

SECTION VI— INCIDENT MANAGEMENT SYSTEM (IMS)

6.7 ACCOUNTABILITY

- 6.7.1 Each fire fighter assigned to a Washington Township Fire Department company shall be issued two (2) accountability tags. These accountability tags shall remain with the member's turn out gear for use during any incident to which the fire department may respond.
- 6.7.2 When responding to an incident aboard any fire department apparatus, one (1) accountability tag shall be placed on the ring or other device provided by the fire fighter riding aboard the apparatus. Tags placed on apparatus shall be collected from apparatus and organized by the incident safety officer or a designated accountability officer near the IC. The tags will be used to determine incident scene accountability and to organize fire fighters into division to which they may be assigned. Tags placed on apparatus will be further used to transfer the names of fire fighters operating at the incident to standard ICS forms such as ICS Form 201, ICS Form 203, ICS Form 204, ICS, Form 207, and ICS Form 211. Copies of all standard ICS forms are included in the attachment for this SOP.
- 6.7.3 All fire fighters entering a building, structure, other area designated as a hot zone, any other hazardous zone, or another division shall leave their second accountability tag at the entrance door or control point before entering. Fire fighters shall re-acquire their second tag upon leaving the hazardous zone or division.
- 6.7.4 The IC shall ensure that during any emergency incident which requires fire fighters to enter buildings, structures, or any other hazardous area that may be deemed immediately dangerous to life or health, a Fire fighter Assistance and Search Team (FAST) is assembled at the scene. The FAST (team) shall consist of at least two (2) qualified fire fighters with appropriate tools and personal protective equipment.
- 6.7.5 Any fire fighter reporting to an established division shall report to the division officer upon entering the area to receive an assignment.
- 6.7.6 Personnel assigned as division officers shall maintain knowledge of the fire fighters operating within and assigned to their respective divisions.
- 6.7.7 The IC may call for accountability of personnel assigned in any particular division or the entire scene as necessary. The IC shall call for accountability for a particular division or the entire scene should conditions deteriorate causing an imminent hazardous condition threatening fire fighter safety.
- 6.7.8 Appropriate warning shall be provided to all personnel operating at the scene of an incident by use of air horns and radio alert tones signaling accountability and evacuation of the building, structure, other area designated as a hot zone, or any other hazardous zone. Apparatus operators will sound air horns and I or sirens for

approximately thirty (30) seconds to signal evacuation.

- 6.7.9 During accountability, division officers shall report to the IC the status of personnel assigned to their respective division.
- 6.7.10 The IC shall deploy the assembled FAST (team) should a division officer report any missing personnel from their respective divisions. The IC shall establish a FAST division, re-evaluate the incident action plan, and deploy enough resources to affect a safe rescue of missing personnel.
- 6.7.11 Command vehicles will maintain a supply of spare accountability tags for use by mutual aid or other agencies operating under the fire department's jurisdiction. Division officers shall ensure that mutual aid or other agency personnel operating within their respective divisions utilize the accountability system describe within.