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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Accountability**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

The purpose of this guideline is to assure the high level of safety for all personnel at an emergency scene.

**Scope:**

The guideline shall apply to all operational members. Officers shall bear the responsibility for enforcement on this policy. In case of a lack of an officer, the acting officer of the first arriving apparatus shall bear this responsibility.

**Procedure:**

In order to provide for a high degree of safety on the fire ground and at other immediately dangerous to life or health (IDLH) events, it is necessary that the location and number of all members be known. To meet this objective, the following guideline shall be followed:

1. All members shall be issued a standard fire department personnel identification tag (PIT).
2. Personnel identification tags shall be attached to the personal protective equipment (PPE) when not in use.
3. Upon boarding the apparatus for any reason, such as drill or emergency response, PIT's will be attached to the appropriate holding device (large key ring) located near the officer’s seat in the apparatus.
4. PIT shall remain attached to the holding device until the member returns to the station and apparatus is back in service in the station.
5. At the request of the officer in charge, when establishing command at a significant emergency scene, the PIT's will be collected from each apparatus and brought to the command post.

In order to effectively account for all members, the incident commander must answer six (6) questions:

1. Who is in the Hazard Zone?
2. Where are those members located?
3. What are they doing (how deployed)?
4. What are the conditions in the area they are working in?
5. What is the path(s) of exit?
6. Rapid Intervention Crew identified, assigned and in place?

**Roll call:**

If any event takes place while the department members are operating where there is a possibility of members becoming missing in action, the following guideline shall be instituted:

1. Accountability officer shall be appointed, by the incident commander or shall be the direct responsibility of the IC.
2. An individual will be assigned to collect all PIT's from each apparatus on the scene.
3. A roll call shall take place, using the PIT's, to determine the status of all personnel.
4. A search for missing personnel shall be undertaken immediately, using 911 appropriate levels of resources.

**Administration:**

AII members shall be issued a PIT upon receiving PPE from the department. Broken or lost PIT's are to be reported to the PPE manager or a line officer for replacement at no time shall members operate without a PIT.

**Exceptions:**

Any member using another member's gear while at another station shall make sure the officer of the apparatus is aware when PIT's are attached to the holding device.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

**Sample May-Day Check List**

1. Confirm “MAYDAY” has been transmitted (identify exact problem)
2. Command makes fireground/incident wide radio announcement
3. Notify Emergency Communication Center (Dispatch) of the event
4. Command requests additional assistance (next alarm)
5. Location of May-Day (Lunar)
6. Unit with May-Day (lUnar)
7. Name of member(s) (luNar)
8. Air status of member(s) (lunAr)
9. Resources needed to rescue distressed member(s) (lunaR)
10. Deploy rapid intervention team – develop rescue action plan
11. Maintain and/or bolster fire attack operations (hold or stop the fire)
12. Conduct toll-call or personnel accountability report (PAR)
13. Assign May-Day Branch Director – works at command post)
14. Assign rapid intervention safety officer (close to the action)
15. Maintain personnel accountability for all others
16. Stage and maintain advance life support transport resources
17. Consider Aero-Ambulance (helicopter)
18. Develop a defensible space to protect lost, trapped or missing members(s)
19. Develop alternate strategies (“Plan B”)
20. Control unassigned resources (no freelancing)
21. Control risks (maintain risk management analysis)
22. Control release of information (notify firefighter families first)
23. Notify all units and communications center when May-Day has been cleared (member(s) rescued)
24. Support transported members and their families