

S.O.P. #: TACTICAL OPERATIONS MANUAL #06

SUBJECT: PERSONNEL ACCOUNTABILITY SYSTEM

DIVISION: EMERGENCY OPERATIONS

Purpose: To establish a personnel tracking system on all incidents.

Section 1: Responsibility

- A. At all times, supervisors are responsible to account for any person who is under this command.
- B. At all times, personnel are to keep their supervisors informed as to their whereabouts or assignments.
- C. The Safety Officer along with the Incident Commander shall be responsible to see that the Personnel Accountability System is in place.
 1. On all rescues and on multiple company incidents where SCBA is in use and/or more than one hand line is deployed the Incident Commander shall designate a Safety Officer.
 - a. The Incident Commander and designated Safety Officer shall verify that a formal Command Post and Command Board are established.
 - b. At the termination of the incident, the designated Safety Officer shall complete a Safety Officer Incident Report and forward it to the Safety Office unless there is a Department Safety Officer on the scene.
 - c. Upon the arrival of a Department Safety Officer the Incident Commander should consider utilizing the designated Safety Officer as an aide at the Command Post for continued personnel accountability.

Section 2: System Components and Definitions

- A. Personnel Accountability Tag (PAT) –an identification card that has a snap ring hook and includes the name, ID number, and photograph.
 - B. Apparatus Collector Ring – consists of a large ring with a unit identification tag attached. Size as follows: 5”x3,” Colors: Engines – blue, Trucks – red, Medics – yellow, Squads/Floodlights – green, Brush Units – black, Division/Battalion Chief and Staff – white, Special Units – burnt orange, Utility Trucks – white. Replacements are ordered through Fire Supply.
 - C. Officer Collector Ring – consists of a small ring with unit identification attached. Size 1-1/2”x3.” Colors same as above. Replacements are ordered through Fire Supply.
 - D. Accountability Control Board – a device used to record unit/crew/personnel assignments during any Level II accountability situation as directed by the Incident Commander.
 - E. Staff Collector Ring – consists of a large ring with an identification tag marked “STAFF.” It is utilized for all staff and support personnel operating in an incident.
 - F. Point of Entry Control Ring – consists of a large ring with an identification tag attached.
 - G. Makeup Unit Ring – consists of a large ring with a blank unit identification tag. It is utilized with mutual aid companies or other personnel who do not have a PAT.
-

S.O.P. #: TACTICAL OPERATIONS MANUAL #06

SUBJECT: PERSONNEL ACCOUNTABILITY SYSTEM

- H. Level I Accountability – the minimum level of accountability used during fire and rescue incidents.
- I. Level II Accountability – used when it has been determined that the incident requires more stringent accountability. When implemented, “Point of Entry Control” will be established. Examples would include high rise fires, confined space or trench rescues, hazardous materials incidents, etc.
- J. Personnel Accountability Report (PAR) – a physical check of personnel working on an incident performed by their supervisor and reported to the Incident Commander via the organizational framework in place at the time it is taken.
- K. Personnel Tag Colors – Tags that denote entry or non-entry personnel.
 - 1. **ENTRY (WHITE PAT TAG): NFPA Firefighter I, HazMat Operations, or HazMat Core Competency, Maryland EMS Certified or CPR/AED, Bloodborne Pathogens, medically cleared and annual fit testing.**
 - 2. **NON-ENTRY (SILVER PAT TAG) VOLUNTEER: Medically Cleared, HazMat Core Competency, or HazMat Operations, Maryland EMS Certified or CPR/AED, Bloodborne Pathogens.**
 - 3. **NON-ENTRY (BLUE PAT TAG) CAREER: Maryland EMS Certifications, Medically Cleared, HazMat Operations and fit testing.**
- L. Personnel Tag Information
 - 1. White, Blue and Silver tags will contain the member’s name (Last, First, MI), County ID number with bar code, and picture ID.

Section 3: Implementation and Compliance

- A. All operational personnel will be issued two (2) PAT’s that will be kept with their Personal Protective Equipment (PPE).
- B. The PAT shall be considered an issued item of personal protective equipment and will be considered property of the Baltimore County Fire Department.
- C. The appropriate PAT will be issued when a member has successfully completed all required training. The Fire-Rescue Academy (FRA) will issue tags. Members must get written approval from his/her Company Commander and make an appointment with the FRA to get PAT Tags made. Volunteer members will use and follow all guidelines on the PAT Tag Application (Exhibit A). For Volunteer Companies only, the Company Commander is authorized to email the entire packet, along with an approved photo of the member, to the FRA for PAT approval and processing. The photo must be on a powder blue background showing the member from the shoulders up in proper attire. FRA Staff will verify all of the required attached documents on the submitted application based on the PAT requested. The Chief Officer in charge of the FRA or Safety Officer will have final approval for PAT application.
- D. During recruit or Firefighter I training, a temporary PAT will be issued to trainees by the FRA while at the Academy. If it is a MFRI sanctioned class then the member will comply with the MFRI Accountability policy. All PAT Tags issued during training shall be collected at the end of said training.
- E. Regular inspection and maintenance of PAT’s will be the responsibility of the Company Commander.
- F. If a PAT is lost, misplaced or damaged, the circumstances surrounding the incident will be reported using a Form 58 and submitted through the chain of command. After the Form 58 is signed by the respective Division Chief, it will be taken to the FRA by the member to have replacement PATs made.

S.O.P. #: TACTICAL OPERATIONS MANUAL #06

SUBJECT: PERSONNEL ACCOUNTABILITY SYSTEM

- G. Personnel who resign, retire or are terminated from the department or any volunteer company will surrender their PAT's to their Company Commander. The Company Commander will send both tags to the Safety Office. The Safety Officer shall remove that member from the database, destroy the PATs and recycle the hardware if possible.

Section 4: Utilization of the Personnel Accountability System

A. Level I Accountability

1. The unit supervisor shall be responsible for all personnel riding on the apparatus and verifying that the proper PAT's are on the Apparatus Collector Ring. He/she will retain the Officer Collector Ring.
2. All personnel who may become involved in any tactical operation will give their second PAT to the unit supervisor. The unit supervisor will place them on the Officer Collector Ring.
3. Only those personnel who will function as part of a company will place their PAT's on that unit's Officer Collector Ring. For example: the driver operator who remains with the unit would keep the tag with him/her.
4. The Apparatus Collector Ring will remain on the unit unless otherwise directed by the IC or the Safety Officer.
5. Staff personnel reporting to Command must:
 - a. Report to the IC
 - b. Place PAT on Staff Collector Ring
 - c. Await assignment
 - d. Have second PAT available for tactical assignment
6. Individuals in charge of medic crews will retain the Officer Collector Ring.

B. Level II Accountability

1. When the IC or the Safety Officer determines that the incident requires more stringent accountability, he/she will implement "Point of Entry Control" utilizing the Accountability Control Board.
2. To implement "Point of Entry Control," the designated member(s) will monitor all points of entry into the structure, confined space, hazmat hot zone, dive operation, trench collapse or any other areas deemed necessary. Members assigned this function shall assume the radio designation "Entry Control."
3. "Entry Control" shall record:
 - a. each member's name
 - b. the company number
 - c. time of entry
 - d. assignment
 - e. beginning air pressure on any breathing apparatus
4. As members exit a control point, the Officer shall report to the Control Entry Officer to retrieve company PAT tags. Members who must exit at a point remote from the control point shall inform "Entry Control" of their exit immediately.

S.O.P. #: TACTICAL OPERATIONS MANUAL #06

SUBJECT: PERSONNEL ACCOUNTABILITY SYSTEM

C. When to conduct a "PAR"

1. Any time that an evacuation/tactical withdrawal is ordered.
2. Whenever the strategy of the incident is changed.
3. At the discretion of the Incident Commander or the Safety Officer.
4. When reporting "PAR," division or group supervisors will report companies under their command.
Example: Division 3 is PAR for E-1, E-2, and TK-1.

D. When a company fails to report "PAR"

1. Officer shall, via radio, report to the IC that they are not PAR (ex: Engine 3 to Command, I am not PAR).
2. The IC shall state the following transmission over all tactical talkgroups: "COMMAND TO ALL UNITS, COMMAND TO ALL UNITS, ENGINE 3'S CREW IS TO REPORT TO ANY OFFICER ON THE INCIDENT IMMEDIATELY."

NOTE: Continue PAR of other companies while trying to locate the missing crew member(s).

3. All Officers shall immediately report to the IC the member(s) name that reports to them (ex: Engine 2 to Command, I have FF Jones from Engine 3's crew with me).
4. The IC, after receiving this information and verifying all crew members are accounted for, shall report via radio the following transmission: "COMMAND TO ALL UNITS, COMMAND TO ALL UNITS, ENGINE 3 IS NOW PAR."
5. If, after #2 above, either the crew or member(s) are not accounted for, the following shall take place: "COMMAND TO ALL UNITS, COMMAND TO ALL UNITS, ENGINE 3'S CREW (OR FF SMITH FROM ENGINE 3) HAS NOT REPORTED PAR. ANYONE KNOWING THEIR (OR HIS) LAST LOCATION CONTACT COMMAND IMMEDIATELY."
6. Depending on the information received on the last location of the missing member, the RIT Team may be deployed.

THE PAR SHALL BE MADE IN ACCORDANCE WITH THE UNITY OF COMMAND PRINCIPLES.

S.O.P. #: TACTICAL OPERATIONS MANUAL #06

SUBJECT: PERSONNEL ACCOUNTABILITY SYSTEM

Exhibit A

WILL PICK UP
 SEND TO PSB MAILBOX

**BALTIMORE COUNTY FIRE DEPARTMENT
VOLUNTEER PAT TAG APPLICATION**

**PLEASE PRINT CLEARLY AND LEGIBLY
OR WE WILL NOT BE ABLE TO MAKE YOUR TAGS**

NAME _____
LAST FIRST M.I.
ID NUMBER _____ STATION NUMBER _____
LOSAP
CERTIFICATIONS
CHECK ONLY ONE

- ENTRY (WHITE PAT TAG)**
Medically cleared, Annual fit test, NFPA Firefighter I, HazMat Core Competency or MFRI HazMat Operations, Maryland EMS certified or CPR/AED, Bloodborne Pathogens
- NON-ENTRY (SILVER PAT TAG)**
Medically cleared, HazMat Core Competency, Maryland EMS certified or CPR/AED, Bloodborne Pathogens

NOTE: Copies of all required certifications must be attached to this form at time of submission to the Officer In Charge of the Fire-Rescue Academy.

CERTIFICATIONS PROVIDED

NFPA Firefighter Level: _____ Date: _____
Maryland E.M.S. Level: _____ Date: _____
HazMat Operation (Date): _____
HazMat Core Competency (Date): _____
Bloodbourne Pathogens (Date): _____
Medically Cleared (Date): _____
Annual Fit Testing (Date): _____
CPR/AED (Date): CPR: _____ AED: _____
Senior Company Officer Signature _____
Tags Approved By: _____ Date: _____
Tags Pick Up Location: _____

Revision 1-14-16