

# Tully Hose Co. #1

Standard Operating Guidelines  
Accountability tag system  
Guideline # TF-302 – Rev.1

**Purpose:** Accountability is a critical element in the safety of all fire fighters working on the fire ground. The purpose of the accountability system is to establish a coordinated system of monitoring and tracking personnel, and to enable the Incident Commander to identify, locate and account for the function of all personnel operating on the scene. It also allows for a quick determination of what personnel may be in trouble and missing by virtue of unclaimed tags at the manpower staging area. Lastly, it assists with the decision making process by making available how many members are in the manpower staging and available for additional tasks. Accountability is a critical element in the safety of all fire fighters working on the fire ground. Each person involved in an incident must make a personal commitment to follow all policies and procedures regarding accountability.

**Procedure:** Individuals will be provided tags of different colors depending on a person's category. Colors will consist of Red and Gold. Each individual will receive two tags and are responsible to attach them to their gear so it is accessible at all incidents. Each tag will include the individual's name and "TULLY". Color-coding is as follows:

- Red - Fire fighter
- Gold - Probationary Fire fighter

## ACCOUNTABILITY TAG USAGE

Upon arrival at an incident scene other than an EMS call, the fire fighter shall leave one tag on the apparatuses from which they rode in. The second tag will be given to the Accountability Officer when a task is assigned. The Operations Officer will be responsible for the accountability system unless Incident Command assigns an Accountability Officer. This will depend on the resources available. The Operations and Accountability Officers should work either in close proximity to each other or remain in constant communication to assist with monitoring remaining available resources. If the manpower staging area has not been established upon arrival, members are to give their tags to the driver of the first arriving apparatus. Upon its arrival, Rescue 11 is designated the staging area for all available manpower. The driver of the Rescue will send an available member to retrieve any tags held by the first arriving apparatus driver and any information regarding the assignments of those members. The Rescue driver will initiate and assume command of the manpower staging area until relieved by an officer or a designated member. If possible, the driver should assign an available mutual aid chief to this duty.

Members will remain in the manpower staging area until they are assigned to a task. Tasks will be communicated to the Accountability Officer, who will then assign members to a crew. The Accountability Officer will then collect their tags.

Upon completion of an assignment, the officer or member in charge of the team will notify I.C. that the assignment has been completed and then report back to manpower staging. No member shall Freelance. All members assigned to a team and go in to a hot zone together, will work together, stay together, and come back to staging together. The officer or member in charge of

the team is responsible for each member of that team. It is that person's responsibility to report to the Accountability Officer and acknowledge the safe return of all crew. The Accountability Officer will then return there tags to them.

### **MUTUAL AID PERSONNEL**

All personnel responding to Tully to assist in an incident will report to the Accountability Officer.

### **SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES**

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

**FIRE FIGHTER** - Responsible for staying with his/her crew at all times.

**1<sup>ST</sup> ARRIVING APPARATUS DRIVER** - The driver of the first due apparatus to each geographic side of the incident becomes the initial Accountability Officer. The Driver must collect tags from crews and apparatus assigned to his/her side of the incident and manage accountability until retrieved by an Accountability Officer or Operations Officer.

**RESCUE DRIVER** - The driver of the rescue becomes the initial Accountability and Staging Officer upon arrival unless an officer has been assigned to those duties prior to arrival. The driver must collect tags from crews and other apparatus upon arrival or assign an available Mutual Aid Chief to manage accountability until relieved by an Accountability Officer.

**OFFICER** - Responsible for keeping his/her crew intact at all times. Also is responsible for returning crew back to manpower staging upon completion of assigned tasks.

**ACCOUNTABILITY OFFICER** - Responsible for accounting for all crews, maintaining an awareness of their exact location. Must collect all tags. The Accountability Officer works closely with the Operations Officer to ensure accurate tracking of crews in the hot zone as well as in manpower staging.

**COMMAND** - Responsible for all personnel. Must advise responding equipment of location of manpower staging, if other than Rescue 11, and apparatus placement and initial assignments. Must account for safe return of all members and mutual aid firefighters on the scene.