

HAMILTON FIRE DEPARTMENT STANDARD OPERATING GUIDE

PROCEDURE:	OPERATIONS	POLICY
TITLE:	Accountability	O-5

PURPOSE: The purpose of this guide is to establish procedures for firefighters to follow for fireground accountability. The system that the Hamilton Fire Department uses for fireground accountability is compatible with and mirrors the system adopted and implemented by Madison County.

GENERAL: Personnel are issued two accountability “tags” which are identical with the exception being that one is blue and the other is red. The tags have the firefighter’s name and “Hamilton Fire Department” printed on the face.

PROCEDURE: Upon arrival at an emergency scene, personnel will attach their red tag to the ring located on the driver’s side mirror of the apparatus. An accountability board will be stationed near the primary entrance to the fire building, or where otherwise deemed appropriate. Upon entering the structure, firefighters will attach their blue tag to the board. When the firefighter leaves the structure they shall collect their blue tag. When the apparatus is returning, the firefighter shall collect their red tag from the mirror hook.

In some instances, there may be more than one accountability board at the scene. For example, a large structure where multiple entrances are being utilized by fire personnel. In these situations, the ICS must expand accordingly to coordinate and communicate in regards to fireground accountability. If there is no accountability board available, firefighters must attach their blue tags and leave them in a conspicuous location near the entrance.

In the event that a firefighter does not respond on apparatus in cases such as walking or late arriving, that individual will respond to the command post. At that time the incident commander will assign the firefighter to specific apparatus. The firefighter will hang his red tag on that vehicle and then become part of their crew.

If a firefighter is forced to leave the incident prior to the apparatus being released, they shall remove their red tag from the mirror hook. If that is not possible, the tag shall be turned over to incident command.

APPROVED BY:	Ross Hoham	EFFECTIVE DATE:	6/02/97
TITLE:	Fire Chief	LAST REVISION:	2/25/08