



STATE OF CONNECTICUT  
 DEPARTMENT OF EMERGENCY MANAGEMENT/HOMELAND SECURITY  
 URBAN SEARCH AND RESCUE  
 C T - T F 1



**STANDARD OPERATING PROCEDURE**

<i>Effective Date:</i> <b>May 10, 2006</b>	<i>Number:</i> <b>S-001</b>	<i>Revision:</i> <b>A</b>
<i>Title:</i> <b>Accountability</b>		
<b>(Safety)</b>		
<i>Approved by:</i>	<i>Reevaluation Date:</i> <b>May, 2008</b>	<i>No. of Pages:</i> <b>5</b>

**PURPOSE:**

The Personal Accountability System is a procedure used to provide for the tracking and accountability of all members operating at an emergency incident or drill. The system also provides for a rapid accounting of all personnel at an emergency incident in the case of a hazardous event or an emergency evacuation.

**SCOPE:**

This procedure shall be used by all CT-TF1 members while operating at an emergency incident or training evolution. The following identifies the responsibilities of personnel in regards to this procedure:

The **Task Force Leader (TFL)** shall be responsible for the management of Personnel Accountability System as it applies to emergency incidents and training exercises.

The **Safety Officer (SO)** shall be responsible for ensuring an Accountability System is in place. The Safety Officer will periodically check to ensure that the Accountability System is functioning properly.

The Personnel Accountability System shall be managed by the **Planning Manager (PM)**. The Planning Manager shall be aware of:

- Each Component, members assigned their location and assignment.
- The status of the Component.

The **Planning Manager** shall use and maintain a status sheet of incident activities. This sheet shall be submitted along with all other reports at the termination of the incident.

The Planning Component shall use a physical system to account for USAR personnel at every incident, and at drills. This system can consist of T-cards, Photo ID cards, Bar codes, etc. depending on the equipment and technology currently available. All USAR members shall be versed on the type of system used prior to its implementation.

The **Component Managers** shall be responsible for their component members and members temporarily assigned from other components.

The **Rescue Squad Officer** (RSO) shall be responsible for all personnel who are assigned to their squad and shall be aware of each member's location and condition. The Rescue Squad Officer shall report to the Rescue Manager.

The **Component Specialist** will work within their assigned component, unless assigned to another component by their Manager. Specialists are to remain in voice, visual or physical contact with members of the respective component for which they are assigned, at all times.

Component Manager(s) shall be responsible for accounting for all members at all times. If a member is reassigned out of their Component/Squad to another Component/Squad, that Component Manager/Squad Officer shall be responsible for that member while that member is under his assignment.

During training or at an incident, all member assignments shall be tracked and recorded by the Planning Component. Anytime a member is reassigned, this information **must** be communicated to the Planning Component.

**An Evacuation Area for the incident or drill shall be communicated to all Components prior to any operations. Safe Areas must be communicated to all personnel prior to working in the Hot Zone.**

### **Personal Accountability Reports (PAR):**

Personal Accountability Reports shall be performed at the following venues:

1. Departing from Brainard for deployment or training.

2. Enroute to an incident or training after every rest stop (if applicable). A monitor will be assigned to each bus.
3. Arrival at the incident or training site, once off the bus.
4. Shift Change.
5. At hourly intervals, or as deemed necessary by the Task Force Leader, during an incident or training.
6. In the event of an emergency or an evacuation.

### **T-Card and Accountability Tag System**

The Accountability System used by CT-TF1 shall consist of the following the following:

CT-TF-1 attendance sign in sheet

T-Card

(2) Accountability tags to be attached to a loop on the back of members' helmets.

Collector rings for each component/squad including the IAT and Recon

Accountability Board

### **General:**

When a PAR is requested, or if a need is determined to perform a PAR, the following shall occur:

- Planning Manager shall contact the Communications Specialist in charge to announce a PAR over CT-TF1's command channel.
- All Component Managers shall contact their personnel through visual, voice or radio contact.

- After checking the status of their members assigned to them, Component Managers shall be ready to relay this information directly back to Planning. Planning shall conduct the Accountability Roll-call.
- If a member is unaccounted for, the Planning Component will initiate, through the chain of command, steps to identify and/or ascertain their whereabouts. All other members shall continue their assigned function unless directed otherwise by the Command Staff.

**Procedure:**

Upon arrival at Brainard Airport all members shall:

- Sign and time stamp the check-in sheet located in the Sign-in Room.
- Move their T-Card from “Out” to “In”.
- Attach one (1) Accountability Tag to their respective Component/Squad Collector Ring.

After the Managers’ meeting just prior to team formation, Component Managers/Squad Officers will retrieve their respective Component/Squad Collector Rings. At this time, Component Managers/Squad Officers are responsible for the accountability of their Component/Squad.

Once Component/Squad assignments are determined, the Component Managers/Squad Officers will collect the member’s 2<sup>nd</sup> Accountability Tag.

Upon arrival at the incident, one (1) Collector Ring will be held by the Component Manager/Squad Officer and the 2<sup>nd</sup> Collector Ring will be given to Planning’s Accountability Team in the Base of Operations (BoO).

The accountability board will be set up at the BoO.

The PAR ‘Roll-call’ will begin with Administration, Planning, Search, Medical, Logistics, Law Enforcement, HazMat, and Rescue.

## **PAR/PAR with Missing Member**

If PAR is achieved, it will be communicated from Planning directly to the Task Force Leader. “Task Force Leader from Planning; PAR is complete....all members are accounted for.”

PAR Missing Member, Planning will communicate any discrepancies immediately and directly to the Component Manager. If the discrepancy is not rectified upon PAR completion, Planning will notify Task Force Leader, for further action.

## **Demobilization Protocol**

The Component/Squad Manager will retrieve the 2<sup>nd</sup> Collector Ring from the BoO. At this time, Component Managers/Squad Officers are responsible for the accountability of their Component/Squad tracking of task force members will no longer be coordinated by Planning.

Upon return to USAR headquarters, and dismissal of team, the component managers will return the 2<sup>nd</sup> tag to the task force member. The Collector Ring containing the 1<sup>st</sup> Accountability Tag will be placed in the Sign-in Room.

When a Component/Squad is dismissed the task force member shall:

- Remove one (1) Accountability Tag from their respective Component/Squad Collector Ring. The Task force member should now have both of their Accountability Tags.
- Move their T-Card from “In” to “Out”.
- Sign and time stamp the check-in sheet located in the Sign-in Room.