

**TOWN OF WATERTOWN FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

**SECTION: Company Operations
SUBJECT: Accountability System
REVISED: 7/2013**

PURPOSE:

- A. To establish a coordinated system of monitoring and tracking personnel on emergency scenes, and entry points.
- B. To enable the incident commander or their designee to identify, locate, and account for all their personnel operating at an emergency scene.

POLICY:

All members of the Town of Watertown Fire Department shall operate under these guidelines at all emergency incidents.

PROCEDURES:

- A. General:
 - 1. Each member shall be issued two county provided personnel identification tags, both being attached to the firefighters turnout gear.
 - 2. When responding to an alarm in a fire department vehicle all personnel onboard will place one accountability tag on the large ring located in the vehicle.
- B. Operations:
 - 1. When arriving on scene with a piece of apparatus, the officer or the operator is required to turn the large ring into the incident commander or their designee, and to be given an assignment.
 - 2. When arriving on scene in private vehicles, the firefighter must report to the incident commander with their accountability tag, and be given an assignment.(if the IC tags them onto a piece of apparatus, they must notify the officer of that apparatus that they are tagged onto them).
 - 3. Additional mutual aid companies must report to the command post to tag in and receive assignments.
 - 4. The second accountability tag will be used as a point of entry tag. Entering firefighters will be required to give that tag to the officer in charge of the entry point.
 - 5. Companies will remain intact and all personnel shall operate in the same area. If the company is split up, the sector officer will be responsible for the company.
 - 6. All personnel leaving the scene shall depart through the command post for verification, and to pick up their accountability tags.

RESPONSIBILITY:

All members of the Town of Watertown Fire Department shall operate under these guidelines at all emergency incidents.

