

**Travis County Emergency Services District No. 9
Westlake Fire Department**

Standard Operating Guideline

Subject: Accountability System

Effective Date: June 20, 2002

Authorized By: Chief Paul Barker Date: June 25, 2002

I. Purpose

To establish a consistent and orderly procedure for implementing an Accountability System and Accountability Officer (**ACO**) for all incidents.

II. Policy

All members will be trained in and use the Accountability System on all incidents.

III. Procedure

1. Although an ACO may be established for an Incident, the Incident Commander will maintain responsibility for accountability of all personnel operating at the scene.
2. Personnel arriving for their tour of duty at a station will confirm their assignment with the apparatus officer and place their square accountability tag on the assigned apparatus according to their riding position.
3. Personnel responding POV will check in with the ACO or Staging.
4. When on scene, the Personnel Tag (hanging one) will be maintained by the team leader for the duration of the team's assembly. If a team member is reassigned, they will be given back their Personnel Tag for redeployment at their next assignment.
5. The first arriving apparatus driver or officer on the scene will establish the Accountability System for all personnel and will advise the location of the interim ACO.
6. An apparatus driver can function as both the Interim IC and the ACO until the arrival of an officer. The officer will meet with the IC/ACO in person to receive a briefing on the incident, and will then assume or assign an ACO. The arriving officer shall not assume IC/ACO without obtaining a situation report and a Personnel Accountability Report (PAR) from the interim IC/ACO.
7. Transfer of ACO to other personnel or the addition of aides to the ACO will be done at the higher-ranking officers discretion.
8. After an ACO has been established and has set up the Accountability Board, a PAR will be requested.
9. PAR will be requested periodically on all major incidents where an IDLH environment is present, when changing attack methods, after a Mayday alert, when other

significant threat exists or at the discretion of the Incident Commander or Safety Officer.

10. If Accountability is transferred to another officer or individual, the current ACO will brief the new ACO in person on the status of the incident and the new ACO will assume Accountability.

IV Mutual Aid Response

1. All WFD mutual aid apparatus will have a white truck plate with the apparatus CRC ID number. Personnel responding on the apparatus will write their names on the plate in wax pencil. This plate will be turned in to the IC or ACO of the jurisdiction requesting mutual aid.
2. All mutual aid personnel operating at a WFD scene will work within the CRC accountability system.