

# GLASGOW FIRE DEPARTMENT

## Standard Operating Guideline

<b>GUIDELINE: ACCOUNTABILITY</b>			<b>SECTION: 219</b>
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### DEFINITION

1. Accountability is to provide for the tracking of all members operating at an emergency incident.
2. It is the responsibility of the Incident Commander to maintain a constant awareness of the position of all personnel assigned to operate under their supervision.

### PROCEDURES

1. The Glasgow Fire Department will utilize the passport accountability system for all emergency incidents.
2. The Incident Commander shall be responsible for the overall personnel accountability for the incident.
3. A status board will be kept at all stations with all firefighters on shift for the day, and their assignment for the shift.
4. Each apparatus has a personnel tag that will be updated at the beginning of each shift and placed back on the apparatus and will be updated throughout the day when personnel change assignments.
5. Each firefighter will have two additional tags on the underside of their helmet to be used during call back situations. When call back occurs to report to the scene the firefighter will report to command and use these tags.

### INCIDENT ACTIONS

1. Accountability is the responsibility of the Incident Commander unless they assign this duty to someone else.
2. The accountability system shall be initiated at the beginning of operations and maintained throughout the incident.
3. Crews that enter the work area shall notify command:
  - a. The assigned crew or the members names
  - b. What their assignment in the work area is
  - c. Where they are entering from
  - d. The direction they will be traveling
  - e. If they travel up or down a floor
4. Crews will announce to command when they exit the work area.

### PERSONNEL ACCOUNTABILITY REPORT (PAR)

1. The PAR confirms the accountability of all personnel assigned to a crew.
2. The officer assigned to the crew will be responsible to complete the PAR for their crew.

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3. The Incident Commander or Accountability Officer may ask for a PAR anytime during the incident.