



Lexington County Fire Service

Standard Operating Guidelines
Accountability Procedures OPS-002

EFFECTIVE: December 1, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: All previous policies

SCOPE: All Lexington County Fire Service personnel

PURPOSE: The Lexington County Fire Service shall use the ACCOUNTABILITY PROGRAM in conjunction with the Incident Command System to identify individual members, members of a company or team and account for the assignment of individual members, teams and companies at an emergency incident.

POLICY:

I. Responsibility:

Incident Commanders, division commanders, and officers at an emergency incident shall use the Accountability Program to account for those commanders, companies and teams within their direct span of control, as outlined in this procedure.

Commanders, company officers, team leaders and firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief and reassignment of fatigued or injured firefighters.

Company officers, acting company officers, team leaders and individual firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of ALL members working with them.

II. Procedure

Upon arriving at the scene where a manpower or staging area *has not* been established, firefighters will report to the first arriving fire apparatus and leave your Accountability Card on the clip inside the driver's door of the apparatus. The clip will be marked with blue reflective tape. You will then report to the Incident Commander (IC) for instructions. As early into the incident as possible, the IC will appoint an Accountability Officer and that person will secure all Accountability Cards and complete a personnel accountability report.

Upon arriving at the scene where a manpower and staging area *has been* established, firefighters are to report to the manpower / staging area. The Accountability Officer will work closely with the Manpower / Staging Officer, who on smaller incidents, may assume all three roles. Personnel responding together on an apparatus are to remain together and the officer in charge of that apparatus handles all Accountability Cards for that group.

Small or minor incidents and fires will be handled on a clipboard with personnel divided into three divisions:

- A. Fire Suppression
- B. Water Supply
- C. Manpower / Staging

Large incident scenes will become more complex and may require further division of personnel and additional officers. Large accountability boards are available on squad trucks assigned to respond with air cascade systems and on board ESU-1.

III. Personnel Accountability Report (PAR)

Personnel accountability reports are to be conducted as follows:

- A. When there is a change from an offensive to defensive fire ground strategy.
- B. Where there is a catastrophic change in the incident such as a building collapse, explosion, flashover, etc.
- C. Every 30 minutes to the IC.
- D. When the IC determines that a PAR is needed.

IV. Accountability Cards

Accountability Cards will be issued to each firefighter as follows:

- A. New Recruit – one pink wallet card issued at the station level. A pink hanging card will be issued at the start of the 1152 recruit class by the Chief Training Officer.
- B. After successful completion of the 1152 class – one white hanging card with yellow stripes front and back.

- C. After successful completion of the 1153 class – two white cards will be issued, one hanging card and one wallet card.
- D. New firefighter with prior structure firefighter training – one pink wallet card issued at the station level. After they have completed the Lexington County Fire Service Orientation class, two white cards shall be issued.
Note – Other training requirements may apply before cards are issued.
- E. Non interior firefighter – two white cards with red stripe front and back.

Accountability cards expire after three years from date of issue.