ACCOUNTABILITY SYSTEM

1) Usage

a) The primary use of the accountability system is to maintain an accurate record of all members operating at an emergency scene.

2) Components

a) All apparatus will carry an accountability board with split rings attached next to the position identifier locations. Each accountability board will be dry erase capable should additional information or names need to be added. An identity tag with a snap hook for attachment will be issued to each member. The identity tags will contain the members' names, company number and qualifications.

3) Use

a) The accountability system will be used on every alarm fire or EMS alarm to which the department responds. The officer(OIC) of the apparatus will be held responsible for insuring that each member attaches their ID tag to the vehicles accountability board before the apparatus has reached the emergency scene.

b) The vehicle accountability board shall remain in the cab of the apparatus until the designated member removes it from the vehicle and delivers it to the Incident Commander.

4) Operation

a) Members responding to alarms shall attach their identity tag to the corresponding position they are assigned by the officer(OIC) for that particular alarm. The officer (OIC) of the apparatus will ensure each member's identity tag is attached to the proper position before reaching the emergency scene. If a member fails to attach their identity tag to the accountability board, the officer (OIC) of the apparatus shall use the dry erase marker to fill the members name next to their assigned position.

b) The vehicle accountability board will be collected by the following members in the following order:

(1) Department Safety Officer

(2) Rescue Officer

(3) Another member assigned by incident commander.

c) All vehicle accountability boards will be brought to the incident commanders' location after recall for member identification. Accurate accountability will help to ensure safe operations upon a "Mayday" or "Urgent" transmission. A department roll call procedure will proceed.

d) Upon completion of every alarm the officer will return the ID tag to each member so it will be ready for the next alarm.

e) Any dry erase marking made will be erased so the accountability board is clean and ready for the next alarm.