

- I. Scope
This standard applies to all members operating at an emergency incident. It was promulgated to provide a structured approach for tracking all members operating at an emergency scene.
- II. Guidelines
 - A. The provisions of this standard shall be followed whenever members are required to work in an environment that requires the use of SCBA or where a member may become lost, trapped, or injured by the environment.
 - B. Members operating in a hazardous environment as defined above shall maintain company or crew integrity and shall use the buddy system. This requires that:
 - 1. Company or crew member enter and exit the environment together.
 - 2. Members remain within sight, voice or tactile distance of each other while they are within the environment. No one shall ever be left alone.
 - 3. Incident Commanders and sector officers shall not direct members to operate independently of their company or crews.
 - 4. Tasks assigned shall be made through the company officer or crew leader.
 - C. A company or crew may be divided into multiple teams to perform tasks that do not require the efforts of the entire company, provided that:
 - 1. Each team has a minimum of two members.
 - 2. The team is equipped with a portable radio.
 - 3. The incident commander remains in contact with the team and is constantly aware of their location.
 - 4. A given team enters and exits the hazardous environment together.
 - 5. On completion of an assigned task, the team leader reports to the incident commander for another assignment.
- III. Accountability Equipment
 - A. Personnel accountability tags: A set of two plastic tags that are engraved with the member's name and pager number. Every member assigned to emergency response duties shall be assigned two personnel accountability tags.
 - 1. When the member is not attending an emergency response, the tags are to be attached to the rear of the member's helmet via the spring clip.
 - 2. When the member attends an emergency response, the member shall provide both personnel accountability tags to the officer or senior firefighter of the apparatus in which the member responds to the incident.
 - a. One of the personnel accountability tags shall be placed on the Apparatus Responder Board.
 - b. The officer or crew leader supervising the team shall keep the personnel accountability tag with the lanyard attached. In the event that a company or crew is divided into multiple teams, the team leader shall keep the accountability tags with the lanyard attached.
 - B. Apparatus Responder Boards: A plastic board near the officers seat in each apparatus. Apparatus responder boards are equipped with Velcro for the easy attachment of the personnel accountability tags.
 - 1. Company officers or crew leaders shall transfer their apparatus responder boards to the incident commander or a sector officer at their first face to face encounter.
 - 2. The incident commander shall hold the apparatus responder boards for all apparatus on the fireground.
 - a. This provides the incident commander with an initial count of the members that are at the incident.
 - b. In the event that a roll call is needed the apparatus responder boards shall also provide the incident commander with the identity of each member on the fire ground.

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- C. Makeup Set: Blank apparatus responder boards and personnel accountability tags shall be available to the incident commander for use by a mutual aid company that does not have accountability equipment.
 - 1. The mutual aid company's makeup apparatus responder board shall be given to the incident commander prior to receiving an assignment.
- IV. Roll Call
 - A. A roll call is a systematic method for reporting to command that all members operating at an incident are accounted for. It should be conducted periodically throughout an incident to ensure that all members safe and accounted for.
 - B. A roll call shall be conducted:
 - 1. When changing from an offensive to a defensive mode.
 - 2. When an unexpected or catastrophic event occurs, for example in the case of a flashover, backdraft, or structural collapse.
 - 3. After an emergency evacuation.
 - 4. At the first report that a member is missing.
 - 5. When a structure fire or other large scale incident is declared under control.
 - 6. At the discretion of command. A sector officer may also conduct a localized report.
 - C. On receipt of an order to conduct a roll call:
 - 1. Company officers shall confirm that their personnel are accounted for and shall notify command a count of the number of members that the officer is supervising including him / herself. Example: *"Command from 285 interior crew, I have three personnel inside the structure, including myself, I also have one person at the pump and one person operating as a doorman."*
 - 2. The roll call is complete when everyone has been properly accounted for.
 - a. The incident commander is advised to record the time of a completed roll call in the tactical worksheet.
 - 3. Unless otherwise directed, operations will continue while the roll call is being taken.
 - 4. In the event that not all members are accounted for by a number count, the incident commander shall refer to the apparatus responder boards to determine what crew is missing a member. The incident shall coordinate with that sector officer or crew leader to determine the identity of the missing member.
- V. Lost or Trapped Member
 - A. In the event that one or more members cannot be accounted for, a roll call shall be conducted immediately by the incident commander.
 - B. If a member cannot be accounted for during a roll call, he or she will be considered lost until he or she can be accounted for.
 - C. An attempt to find and rescue the member shall become top priority at the incident and sufficient resources shall immediately be assigned to conduct these operations. Refer to policy 404 *Rapid Intervention Teams*.
 - D. As soon as the member has been positively accounted for, the rescue effort shall be suspended.
- VI. Emergency Communications
 - A. The term *emergency* shall be used by anyone on the scene that needs to communicate an urgent message.
 - 1. Upon request of the incident commander the Hiawatha Fire Base radio operator shall sound the Alert 1 tone on the fireground frequency for 3 seconds and request emergency traffic only. Example: *"Hiawatha Fire Base to all units on county fire, emergency traffic only. Emergency traffic only."*
 - B. The term *Mayday* shall be used by anyone on the scene who is involved in a life-threatening situation.
 - 1. In the event of a *Mayday* the incident commander may request the Hiawatha Fire Base radio operator to initiate the *Mayday* on the fire ground frequency.

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2. The radio operator shall sound the Alert 2 tone for 3 seconds and announce on the designated frequency that a *Mayday* is in progress. Example:
"Hiawatha Fire Base to all units, we have a Mayday in progress. Emergency traffic only."

VII. Emergency Evacuation

- A. When it is unsafe to continue emergency operations, Command shall order a rapid and complete evacuation from the hazardous environment.
- B. An evacuation may be requested of the incident commander by anyone at the incident, but the order to evacuate must be transmitted through the established chain of command to ensure that everyone can be accounted for.
- C. The order to evacuate shall be transmitted as follows: *"Roof sector to Command, Emergency. I suggest we evacuate the building immediately. The roof is beginning to fail."*
- D. If Command determines that an evacuation is warranted, Command shall immediately order everyone to evacuate the hazardous environment. Example:
"Hiawatha Command, emergency. All units evacuate the building immediately Repeat, all units evacuate the building immediately."
- E. All company and sector officers shall acknowledge the order to evacuate. Example:
"Command from Interior Sector, Acknowledge the order to evacuate. We are leaving the building."
- F. Command shall then order the sounding of all apparatus airhorns for 15 seconds. At this time the radio operator at Hiawatha Fire Base shall activate the Alert 1 tone on the radio council for 3 seconds. The radio operator shall then announce for all members to evacuate and request emergency traffic only the fire frequency. Example: *"Hiawatha Fire Base to all personnel at the 12th Ave fire, evacuate the building immediately. Emergency traffic only."*
- G. Command shall conduct a roll call after everyone has acknowledged the order to evacuate and determine that all members are accounted for.