

# ACCOUNTABILITY

## KEY CONSIDERATIONS:

- These protocols can apply at any emergency scene.
- See appropriate department policy for additional info.
- **Passports are NEVER allowed to enter the Hot Zone!**

## GENERAL PROTOCOLS:

1. All **Members** will work for Command, Branches, Divisions, Groups, or Crews - NO FREELANCING.
2. **Crews** arriving on the scene should remain intact for all intents and purposes. Crews working in the hot zone will have two or more members and a radio. If a radio fails while in the hot zone, the crew will exit unless there is another working radio with the crew. At no time shall a member be in a hot zone by himself/herself.
  - Exception: Rescue operations.
3. An **accountability point** will be established any time the incident has an IDLH (Immediate danger to life and health) atmosphere. The accountability point must be maintained until the hazard is no longer present.
4. Command is responsible to ensure that all crew's on the incident have a passport. Command has the option to utilize the daily shift roster as an accountability tool. All members must also have a helmet shield.

## ON SCENE:

1. The **first engine** to each geographic side of the incident will become the initial accountability point for any later arriving companies to that side of the incident.
2. The **Engineer** on the first engine becomes the **initial accountability officer**. He/she will receive all passports and attach them to the driver's door of the engine ASAP.
3. **Companies** must check in and out with their designated accountability point. If the Accountability Officer (Engineer) is too busy to take your passport simply attach it to the Velcro strip on the driver's door. If a crew is exiting at a different location than their point of entry the passport must be retrieved as soon as possible. If there is to be any significant delay the accountability officer must be notified.
4. Upon arrival of IC #2 (BC or Chief Officer)- **Command** will become the accountability officer and may request assistance gathering all passports.  
If a **Division or TF/ST** leader is assigned he/she will become the accountability officer and, if not in hot zone, take possession of the passports for the area.

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5. The **Safety Officer** shall ensure that the accountability system is in place and working. Any problems will be reported to command immediately.
6. **Rehab** and **Staging Officers** will not maintain the passports for crew's assigned to their areas. The IC will track company status as they move through these on scene assignments.
7. **Call Back Personnel** will either make up a passport on the reserve engine they respond with or if they report directly to the scene will have one made up by the IC or Staging.
8. If a **utility worker or civilian** is to be inside the Emergency Incident Perimeter, that person shall be escorted by a fire department member.