

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
ACCOUNTABILITY	301	June 12 th , 2003	

PURPOSE

This SOP describes the process for providing a structured approach to track all members at an emergency scene. This procedure will apply to all members operating at an emergency scene.

PROCEDURE

The provisions of this procedure shall be followed whenever members are required to work in an environment that requires the use of a SCBA or where members may become lost, trapped, or injured by the environment they are operating in.

Members operating in a hazardous environment as described above shall maintain crew or group integrity and shall use the buddy system. This requires that crew or group members enter and exit the environment together and remain within sight, voice, or physical contact distance of each other while they are within the environment. No one shall ever be left alone.

Incident commanders and/or sector officers shall not direct members to operate independently of their crews or groups. Task assignments shall be made through the crew or group leader.

ACCOUNTABILITY EQUIPMENT

Every member will be issued three (3) plastic accountability tags that contain their name, photograph, and color coded certification levels. One tag will be kept attached to your structural PPE, one attached to your wild land PPE, and one worn on your person as an identification card. Crew or group leaders shall transfer their tags to the incident commander at their first face-to-face encounter. Members arriving on the scene after command has been established will report to the incident commander and transfer their tag upon assignment to a crew or group.

Blank accountability tags will be carried on each apparatus for use by mutual aid companies that do not have accountability equipment, as well as personnel who arrive at an incident without their tags. While not having an accountability tag available will not preclude district personnel from being assigned at an incident, the lack of accountability equipment may be subject to disciplinary action.

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



PERSONNEL ACCOUNTABILITY REPORT (PAR)

A PAR is a systematic method for reporting to command that all members operating at an incident are accounted for. PAR's should be conducted periodically throughout an incident to ensure that all members are safe and accounted for.

A PAR shall be conducted:

- When changing from an offensive to a defensive mode.
- When an unexpected or catastrophic event occurs, for example, a flashover, backdraft, or structural collapse.
- After an emergency evacuation.
- At the first report that a member is missing.
- Any PASS device activation.
- When the fire is declared under control.
- At the discretion of command or safety.
- Upon receipt of an order to conduct a PAR
- Crew or group leaders shall confirm that their personnel are accounted for and shall notify command or safety.
- The PAR is complete when everyone has been properly accounted for. This includes support staff assigned to command.
- The incident commander will document the time that the PAR was complete.
- Unless otherwise directed, operations will continue while the report is being taken.

LOST OR TRAPPED MEMBER

- In the event that one or more members cannot be accounted for, a PAR shall be requested immediately by the member who believes that another member is missing.
- If a member cannot be accounted for during a PAR, he/she will be presumed lost until they can be accounted for.
- An attempted rescue will become the top priority at the incident and sufficient resources shall immediately be assigned to conduct the rescue effort.
- As soon as all members have been positively accounted for, the rescue effort shall be suspended.

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EMERGENCY COMMUNICATIONS

The term **EMERGENCY TRAFFIC** shall be used by anyone on an incident scene who needs to communicate an urgent message.

The term **MAYDAY** shall be used by anyone on the incident scene who becomes aware of, or is involved in a life-threatening situation.

EMERGENCY EVACUATION

When it is unsafe to continue emergency operations, command shall order a rapid and complete evacuation from the hazardous environment. An evacuation may be initiated by any member at the incident, but the order to evacuate must be transmitted through command or safety to ensure that everyone can be accounted for. An example of an evacuation initiation would be:

“Ventilation group to command, emergency traffic. Evacuate the building immediately!”

Command shall immediately order everyone to evacuate the hazardous environment. An example of this would be:

“Maple Street command, emergency traffic!” All units evacuate the building immediately! Repeat, all units evacuate the building immediately!”

Upon hearing the completion of the evacuation order, the engineer on the first arrived unit shall sound three (3) five-second blasts on the air horn. All crews or groups shall acknowledge the order to evacuate. Command shall conduct a PAR after crew or group leaders have acknowledged the order to evacuate.

Larry Behrens, Fire Chief

June 12th, 2003

Date