



## Wyckoff Fire Department Standard Operating Guideline

# 302.5.1

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

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**PURPOSE:** To establish a uniform system to maintain accountability of all personnel operating on an emergency incident scene at any given time, during training or anytime that multiple company operations are in place. Use of the system provides enhanced safety for individual firefighters, and provides the Incident Commander with a means to track and account for all personnel working in a Hazard Zone. This system is designed to be the basic, everyday operating accountability system for all incidents.

Accountability involves a personal commitment of all personnel to work within the accountability system at all times. Accountability includes but is not limited to maintaining an accurate roster of firefighters working at an incident, companies keeping together, staying on the hose line, working in teams, leaving when low on air, having your portable radio and knowing what to do if you get in trouble or separated from your crew.

The guideline will be known as the PAS or Personnel Accountability System

**OBJECTIVE:** All employees follow this guideline on a daily basis. 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 exact number, identity and the status of all personnel assigned to the incident. The system relies upon all personnel to be responsible for the daily maintenance of their PAS identification tag and for the Incident Commander to initiate the system once the Command post is established. This system is utilized by other agencies in the NFBMA and will work seamlessly on scenes inside and outside the city limits of Wyckoff.

### **GUIDELINE:**

#### **1. Tag System**

- a. The firefighter accountability system for the Wyckoff Fire Department shall consist of a three (3) tag system.
- b. Upon becoming a member of the Wyckoff Fire Department each firefighter will be assigned a line number by their respective Deputy Chief.
- c. Line numbers will be used as a tracking number for the firefighter for all activities.

**GUIDELINE (cont.):**

- d. Each firefighter will be issued 3 cattle type tags with clips which will display the firefighters name, line number, and Wyckoff Fire Department affiliation.
  1. Company #1
    - i. Tags will be red in color
    - ii. Line numbers 101-160
  2. Company #2
    - i. Tags will be yellow in color
    - ii. Line numbers 201-250
  3. Company #3
    - i. Tags will be blue in color
    - ii. Line numbers 301-350
- e. Each firefighter will attach the three (3) tags to their PPE.
  1. The first tag will be left in a predetermined location on the apparatus on which the firefighter responds to the fire.
  2. The second tag will be left with the tag officer at the entrance to the structure where the firefighter will be entering (usually sector "a"). If there is no tag officer at that location, then the tag should be dropped in a visible location near the entrance.
  3. The third tag will remain on the firefighter's turnout coat, in case an additional tag location should become necessary.

**2. Accountability**

- a. The first due apparatus out of each firehouse and the Rescue Truck shall each be equipped with a six (6) station tag board.
- b. The crew of the first arriving apparatus shall place the tag board near the Sector A entrance to the structure, unless a majority of the fire ground activity will be taking place at the entrance in a different sector. That being the case the tag board will be placed near that entrance.
- c. The sector commander near the building entrance will assign a tag officer to operate in that sector.
  1. The information which should be maintained on the tag board should include:
    - i. The tags of the members operating at the structure
    - ii. The time they enter and leave the structure
    - iii. Their designation i.e. Search I or Search 2 or Hose 1 or Hose 2
    - iv. The crews destination i.e. 2nd floor sector C-D.
    - v. Each tag board should have a list attached to the back detailing each member's tag number and name so that any missing personnel can be easily identified
  2. The firefighter's designation and destination will be assigned by the sector commander.
  3. The crew's destination should be used to determine their designation such as Search I going to the first floor and Search 2 going to the second floor.
- d. Upon exiting the structure, each firefighter shall immediately obtain their tag from location where they left it to maintain accurate accountability.

**GUIDELINE (cont.):**

- e. The tag officer will attempt to monitor all personnel operating on the fire ground.
- f. There may be more than one (1) tag officer operating on the fire ground if the need arises. This determination will be made by Command and will be coordinated with the applicable Sector officers.

**REFERENCES:**

NFPA 1561

New Jersey's Incident Management System