

Central Joint Fire District

Standard Operating Procedure



Central Joint Fire District

SUBJECT: Safety: Firefighter Accountability SOP Number: 415A
Effective Date: 1/8/92
Revised Date: 2/1/02
Approved:

PURPOSE: The purpose of this standard is to define the procedures by which all personnel on the scene of an emergency will be accounted for.

SCOPE: This standard applies to all personnel serving with Central Joint Fire District at the scene of an emergency.

ENFORCEMENT: Enforcement of this standard rest with the Incident Commander and/or the Safety Officer.

APPLICATION:

415A.1 Responsibility of personnel en route to scene

- 1) While en route all personnel shall tag out using the vehicle tag in passenger area.
- 2) The officer or senior fire fighter shall be responsible to collect all personnel while en route to the scene.

415A.2 Responsibility of personnel on scene

- 1) Upon arrival at the scene, all personnel will report to the command post for assignment.
- 2) Upon arrival at the command post, the vehicle tag group shall be clipped to ring on left outside of command post vehicle.
- 3) Personnel are reminded to stay at command post until properly assigned a duty.
- 4) After completing duties on scene and prior to leaving the scene, vehicle group tag shall be removed from command post. Before leaving the scene officer or senior firefighter shall be certain all personnel responding in unit are accounted for. Personnel shall be certain clips are returned to ring on their helmet.

415A.3 Responsibility of Incident Commander

- 1) Upon arrival at scene, assume command, designate command post and ensure that all personnel report to the command post for assignment.
- 2) Ensure that all personnel tag out with apparatus responding with and that apparatus tag is tagged to command post.
- 3) In the event a recall is initiated, a roll call shall be taken by officer or senior firefighter of apparatus and reported to Incident Commander.

- 4) After completing on scene operations and prior to leaving the scene, the Incident Commander shall ensure that all tags are removed from tag ring on left side of apparatus. Any tag not accounted for, must be accounted for prior to leaving the scene.
- 5) All personnel must have their respective tags in their possession prior to leaving the scene. POSITIVE confirmation shall be obtained by IC that all personnel are accounted for prior to securing operations and leaving the scene.

415A.4 Compliance

Failure to strictly comply with this standard shall result in disciplinary action. Remember – failure to comply with this standard may result in undue hardship to other members of this department and will not be tolerated.