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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** | | |

**Personal Accountability Procedure**

***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:**

To guarantee that all members operating at an emergency scene can be located or identified at any time during an incident.

**Procedure:**

* Each member of the \_\_\_\_\_\_\_\_\_\_\_\_ Fire Department shall receive two Velcro name tags to be worn on their turnout coat. Each member is responsible for his or her name tags.
* Each apparatus shall have at the minimum, there Velcro tags affixed to the officers’ interior door.
* All members assigned to any apparatus i.e. stand-by assignment, riding, or responding shall place one tag form their turnout coat onto the Velcro tags on the officer’s door. The tags shall be removed from the door upon completion of the assignment.
* All personnel not on apparatus that arrive on scene must report to an officer of an apparatus and ta gin on the respective officer’s door.
* One tag will be utilized for all exterior type fires and all non-fire type calls unless specified in a particular standard operating guideline.
* On all interior structure fire calls, the initial attach, rescue, ventilation, and back-up crews will be considered tagged in as long as one tag is on the officers’ door.
* As soon as manpower requirements allow, the incident commander or safety officer will assign an individual to tract all crews entering the fire building:
  + This individual shall be stationed near the fire building
  + Crews will leave their second tag with this individual upon entering the fire building.
  + Crews will report to this individual and retrieve their second tag when they leave the fire building
  + The time, location, and crew designation will be documented when the crew enters the fire building.
  + The time will be documented when crews exit the fire building.
* Any crew that has not reported back within 20 minutes of entering a fire building shall be contacted and located.

***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:**

West Redding (CT) VFD – GOG 3-S-304 Developed/Revised/Reviewed by VFIS ETC