



## Standard Operating Guidelines

# SOG – 01 Personnel Accountability System

Effective Date 11/01/11

**NOTE:** This is an understanding between all Corning Area Fire Departments. The intent of this SOG is to allow for standardize and a uniform approach to incident scene accountability within the region.

**Purpose:** Accountability is a critical element in the safety of all firefighters working on the fire ground. The purpose of the accountability system is to establish a coordinated system of monitoring and tracking personnel, and to enable the Incident Commander to identify, locate and account for the functions of all personnel operating at the scene of an incident in the Corning Area. It also allows for a quick determination of what personnel may be in trouble and missing at an incident scene. Lastly, it assists with the decision-making process by making evident how many members are in staging and available for additional tasks. Each person involved in an incident must make a personal commitment to follow all policies and procedures regarding accountability.

**Level of Performance:** All firefighters participating in training evolutions or operating at an incident scene within the Corning Area, will actively participate in, and comply with the requirements Corning Area Chiefs *Personnel Accountability System Standard Operating Guideline*.

## ACCOUNTABILITY PROCESS

### LEVEL 1 Accountability (Single Dept Response)

Upon boarding the apparatus for training or incident response, all personnel will notify the Company Officer (CO) of the responding apparatus of their participation for the incident. For those firefighters who arrive in personal vehicles (PV) at the scene of the incident, they shall notify the (CO) upon arriving at the scene. The (CO) of the apparatus will collect each firefighter's accountability tag (TAG) and attach it to the apparatus accountability tag (AAT). The (AAT) will provide an accurate count of all firefighters within the company and the (CO) in-charge of the group. The (AAT) will be place in the designated location on the dashboard. ***(Any person failing to notify the (CO) of their participation for the incident or provide a (TAG) will be removed from the apparatus before it leaves the station or not allowed to engage in activities upon arrival at the incident.)*** The (CO) should always remind all responding members of Level 1 accountability.



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### **Personnel Accountability Reports (PAR)**

Personnel Accountability Reports (PAR) shall be conducted as directed by the IC, or as requested by the Incident Safety Officer or Accountability Officer. PAR's should be conducted in the event of any of the following:

- When Firefighters are missing
- Change of Tactics
- Significant Fireground event
- Change of Command
- At a pre-determined interval of time (i.e.; 20 minutes)
- Prior to event termination
- At the discretion of Incident Command

### **Termination**

When the incident is finished and apparatus are being returned to service, or personnel have been released from the scene, the (CO) is required to retrieve the (AL) from the Accountability Officer before proceeding back to the station. All unclaimed (AAT) shall be forwarded to the Incident Commander for follow-up.

### **Mutual Aid**

All fire department from outside the Corning Area and not part of the Corning Area Chiefs *Personnel Accountability System* that respond mutual aid to the Corning Area to assist a department in an incident will report to Incident Command or the Staging Officer as directed. If the mutual aid personnel do not have an accountability tag system established for accountability, the IC's or designee will create an Accountability List (AL) listing each firefighter's name, the (CO) and associated fire department. If these members are assigned to tasks, the (AL) will indicate tasks assigned as well. This (AL) will act as the company's (AAT).

### **SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES**

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:



## Standard Operating Guidelines

### **SOG – 04 Mayday**

Effective Date 03/18/15

#### **Purpose**

“Mayday” indicates firefighter emergency. This procedure identifies guidelines for personnel to follow should for declaration of a “mayday” arise.

#### **Definitions**

**Mayday-** The term “mayday” shall be used to indicate a firefighter emergency should they become lost, trapped, downed, or in peril. Additionally, any pass alarm activation not immediately identified as false, shall be deemed as a firefighter in peril.

**Incident Commander (IC)-** Person in command of the operation.

**Rapid Intervention Team (RIT)-** Designated crew that serve as a stand-by rescue team for immediate search and rescue of firefighters in need of assistance.

**Personal Accountability Report (PAR)-** The on-scene accountability throughout an incident. “PAR” reports should be used at regular intervals and after sudden changes in fire ground conditions.

**Fire ground Operations Frequency-** The frequency designated to the operations of an incident

**Alternate Operations Frequency-** The frequency established to allow for communications in the event of a “mayday”.

#### **Policy**

Upon the declaration of a “mayday” rescue of the member(s) in peril shall be the primary focus. All units will continue to operate as assigned unless directed otherwise by command.



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**SOG – 04 Mayday**

Effective Date 03/18/15

The following departments have agreed to participate using the SOG.

Campbell  
Caton  
Coopers Plains  
Corning City  
East Campbell  
East Corning  
Gang Mills  
Gibson

Hornby  
Lindley  
Painted Post  
South Corning  
Thurston  
North Corning  
Corning Inc  
Lawrenceville Pa. FD



## Standard Operating Guidelines

### **SOG – 05 RIT**

Effective Date 7/15/15

#### **REPORTING**

Companies designated as FAST Team will bypass staging, and report directly to the Incident Commander. It is imperative that the Team Leader follow the establish Accountability SOG. An exchange of information from the IC (Incident Commander) should include:

- Location of fire
- Operations being performed
- Number of firefighters inside structure
- Entrance(s) being used for operations
- Radio frequency(s)
- Preplan of building (if available)
- Accountability for FAST Team

Companies designated as FAST Teams must park their apparatus so as not to interfere with Fire Ground operations.

#### **EQUIPMENT FOR INDIVIDUAL FAST TEAM MEMBERS**

Each member of a FAST Team shall report to their designated area with the following equipment;

- Full OSHA compliant turn out gear
- SCBA
- Portable Radio
- Portable hand light
- Personal escape rope / webbing
- Door chocks
- Knife
- Wire Cutters / Snips

#### **EQUIPMENT FOR FAST TEAM**

Tools that the FAST Team should have available for them in an area close to their operation:

- 2 Sets of Irons (Halligan bar and flat headed axes)
- Pick headed axe
- Spare SCBA bottles
- Portable / Cordless saws (wood and metal blades)
- Sledge, maul or T-N-T tool
- Additional hand lights
- Search ropes



## Standard Operating Guidelines

### SOG – 05 RIT

Effective Date 7/15/15

#### OPERATIONS of the FAST TEAM - Two Distinct Categories:

- **Operations - Prevention**  
*Prevent a Firefighter from becoming lost or trapped.*  
Prevention is accomplished by taking actions to allow firefighters to operate inside the fire building and to allow them to quickly exit should fire conditions worsen. Examples of these operations are:
  - Size up of structure
  - Setting up ladders to upper story windows
  - Removing obstructions from windows or doors
  - Assessment & Evaluation of:
    - Ventilation
    - Hose line operations
    - Assess Firefighter locations
    - Monitor radio transmissions
    - Anticipate fire ground changes
    - Take notice of smoke i.e. color, smell and movement
  
- **Operations – Actual Occurrence**  
*Assisting a firefighter(s) in need or search and rescue for a lost or trapped.*  
If a Firefighter needs assistance or becomes lost or trapped, then the FAST Team is called upon for more defined operations. Immediate action must be taken to ensure Firefighter survival. Identification of what the problem is needed to develop an action plan. This can be three different operations depending on the situation:
  - Firefighter(s) needing assistance
  - Firefighter(s) lost
  - Firefighter(s) needing rescueThe FAST MUST keep the area around the firefighter in trouble tenable until they're removed.

#### LOST FIREFIGHTER –

- **Incident Commander's Role**
  - Activation of Mayday SOG.
  - Initiate PAR (Personnel Accountability Report) to account for all remaining personnel.

Remain in charge of firefighter efforts



## Standard Operating Guidelines

### **SOG – 05 RIT**

Effective Date 7/15/15

#### **LOST FIREFIGHTER - FIREFIGHTER'S ROLE**

Understand what the FAST Team will be looking for

- Control use of PASS
- Use of hoseline
- Use of flashlight
- Use of firefighting tools
- Make noise
- Call for help (MAYDAY) when you first think you may be in trouble, don't wait until you are in trouble

#### **FAST TEAM DEPLOYMENT / REPLACEMENT**

If the original FAST Team is placed into service for a lost/missing/trapped firefighter or provided with another tactical assignment(s), a second FAST Team is to be dispatched.

#### **SELECTION AND MANDATORY MINIMUM TRAINING REQUIREMENTS**

Selection to the FAST will be solely up to the Authority Having Jurisdiction (AHJ) of each Fire Department using the following as the minimum criteria:

- Interior Firefighter
- Firefighter Survival
- FAST Team Operations
- Requisite knowledge and or experience as determined by appropriate AHJ

#### **OPTIONAL TRAINING SUGGESTED**

Firefighters selected to the FAST Team need to understand the importance and the need for additional training to keep their skills fresh. Courses offered by NYS OFPC such as:

- Structural Collapse Operations, Exterior Shoring
- Firefighter II
- SCBA Confidence
- Rescue Technician
- Confined Space Awareness or Operations
- Rope Rescue
- Incident Safety Officer.