Purpose: To ensure all personnel working on the fireground are properly grouped and accounted for at the Incident Command Level.

Policy: The North Kingstown Fire Department has adopted the K.I.S.S. Commander Command Accountability System for tracking personnel at emergency incidents and training exercises.

Accountability procedures (as set forth in this policy) shall be utilized at:

- All multi-company fire incidents
- All hazardous materials, water rescue, or technical rescue incidents
- Any multi-company training exercise(s)
- At the request of the IC

Components of the K.I.S.S. Commander Command Accountability System:

- Color Coded Industrial Strength ID Tags
  - White: Chief of Department and Administrative Secretary
  - Yellow: Chief Officers and Fire Marshal
  - Red: Fire Officers
  - Blue: EMS Officers
  - Grey: Firefighter/EMT's
  - Orange: Recruit Firefighter/EMT's
- Accountability Board(s)
  - Car 2
  - Car 3
- Company Ring
  - Individual Apparatus

Procedure:

- All personnel are issued (2) industrial strength color coded ID tags with heavy-duty clip.
- It shall be the individual firefighter's responsibility to affix one (1) of the two (2) ID tags to the "Company Ring" affixed in the cab of his or her apparatus at the beginning of each shift.
    - Cross-Staffed Apparatus:
        - Firefighters that are assigned to cross-staffed companies shall affix their second ID tag to the cross-staffed apparatus' Company Ring while operating on the cross-staffed piece.
- The second ID tag shall remain with the individual firefighter (when not riding/operating on cross-staffed apparatus) and be placed on their turn-out in a manner that is easily identifiable and removable.
- At the end of the shift it is the firefighter's responsibility to remove their individual tag from the "Company Ring."
- Ultimately it is the company officer's responsibility to ensure that the firefighters under his or her command are properly accounted for and that this accountability system is followed on a daily basis.

On-Scene Operations:

- The Incident Commander (IC) shall establish a highly visible, stationary, command post known to all responders.
- The IC will utilize this position to collect ID tags, organize crews, and establish a manpower staging area if applicable.
- All firefighters and other personnel operating on the emergency scene will be required to establish an on-scene presence with the incident commander or first due company in the following ways:
    - Provide the IC with the company ring containing the individual ID tags of all personnel assigned to the company.

        - In the event that a company must be split - individual members of the company shall check-in with the IC and provide the IC with the second ID tag.
- In the absence of a command post; companies and personnel arriving on scene will affix tags to a ring on the driver's door of the first due Engine.
- Off-Duty Staff Personnel (Fire Marshal, Safety Sector, EMS Officer, etc.):
    - Off-duty personnel arriving at an incident shall report to the IC for accountability purposes consistent with the policy set-forth herein.

Incident Commanders can group Accountability Tags in the following ways:

1. By Company/Unit
   Members working within a company or unit will be grouped together on the accountability board

2. By Task/Function
   Companies/Units grouped and assigned a function will be affixed as such on the accountability board

3. By Sector
   Companies/Units working in a sector will be grouped and affixed to the sector leader.

The incident Commander will utilize the Accountability Board to conduct PAR, organize fireground responsibilities, maintain crew awareness, scribe tactics and conduct administrative functions of Incident Command.

Personnel Accountability Reports (PAR)

A personnel accountability report shall be initiated:

- Any report of a missing or trapped firefighter
- Any change from offensive to defensive
- Any sudden hazardous event – i.e. collapse, explosion, back draft, etc.
- After a building evacuation
- When the fire is declared under control
- At every 30 minutes of elapsed time
- Any time the IC believes it is necessary

References:

- NFPA 1500, Fire Department Occupational Safety & Health Program
- NFPA 1561, Emergency Services Incident Management System
- OSHA: 29 CFR 1910.134