Lincoln County Fire and Rescue Association
Standard Operating Guideline (SOG)

Effective Date: January 1, 2007   Amended Date: May 1, 2012

Number: 107

Title: Accountability System

Purpose: To provide a standard system for tracking and accounting for emergency service personnel at every incident.

Description: This accountability system will cover every response of fire and rescue personnel. This accountability system is a tiered system that includes two levels of accountability. The level of accountability is determined by the incident commander depending on the threat to personnel safety at a particular incident. The incident commander may upgrade or downgrade the level of accountability depending on the phase of the incident.

Level 1 Accountability: Level 1 accountability is the lower tier. It is in place for more routine calls where the incident commander is operating with in his/her span of control. All arriving personnel should report to the primary apparatus and stage until assigned a task by the incident commander. At this level, the incident does not have to have a staging officer. The primary apparatus driver may function as the staging officer. This level allows the Incident Commander to track operating personnel himself/herself.   The IC does not have to collect metal accountability tags. This will be the initial level of accountability until the IC announces all personnel will be operating under Level 2 accountability.
-Examples:
        -Medical calls
        -Motor vehicle accidents
        -Control burns
        -Possible fires with nothing showing
        -Fire alarms

Level 2 Accountability: Level 2 accountability is the higher tier. It is in place for more high risk calls where the incident commander may need assistance with tracking personnel.   All arriving personnel should report to the designated staging area. At this level, the incident commander shall designate a staging officer to track the location, task, and ID number of personnel ***operating*** at an incident.   The IC or staging officer will collect the metal ID tag of the members.   After any major change in the incident (ex. Change in operational period, structural collapse, or etc.) the IC will request a PAR check ensuring all PAR tags represent a particular member. The metal tags will be used in coordination with a dry erase board. This allows for the IC or staging officer to track individuals who are missing tags or are already performing operations. The IC or staging officer needs to ensure these members are accounted for at the proper times. When operating in the immediately dangerous to life and health atmosphere (IDLH), personnel should work in teams of at least two.
-Examples:
        -Working structure fires
        -Haz-Mat calls
        -Technical rescues
        -Any call in which a Rapid Intervention Team is in place.
        -Etc.

Par Tags: Lincoln County fire and rescue departments will utilize a metal PAR tag with the individuals ID number on it. This tag should have a clip affixed to it for storage and collection. It is the responsibility of each department head to ensure the readiness, legibility, consistent use and tracking of PAR tags.