

**Manasquan Fire Department
Manasquan Fire District #1
Standard Operating Guideline**

210.02

**Title: Personnel Accountability System
(PAS)**

**Date Issued: March 2007
Date Last Revised: NEW
Revision Number: NEW
Total Pages: 4**

Purpose: This guideline establishes a system to maintain accountability of all personnel operating on an emergency incident scene. The guideline will be known as the *PAS* or *Personnel Accountability System*.

Scope: All members shall follow this guideline. The PAS shall be used under the direction of the Incident Commander of any emergency that has the potential of placing employees in hazardous environments. It will be the decision of the Incident Commander as to what level the PAS will be used.

General: The Personnel Accountability System is designed as a tool to be used by the Incident Commander of any operation to assist them in maintaining the status of all personnel assigned to the incident. The system relies upon all personnel to be responsible for maintenance of their PAS identification tags and for the Incident Commander to initiate the system once the Command post is established.

210.02.01. Definitions:

Hazardous area- means any location(s) that may pose a safety and or health risk to firefighters due to but not limited to the presence of products of combustion, hazardous or otherwise oxygen deficient or oxygen enriched atmospheres, or the potential for any IDLH atmosphere, hazardous equipment or operations, or the potential for any of these situations to exist. Additionally any area or location that predisposes a firefighter to become lost, disoriented or trapped, including any confined space shall be considered a hazardous area for this section.

IDLH- means immediately dangerous to life and health

PAR- Personnel accountability report, which is a means of an accounting of all personnel in the hazardous area or structure

PAS- Personnel accountability system

PAT- Personnel accountability tag

Personnel Accountability Officer- means the person designated by the Incident Commander to monitor the entry into and exit out of the hazardous areas and or structures for the purpose of ensuring accountability of all personnel in the hazardous area or structure.

210.02.02. Activation and Use

- The Personnel Accountability System (PAS) is initiated when the first unit arrives on the scene and continues until the Incident Commander determines it is no longer necessary. Accountability and responsibilities expand within the Incident Command System (ICS). Accountability procedures shall be strictly followed to ensure the effectiveness of the system and safety of all personnel.
- The PAS shall be implemented on all emergency incidents when personnel are operating in a hazardous area, when using SCBA, or at the discretion of the Incident Commander.
- The PAS in no way reduces the Company Officer's primary responsibility to supervise crewmembers, continually account for their whereabouts, provide for their safety, and maintain communication with the Sector Officer or Command.
- All PAS equipment shall be considered SAFETY EQUIPMENT and shall be replaced or repaired as soon as possible after damage or loss. All requests for replacement tags shall be routed through the chain-of-command.
- Engaging in activities on the fire scene without the knowledge and approval of Command is freelancing and is a safety violation.

210.02.03 Procedure

1. Every member of this department will be issued two accountability tags. The tags will be affixed to the front of their turnout coat.
2. Each member, upon arrival at an incident scene, shall surrender one tag at a central collection point as designated by the Incident Commander. This may be the apparatus the firefighter is assigned to.

3. Each member, upon entry to a hazardous area or structure, shall surrender the second tag to the Accountability Officer if present. If no Accountability Officer is present, the personnel accountability tag (PAT) will be given to the Incident Commander. Upon leaving the hazardous area or structure the member shall immediately retrieve their tag from the Accountability Officer and reattach it to their turnout coat.
4. A key element of personnel accountability is crew integrity. It will be the responsibility of all members and officers to ensure that crew integrity is maintained.
5. All crews entering a hazardous area or structure should exit at the same point where entry was made. If conditions dictate that crews must exit at a different route than where entry was made, the crew must immediately report to the Accountability Officer at the original entry point and retrieve their tags.
6. When multiple entry points of entry are used at a hazardous area or structure, a Personnel Accountability Officer shall be appointed for each entry point.
7. It will be the responsibility of the Company Officer or Accountability Officer to ensure that:
 - At least two members are assigned to each crew or task.
 - The location and function of each crew be communicated to the Incident Commander.
8. If the need arises to evacuate a hazardous area or structure and an evacuation is ordered, the Personnel Accountability Officer shall order an immediate roll call or PAR of all members operating at the incident to be conducted as soon as they exit the hazardous area. The Personnel Accountability Officer shall assure that every member who has surrendered their tag retrieves it.
9. If after a reasonable time crews have not retrieved their tags or conditions indicate that the area is unsafe for crews or the Accountability Officer to operate in safely, the Accountability Officer shall immediately report to Command that members are unaccounted for and that the need for search and rescue might exist. If the Accountability Officer is not holding any tags after an evacuation order, he/she shall report to Command that all members are accounted for.
10. Immediately upon receiving a report of a member or members unaccounted for, the Incident Commander shall assign resources necessary to locate unaccounted for members.
11. On large or complex incidents, it becomes critical that all crews and companies be tracked. Any time a crew or company's assignment, location, or status changes, the change must be immediately communicated to the Incident Commander. It will be

the responsibility of the Company Officer to report the status of their crew or company at all times.

12. The Incident Commander will call for a Personnel Accountability Report (PAR) when:

- There is a report of a missing or downed firefighter
- When an emergency evacuation is ordered
- When the incident is declared under control
- When changing attack modes (i.e. offensive to defensive)
- Any time the Incident Commander feels it is necessary to conduct a PAR

13. When it is announced that a PAR is to be conducted all companies will do the following:

- Conduct a roll call of their members in that company to ensure that all members are accounted for.
- Cease all radio but emergency radio communications.
- Report all members accounted for or report members missing.

14. Members without Personnel Accountability Tags shall not be permitted inside hazardous areas or structures.