

Emergency Operations

Book:	3 Emergency Operations
Chapter	III Command Operations
Subject	6 Accountability Policy
Code	3-III-6
Revised	

6.01 Purpose

To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations.

6.02 Scope

All Jersey Village Emergency Services Personnel

6.03 Definitions

1. **Hazard Zone** – an area that requires self-contained breathing apparatus (SCBA) or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering the structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space, rescue, etc.
2. **Accountability Tag** – ½” X 2” plastic tag issued to each member with his or her name engraved on it.
3. **Passport** – 2” X 4” plastic card, engraved with apparatus number, on which individual Accountability Tags of the person riding on that apparatus are placed.
4. **Status Board** – 8” X 11” plastic board, on which individual apparatus passport cards are placed.
5. **PAR** – (Personnel Accountability Report) A roll call of all personnel on scene.
6. **Sector Officer** – Officer in Charge of a geographical area on a scene.

6.04 Responsibilities

1. Firefighter – Responsible for attaching his/her accountability tag to the passport of the apparatus on which they responded. Responsible for staying with his/her crew at all times.
2. Driver/Operator - Responsible for collecting passports from apparatus and turning them into Command.
3. Company Officer – Responsible for keeping his/her crew intact at all times.
4. Sector Officer – Responsible for accounting for all crews in his/her sector, maintaining an awareness of their exact location, and maintaining accurate Passports for the crews in his/her sector.
5. Command – Responsible for tracking the location of all crews. Establishing Sectors as needed and assigning a crew to be the Rapid Intervention Team (RIT).

6.05 Procedure

A. General