

**Purpose:**

To establish a uniform system throughout the Valley Shore Mutual Aid system to ensure personnel safety during emergency operations accounting for all personnel at all times.

**Scope:**

This guideline may be utilized by each fire department within Valley Shore to assure proper tracking and accountability of all personnel at an emergency incident once implemented by an Incident Commander.

**Procedure:**

1. All responding emergency personnel when arriving on scene should report to Personnel Staging unless otherwise instructed by the Incident Commander.
2. When personnel are assigned for a task in the hot zone, those personnel will proceed to the point of entry. The firefighters will present ID card to the Accountability Officer.
3. The Accountability Officer will record and / or set time and track assigned tasks of these firefighters during their duration within the structure / hot zone.
4. All firefighters should attempt to exit out of the hazardous zone through the point of entry they enter from.
5. Should 20 minutes go by and a firefighter has not come out and is not accounted for, the Accountability Officer will notify the Incident Commander immediately.
6. The Incident Commander will contact all sectors for a Personnel Accountability Roll call (PAR). Should the Incident Commander learn after calling for a PAR that a member or members are still not accounted for; the Incident Commander may announce a MAYDAY.
7. It is important that all members of all departments be accounted for at all times. All departments should comply with the host department's accountability system.