

	Queen Anne's County Fire & EMS Commission Operations Manual	No. 04.08
		Effective Date: June 6, 2024
	Personnel Accountability System	Revised Date:

I. SCOPE

- A. This policy applies to all Queen Anne's County fire service personnel.

II. PURPOSE

- A. To establish a procedure to efficiently account for personnel at the scene of an emergency incident or training exercise.

III. ACCOUNTABILITY

- A. This policy applies to all Emergency Services Personnel.

IV. DEFINITIONS

PAT – Personnel Accountability Tag
RIT – Rapid Intervention Team
PAR – Personnel Accountability Report
IDLH – Immediate Danger to Life and Health

- A. All responding fire and EMS personnel in the county shall be equipped a PAT.
- B. The PAT will consist of a snap fastener with a personal identification card attached. The PAT will be considered an issued item of personal equipment.
- C. Each member shall keep their PAT attached to their protective equipment when not in use.
- D. If a PAT is lost or misplaced, each department's Chief or designee shall obtain a replacement as soon as possible.
- E. Each emergency vehicle shall be equipped with a collector ring.
- F. The collector ring will include a unit identification tag.
- G. The collector ring shall be maintained in the cab of each unit and shall be removable.
- H. Company officers shall ensure that all personnel assigned to their units are accounted for prior to leaving the incident scene.
- I. It shall be the responsibility of each member to ensure that their PAT is removed from the collector ring. The company officer shall ensure compliance.

V. LEVEL I ACCOUNTABILITY – Ring on truck

- A. During response, each member shall attach their PAT to the apparatus collector ring.

- B. The company officer or acting officer in charge shall be responsible for all personnel riding on the apparatus.
- C. Any personnel arriving via private automobile shall report to the Incident Commander for assignment.
- D. During the course of the incident, the Incident Commander has the option of directing units to account for the number of personnel operating on that incident.
- E. Company officers shall ensure that all personnel assigned to their units are accounted for prior to leaving the incident scene.
- F. It shall be the responsibility of each member to ensure that their PAT is removed from the collector ring. The company officer shall ensure compliance.

VI. LEVEL II ACCOUNTABILITY – Command Post

- A. Shall be placed in effect at the order of the Incident Commander whenever Emergency Service Personnel are operating an IDLH or situations that would warrant accountability. Collector rings will be brought to and maintained at the command post.
- B. EMS personnel who are subject to respond or transport from the scene, shall maintain their PAT and collector ring in the cab, unless specifically directed otherwise.
- C. The Incident Commander or an assistant will organize the collector rings at the command post and record assignments.
- D. “Queen Anne” will advise the Incident Commander of the duration of the incident at 20-minute intervals.
- E. Upon acknowledgment of an Accountability Notification, the Incident Commander may choose to direct all units’ officers to report on the welfare of all personnel under their command.
- F. A PAR shall be conducted. Unit officers, when called by command, should advise command if all personnel are accounted for. If command fails to reach a unit or officer during a PAR, a second attempt will be made. A Rapid Intervention Team may be deployed after a failed second attempt.
- G. Each officer shall ensure that the collector ring is returned to his or her unit at the completion of the incident or before leaving the incident scene.

VII. LEVEL III ACCOUNTABILITY – Entry Control

- A. When the Incident Commander determines that the incident requires more stringent accountability they will implement Point of Entry.
- B. To implement Point of Entry Control, the designated officers will monitor all points of entry into the structure, confined space, or areas involved. These individuals will be referred to as “Entry Supervisor”.
- C. The Supervisor will ensure that each member’s name, company number, duration of the air supply, time of entry and assignment is recorded on an Entry Control Chart.
- D. Entry Supervisor shall ensure that members are relieved as appropriate.
- E. As members exit a control point the time of exit shall be recorded. Members who must exit at a point other than an entry shall inform Entry Supervisor of their exit.
- F. Entry Supervisor shall ensure that search and rescue operations are initiated for unaccounted personnel.