



Jackson Hole Fire/EMS Operations Manual

Approved by: Mike Moyer
Mike Moyer, Interim Chief

Title: Personnel Accountability
Division: 14
Article: 14-6
Revised: September 4, 2024
Pages: 4

PURPOSE:

This procedure identifies the accountability system utilized by Jackson Hole Fire/EMS (JH Fire/EMS). All members working at an emergency incident must participate in the accountability system. The accountability system has proven to increase firefighter safety and provide the Incident Commander, Division/Group Supervisor, and Company Officers a means to track the location and function of emergency responders on the scene.

SECTION I - DEFINITIONS

Personnel Accountability Report (PAR) - A tool used by the Duty Officer or IC to know the exact location of personnel operating at an emergency incident

Crew Cohesion – Officer's must maintain contact with the members assigned through to their crew through visual, voice contact or physical contact. Crew cohesion with the apparatus Engineer can be maintained through radio contact.

Routine Traffic – Standard, non-urgent communication that occurs during normal operations. *No need to indicate when transmitting.*

Priority Traffic – Urgent communication that requires immediate attention but is not life-threatening.

Emergency Traffic – Term used to limit radio traffic on a designated channel/talkgroup that is to be utilized only for communication related to the emergency situation. Critical communication for life-threatening situations requiring immediate action. Distinct from MAYDAY traffic. (see 14-5 Survival and RIC Policy, Section III)

Emergency Evacuation- Immediate removal of all members operating in a hazardous or IDLH environment to an area of safety

- Initiation of an emergency evacuation will be three blasts of an air horn and emergency radio traffic of "Evacuate, Evacuate, Evacuate"

Immediately Dangerous to Life or Health (IDLH)- an atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere

Hazardous Atmosphere- an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes

SECTION II – PASSPORT ACCOUNTABILITY SYSTEM

JH Fire/EMS will utilize a Passport accountability system to identify and track all emergency responders operating at an emergency incident. The Passport is a Velcro board that holds the names of all emergency responders on the apparatus. Passports will then be transferred to an Accountability Board that is the master accountability for the emergency incident.

Equipment Issued/Utilized for Accountability

- Members will be issued 4 passport tags with their name, 3 for emergency incidents and 1 for reserve, that they will keep in a ready state under the rim of their helmet.



- Each Fire/EMS apparatus will have 2 Passports (see included photo) bearing the name of the apparatus - 1 Passport stays on the apparatus and 1 goes to the IC or designated Safety and Accountability Officer.



Example of Passports from Engine 12

- Each Chief Officer/Command Vehicle will be issued an Accountability Board. All emergency responders at the incident will be tracked utilizing the Accountability Board.

*Mutual aid partners (e.g. GTNP/TVFD) may utilize an accountability system that involves tags on an apparatus ring. The Passport accountability system and the ring accountability system will be merged by the Incident Commander or the Designated Safety and Accountability Officer. Accountability Board and/or a tactical worksheet shall keep track of all emergency responders on the incident.

**Law Enforcement Officers will have their main source of accountability with Dispatch. Accountability for Law Enforcement Officers entering a hazardous atmosphere must be tracked on the Accountability Board and/or a tactical worksheet maintained by the Incident Commander or designated Safety and Accountability Officer.

***Accountability for Wildland Fire Incidents will be maintained through a tactical worksheet. This is due to the geographical challenges of not all resources checking in at one location.

SECTION III – RESPONSIBILITIES

Members

- Maintain 3 accountability tags under the rim of their helmet.
- Actively participate in the accountability system when operating at an emergency incident.
- If working a shift, update apparatus Passport.
- If responding POV to a scene, the responding member will be assigned to a crew based on apparatus for accountability.

Engineer

- In the event that the first arriving unit initiates Fast Action Mode, the Engineer will be the Safety and Accountability Officer for their crew until relieved of this duty by an incoming Incident Commander.

Company Officer

- When announcing En Route to Dispatch, the Company Officer will state the number of responders on the apparatus.
- Maintain a current Passport of personnel responding on the apparatus at all times.
- One Passport with all responders on the apparatus is maintained on the apparatus and one is delivered to the Incident Commander or designated Safety and Accountability Officer.
- On the designated radio frequency, announce the number of responders making entry into and exiting the hazardous atmosphere.
- Maintain crew cohesion, including location and task, of each emergency responder assigned to your apparatus.
- When requested, provide PAR for your crew.
- Collection of Passport/tags prior to demobilization from the emergency incident.

Division/Group Supervisor

- Tracking of all resources assigned to Division or Group.
- When requested, provide PAR for your Division or Group.

Command

- Maintain accountability of all crews and Divisions/Groups by location and function on the Accountability Board and tactical worksheet or delegate to the Safety and Accountability Officer.
- Know who is in charge of each Division, Group and Crew.
- Maintain accountability as a primary objective for the incident.
- Identify and overcome barriers to accountability during an emergency incident.
- Initiate PAR as described in Section V.
- At the discretion of the Incident Commander, a third accountability tag collected by the Safety and Accountability Officer or Division Supervisor prior to entry into an IDLH. Example might include Hazardous Materials incident.

SECTION IV – PERSONEL ACCOUNTABILITY REPORT (PAR)

1. PAR may be requested at any time by the IC or designated Safety and Accountability Officer.
2. A PAR **MUST** be requested after the following situations
 - a. Any MAYDAY or report of a missing or trapped firefighter
 - b. Any change from Offensive to Defensive operations
 - c. After any hazardous event/incident (i.e flashover, backdraft, smoke explosion, collapse)
 - d. Anytime an Emergency Evacuation order is given

3. Dispatch will provide benchmarks (time updates every 10 minutes) for larger incidents/events. A PAR may be used following a Benchmark to provide for accountability.

Initiating PAR

1. PAR should be initiated by IC or Safety with an initial notification to ALL units on the event
 - a. Initial Command traffic is a notification to all units to check their crew and hold **ALL** non-emergency radio traffic
 - b. PAR begins with command announcing, "All units stand by for a PAR request"
 - c. Command then calls each company
 - d. Each company announces: Unit, Location, Assignment, Crew Count
 - e. Command announces: "PAR complete. Resume normal radio traffic."
2. Company officers should respond to a PAR request with **ONLY** the following information
 - a. Unit, Location, Assignment, Crew Count

Example:
Command: 61 from IC
61 Officer: Go for 61
Command: PAR
Officer: Engine 61, Division One, Fire attack, PAR 3
3. Company Officers **SHOULD NOT** report PAR of members they are not in immediate contact with.
 - a. Engineer outside at the Engine/Truck should not be counted.
 - b. **Only include members with you.**
 - c. If a member is missing PAR should be "PAR of two, One firefighter unaccounted for"