



City of Madison Fire Department
STANDARD OPERATING PROCEDURE
Subject: INCIDENT SCENE ACCOUNTABILITY



Effective Date:	Expiration Date:	Original Number	Revision Number	Revision Date
21-Nov-2006	When Replaced	MFD 401.00	004	09-May-2008

Approved By	Date
BPW&S	21-Nov-2006
Steve Horton, Fire Chief	21-Nov-2006

401.0.0 INCIDENT SCENE ACCOUNTABILITY

401.1.0 PURPOSE.

401.1.1 It is the policy of the Madison Fire Department to provide for the accountability of all firefighters during the period that they are functioning at the scene of an incident. Therefore, the purpose of this procedure is to assure the maximum level of firefighter safety possible by providing a uniform system of identifying and accounting for all personnel operating at an incident scene in order to reduce the possibility of a firefighter becoming lost or missing. This system shall work in conjunction with the Incident Command System (ICS), OSHA standards, other related Standard Operating Procedures (SOPs), and any nationally recognized adopted standards.

401.2.0 SCOPE

401.2.1 This procedure applies to all personnel of the City of Madison Fire Department, including all companies, officers and firefighters and shall be initiated at all incidents to which the City of Madison Fire Department responds, both inside and outside of the jurisdiction. Other fire departments operating at incidents within the City of Madison jurisdiction shall utilize their adopted accountability system. It is the responsibility of each fire company to ensure that all personnel are trained in the subject matter of this procedure and comply with the requirements at the incident scene. Personnel, including Senior Status Firefighters, who have not met the training requirements of this procedure, shall not be permitted to function in an active role at incidents.

401.3.0 REQUIREMENTS

401.3.1 The fire company shall conduct refresher training at least twice yearly.

401.3.2 On Scene Accountability Tagout is required to be followed whenever personnel are on the fire ground for any incident or field training activity. This is regardless if they are just on scene or operating directly in the Hot Zone. All personnel must tagout on the On Scene Accountability.

401.3.3 Hot Zone Tagout is required to be followed whenever personnel are assigned to perform a function in an environment that:



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- a. Is considered to be immediately dangerous to life or health (IDLH).
- b. Otherwise requires the use of a respirator (SCBA).
- c. Could subject personnel to becoming lost, trapped or injured by conditions which exist at the incident scene.

401.3.4 Personnel operating in conditions as described in section 401.3.4 (a, b or c) shall maintain crew integrity and use the "buddy system". The following requirements are mandatory:

- a. Compliance with the "Two in Two Out" rule as required by OSHA Section 1910.134 (g) (4).

Note: OSHA standards permit one exception to this rule: "Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled."

- b. Crew members shall enter and exit the environment together.
- c. Crew members shall remain within visual, voice, or physical contact of the other team members while in the environment and no firefighter shall operate or be left alone.
- d. Incident commanders or other line officers shall not direct any crewmember to operate independently from their assigned crews.
- e. All task assignments shall be made through the company officer, crew leader, or other company supervisor.

401.3.5 Crews may be divided into multiple teams to perform tasks that do not require the entire crew provided that:

- a. Each team has a minimum of two personnel.
- b. Each team is equipped with a portable radio transceiver.
- c. The crew leader in charge remains in contact with each team member and is always aware of their location and status.
- d. Each crew leader reports to the officer in charge, who made the assignment, upon completion of the assigned task.

401.4.0 Accountability Officers, Equipment and Use.

401.4.1 Accountability Tag - Each firefighter shall be issued and carry, attached to their helmet, two (2) personal accountability tags. These tags shall bear the firefighter's name (first and last) along with Madison Fire Department and their company designation. No firefighter shall operate at an incident scene without a tag. The tags should be made out of plastic with Black Lettering and should be equipped with a ring and a thumb size clip.



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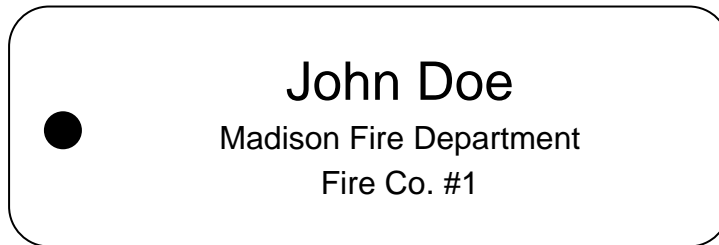
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Company Designation	Background Color
City Officer	Orange
Engine 1	Yellow
Engine 2	Red
Engine 3	White
Tower 4	Green
Engine 5	Red
Engine 6 / Quint 6	Blue

Accountability Tag Example



- 401.4.2 Should a firefighter lose their accountability tag(s), a blank tag shall be filled out for temporary use until replaced with a permanent tag. A blank tag shall also be completed for firefighters from other fire departments whose services are being utilized at a City incident where their fire department is not involved. This situation should be avoided unless sufficient City manpower is not available.
- 401.4.3 One Scene Accountability Board - Each fire company shall have permanently mounted to the engine / truck a bar for On Scene Accountability. This bar should be split into two distinct sections, one designate as "COLD ZONE" and the other designated as "HOT ZONE STAGING". The location of this bar should be on the left hand side (drivers side) of the apparatus and should be mounted inside on the first forward compartment door.
- 401.4.4 Hot Zone Accountability Board - Each fire company shall provide, and carry on its apparatus, a board that provides for the attachment of the above referenced tags. This board shall be capable of being easily removed from the apparatus and transported to the staging area. This will be designated at the HOT ZONE Accountability Board. It should look like the following:



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Hot Zone Accountability Board Example

	HOT ZONE	⌚	
● ○ ○ ○ ○ ○	Time In: _____		Time In: _____
	Time In: _____		Time In: _____
	Time In: _____		Time In: _____
	Time In: _____		Time In: _____
	Time In: _____		Time In: _____
			RIT
			Time In: _____

- 401.4.5 Prior to proceeding into the Hot Zone, the individual team members of a crew that is assigned a task in the hot zone should give their tag to the leader / officer of the crew who will attach their tags to their own. The leader will then give the tags to the Hot Zone Accountability Officer who will attach the tag to the board and note the time of entry.
- 401.4.6 Each fire company shall designate certain personnel as accountability officers. At least one shall be assigned the duty of company accountability officer who will maintain the On Scene Accountability (attached to apparatus) at an incident. Should a company accountability officer not be available at an incident scene, then the responsibility rests with the company officer or a designee. The person in charge of the On Scene Accountability should normally be located at the apparatus and could be the driver / pump operator. If the apparatus is not in close proximity to the scene, it may be left to the determination of the company officer or their designee to relocate to another apparatus which is closer to the incident.
- 401.4.7 The Incident Commander should designate someone as the Hot Zone Accountability Officer prior to any activity that is associated with the Hot Zone. It will be their sole duty to maintain the Hot Zone Accountability.
- 401.4.8 Upon arrival at the incident site, all personnel shall place their tags on the board(s) provided. Personnel shall notify the Hot Zone Accountability Officer, if tagged into the hot zone, or the Company Accountability Officer at the apparatus, if tagged into the Cold Zone of any change in assignment or location.



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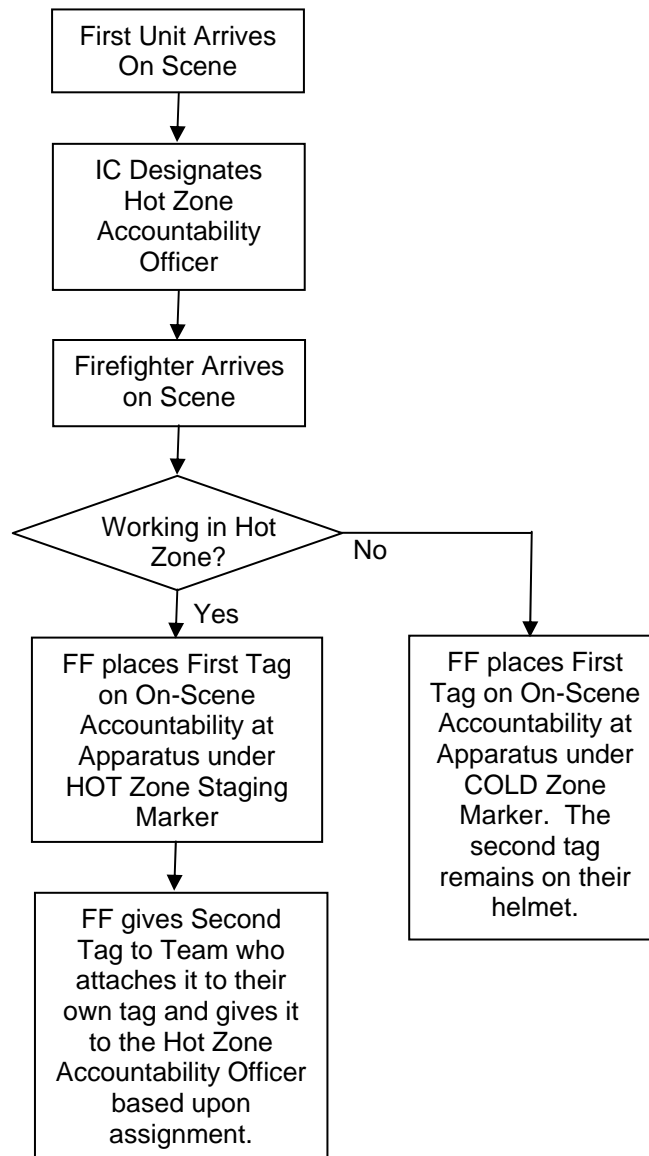
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401.4.9 Accountability Workflow





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401.4.10 No personnel shall leave an incident site without first notifying the appropriate officer and recovering his or her identification tag. Personnel failing to do so, will be considered as missing.

401.5.0 Roll Calls

401.5.1 Roll calls shall be conducted periodically throughout incidents involving a large scene and/or an incident of extended duration. Company officers or crew leaders shall confirm that their personnel are accounted for and shall respond to the Officer in Charge on behalf of their personnel.

401.5.2 Roll calls shall be conducted at other points as listed below:

- a. When the operation changes from an offensive to a defensive mode.
- b. Immediately following a backdraft, flashover, collapse or other traumatic event.
- c. Following an emergency evacuation.
- d. Before clearing a scene.
- e. When an officer is unable to account for or locate a firefighter.

401.5.3 Fireground operations shall continue during the time period that the roll call is being taken unless otherwise directed by the Incident Commander.

401.6.0 Missing Personnel.

401.6.1 If a firefighter cannot be accounted for following a roll call, he or she shall be presumed to be trapped or otherwise lost. Search and rescue operations shall become the immediate priority and all required resources, including the deployment of the Rapid Intervention Team (RIT), shall be assigned to that task. (See the separate SOP concerning establishment and utilization of the RIT.)

401.6.2 The term “**MAYDAY**” shall be announced verbally and transmitted on the radio channel in use by any personnel, firefighter or officer, who is involved in or becomes aware of a life-threatening situation.

401.6.3 Efforts should be made to continue fire suppression operations in the last known location of the missing personnel in order to reduce the life safety risk to the missing firefighter(s) and the rescue personnel.



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401.7.0 Emergency Evacuation.

401.7.1 Should fireground conditions become unsafe for an interior or offensive mode of operation, the Officer in Charge shall order a rapid and complete evacuation. A recommendation for an evacuation may be made by any firefighter but the order to evacuate shall be issued by the Safety Officer, Operations Officer or the Incident Commander. The Safety Officer may issue an evacuation order at anytime and this order shall override any other orders.

401.7.2 The Officer in Charge shall order all personnel to evacuate the hazardous area by radio. Apparatus operators shall repeatedly sound a series of three blasts on air horns following receipt of the evacuation order.

401.7.3 Interior crews shall immediately leave the area in the most orderly and efficient manner possible. Crews shall only leave with those tools and equipment that are needed for the evacuation. If any doubt exists about the removal of a hoseline, then it shall be left in place unless needed for egress protection.

401.7.4 Firefighters should return to where they have tagged in such as the Hot Zone Accountability board for those who were tagged into that area, or the apparatus In Service Board for those who are tagged into the Cold Zone.

401.7.5 Immediately following the evacuation, each company officer, in conjunction with the company accountability officer, shall conduct a roll call as required by Section 401.5.2. An additional roll call shall be conducted prior to resuming any operations.

401.8.0 Other Accountability Methods.

401.8.1 The tag method of accountability, as described and adopted in this SOP, shall be the primary system used by the Madison Fire Department. Fire companies may supplement the primary system with other, secondary, methods such as electronic systems. However, in no case shall the secondary system be used to replace the primary system. It is mandatory that the uniform system established in this procedure be used department wide.

401.9.0 Special Instructions, Notes, Etc.

401.9.1 This SOP, first formulated in 2001 and revised in 2003, is currently undergoing revisions, including upgrading in order to result in greater firefighter protection.



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401.9.2 Accountability is ongoing at all incidents, ranging from small rubbish fires to large-scale incidents.

401.10.0 Definitions.

401.10.1 Company Accountability Officer – Personnel designated by each fire company to maintain the firefighter status board and track the location of firefighters at the incident scene. Should an Accountability Officer not be present at the incident scene, then the fire company line officer or his/her designee shall perform all duties assigned to the Accountability Officer.

401.10.2 Buddy System – The practice of working in crews comprised of a minimum of two personnel equipped with a portable radio transceiver. All functions performed within an IDLH environment shall be done utilizing the Buddy System, without exception.

401.10.3 Crew – The smallest unit of personnel working together to accomplish a task. This term is synonymous with team, company, etc. (An apparatus operator, for example, remaining with the apparatus is not considered to be a crew member unless he/she leaves the apparatus to join the team.)

401.10.4 IDLH (Immediately Dangerous to Life or Health) is defined as:

- Oxygen levels below 19.5% (Deficient) or in excess of 23% (Enriched).
- Lower Explosive Limits (LEL) in excess of 10%.
- Toxins in excess of the Permissible Exposure Level (PEL).
- Confined space, collapse or any other situation recognized to be unstable and could result in injury or death to personnel.
- Any condition that poses an immediate threat to life, would result in adverse, irreversible health effects, or would impair an individual's ability to escape from a dangerous situation.
- The interior of a structure, involved in fire beyond the incipient stage, is an IDLH condition.

401.10.5 Mayday – A verbal notification that immediate action is required to rescue personnel operating at incidents.

401.10.6 Personnel Accountability – A systematic accounting of all personnel operating at an emergency scene.

401.10.7 Rapid Intervention Team (RIT) – A crew of not less than two (2) personnel whose only assignment is the protection and rescue of any injured, trapped or missing firefighters. (Refer to a separate RIT SOP.)



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- 401.10.8 Status/Assignment Board – A device used by each fire company to track crew assignments and the number of personnel comprising a crew.
- 401.10.9 Officer in Charge – This would be the Incident Commander, Operations or other section chief that would make assignments to crews and teams.
- 401.10.10 Hot Zone Accountability / Staging Officer – Person that monitors the assignment of personnel that are in the Hot Zone. This should be someone that has experience in fireground operations.
- 401.10.11 Hot Zone – An area that is on the fireground that could be considered to be immediately dangerous to life or health (IDLH), requires the use of a respirator (SCBA) or could subject personnel to become lost, trapped or injured by conditions that exist at the incident scene, such as within the collapse zone or interior to the structure.
- 401.10.12 Cold Zone – Area designated as being part of the fire ground but not part of the HOT Zone.