E. All persons shall maintain an awareness of the position and function of all persons working with them.

6. PROCEDURE:

   A. District personnel shall use the Passport Accountability System, or the T Card System in conjunction with an incident command system to identify individuals at applicable emergency scenes.

   B. All persons shall maintain an awareness of the position and function of all persons working with them.

Individuals must always be in contact with each other through one of the following methods:

1. Voice (not by radio)
2. Vision
3. Touch

EXCEPTION: Radio or phone contact is permissible for apparatus operators, Chief Officers, Commanders, etc. where the location of such personnel is constant and is known by the remainder of the response group.

C. If a unit person or leader is in trouble, the other parties of the unit shall take the appropriate steps to:

1. Provide direct help
2. Call for help
3. Go get help

D. Units shall stay together when in the emergency incident perimeter and as otherwise directed by the Incident Commander, until the incident termination.

E. T Card System Implementation - Wildland fires or other appropriate incidents:

1. Crews will check in with the Incident Commander or Staging depending on the incident.
2. Crews will be entered into the T Card System and receive their assignment.

F. Passport System Implementation - Structure fires or other appropriate incidents:

1. Materials:
   a. The passport system utilizes removable identification tags attached to each person's turnout coat. As each person enters the emergency incident perimeter, he/she removes the tag from their turnout helmet and attaches it to the designated place on the vehicle they are operating from.
   b. All tags must be in the appropriate place before participating as an in-service company member.

G. Emergency Incidents:

1. Reporting to the Incident:
   a. As persons report to an emergency incident they will report to the staging area, if one has been established, or to the Incident Commander for an assignment. Once they have been assigned, they shall transfer their ID tag to the appropriate vehicle.

b. When first arriving units that have not transferred their tags leave a hazardous area, they will immediately report their status to the Incident Commander. The Incident Commander will:
   1) Direct the person(s) to a function or new assignment where they will transfer their tag(s) or.
   2) Confirm roll call of all people before placing in service and releasing from the scene.

H. During Emergency Incidents:

1. Commanders will require the transfer and use of passports at every incident with established staging, division, group commander or multiple alarms. Incident Commander may call for the implementation of the passport system at any time he/she determines the need.
2. Staging area commanders will record the time that units report to staging.
3. When a commander relieves a company, the commander will:
   a. Confirm with the company officer that all persons are accounted for.
   b. Direct the company officer to staging, rehab, or another command function.

I. Roll Call:

1. Commanders and Company Officers will conduct an emergency incident roll call as follows:
   a. When a company is relieved of an assignment and transferred to a different command, commanders will confirm that company officers or assigned leaders have conducted a roll call or accounting for their personnel.
   b. When a commander presumes that an individual is missing or trapped, the commander will start rescue efforts as soon as possible at the last known location. The Incident Commander will then conduct a roll call of the emergency incident to confirm the status of all personnel.

   The roll call will be conducted with orderly radio traffic or face to face between the Incident Commander and each command function at the scene, after each commander has communicated with the individuals within his/her direct span of control.

NOTE: Whenever possible, roll call will be conducted without use of the radio to keep channels clear.

2. Before there is a change of strategy from offensive to defensive operations:

a. The Incident Commander will instruct all interior and roof operations to withdraw and complete a roll call.
b. The companies will acknowledge the withdraw order.
c. Once all companies have withdrawn, their commanders will confirm with the Incident Commander, conduct a roll call, and report to the Incident Commander when finished.

J. Going In-Service:

1. All companies assigned to return to service will confirm with the Incident Commander that all company members are present before leaving the scene.
2. All individual responders that have been temporarily assigned to a regular company, will report to their Commander and retrieve their passport before leaving the scene.

See appendix 9.1.12