

Station 341



Station 342

**Office of the Chief of the Department
Policy Memorandum**

Policy #: 2002-09 **Date Issued:** 10/7/2002 **Revised:**
Issued by: Dan Paolini, Chief **Effective:** Immediately
Subject: Incident Accountability using Personnel Accountability System

The following additions to the EFD standard operating guidelines shall take effect immediately:

#08 - Personnel Accountability System

- 08.05** When entering the Hot Zone at a working incident, personnel shall leave the second tag with the **Accountability Officer**. If no **Accountability Officer** is present, personnel shall leave the second tag at an obvious location next to where they enter the Hot Zone.
- 08.06** When the OIC or ISO requests a PAR, all Division Commanders **and Accountability Officers** shall account for all personnel in their respective divisions and report to the OIC on Channel 6. In the absence of a Division Commander for a division, the ISO shall be responsible for preparing the PAR for that division. Personnel that have not yet entered a Division control point shall report to the Manpower sector if one has been assigned, or otherwise to the Command Post.
- 08.07** To insure accountability under all circumstances, the concept of “Crew Integrity” shall be employed. Members arriving on an apparatus shall deploy together as a crew. Crews shall report to Manpower or Operations, receive tasks, enter the hot zone and exit the hot zone together. Upon completion of a task, crews must advise Operations of their location and not begin another task unless so instructed. Crews shall remain intact until relieved.
- 08.08** A deployable crew shall consist of two or three certified and properly equipped firefighters. When four or more available interior firefighters arrive on an apparatus, they shall deploy as two separate crews. One experienced firefighter – preferably a line officer – shall be designated the crew leader for each crew. Each crew must have at least one portable radio.
- 08.09** When individual interior firefighters arrive at an incident on an apparatus or via POV, they should report to Manpower or Operations and be attached to a crew of two firefighters as the third firefighter. Under some circumstances, single firefighters may be combined as additional crews, but must have a crew leader designated and a portable radio available. Once assigned to a crew, the firefighter shall remain with that crew for the balance of the incident, until the crew is relieved.