

**Halifax Fire Department**  
Updated October 20<sup>th</sup>, 2012

## **STANDARD OPERATING GUIDELINE**

### **Accountability**

#### **23.01 PURPOSE**

This procedure identifies a system of incident accountability. The purpose of this procedure is to account for all firefighters operating at an incident. Use of this system will increase firefighter safety and provide the Incident Commander and Company Officers a means to track the location and function of firefighters on the scene.

#### **23.02 RESPONSIBILITY**

Accountability is a critical element in maintaining the safety of all firefighters working on the fireground. Each person involved in an incident whether at the strategic, tactical, or task level of an incident must make a strong personal commitment to follow all policies and procedures regarding accountability.

#### **23.03 EQUIPMENT**

Accountability equipment for each piece of apparatus consists of a “Key Ring” with a Company ID tag measuring 2 1/8” x 3 3/8” (ex. Engine 1, Ladder 1 etc.) located on a hook in the operators compartment on the “A” post.

Each firefighter is issued an individual accountability ID tag measuring 2 1/8” x 3 3/8” with their Halifax Fire Department ID number printed on it (ex. 26) with a clip attached.

All personnel are required to keep their individual Accountability ID tag accurate, in good repair and shall have it clipped to their turn out gear at all times (coat, helmet).

**Halifax Fire Department**

January 8, 2008

**23.04 PROCEDURE**

The Halifax Accountability System (HAS) will be used by all members to effectively track firefighters working at the incident, regardless of what municipality in which the incident is located.

Each Company Officer/Senior Member will be responsible for ensuring that the Halifax Accountability System (HAS) reflects only the members presently assigned to their Company.

1. Each firefighter responding on a piece of apparatus shall attach their ID tag to the Company Accountability ring in the cab of that apparatus.
2. Upon arrival of the incident the Company Officer/Senior Member shall provide the Incident Commander with the Company Accountability ring with the individual ID tags attached.
3. Any member responding to an incident in their private vehicle shall on arrival report to the Incident Commander, receive an assignment and attached their ID tag to the appropriate Company Accountability ring.
4. When responding Mutual Aid the Company Officer/Senior Member will be responsible for utilizing the Halifax Accountability System and providing the IC with the ring(s), if requested.
5. No member will be permitted to enter the fire ground without first receiving an assignment and attaching their HAS ID tag to the appropriate Company Accountability ring.

**23.05 PERSONNEL ACCOUNTABILITY REPORT**

The personnel accountability report or ("PAR") is essentially a roll call of personnel at an incident scene. It was designed to allow company officers to confirm that members of his/her crew are visually accounted for. For a sector officer it is an accounting of members of companies assigned to his/her working sector. A "PAR" should be conducted face to face whenever possible, whether it is an individual officer reporting to the IC, or an officer reporting to a sector commander, who then reports face to face to the IC if possible.

Benchmarks for a "PAR" include:

1. Any report of a missing or trapped firefighter (Command initiates a PAR of all crews on the scene).
2. Any change from offensive to defensive (Command initiates a PAR of all crews on the scene).

3. Any sudden hazardous event at the incident - flash over, backdraft, collapse, etc. (A PAR is initiated by Command).
4. By all crew(s) reporting an "all clear" (Company Officers of crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report an all clear).
5. At 20 minute elapsed time during active firefighting operations.
6. At a report of fire under control.

### **Lost/Missing Firefighter**

At any time a member or members are believed to be unaccounted for, they will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Company Officers must immediately report any absent members to Sector Officers or Command.

For any reports of missing firefighters, Command will request additional resources that are deemed necessary to search locate, and rescue the missing members. This response will generally be equal to a first alarm response. Command must next initiate an immediate roll call (PAR) of all companies assigned to duty in the hazard zone. Simultaneously with these actions, Command must adjust on-scene strategies to a priority search and rescue effort.

### **After the Incident:**

As Companies and personnel are released they shall report to the Incident Commander and retrieve their ID tags. Each member is responsible for his/her ID tag, replacement has a cost attached to it.