

## STANDARD OPERATING GUIDELINES

DELTA-CARDIFF  
VOLUNTEER  
FIRE COMPANY

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S.O.G. F57-5          Revision: 0

SUBJECT: Personnel Accountability System

DIVISION: Fire/Rescue

INITIAL DATE: 1992

EFFECTIVE DATE: 1992

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PURPOSE: Provide Accountability of all personnel at the scene of any incident.

APPLICABLE TO: All Fire and EMS Personnel

AUTHORITY: DCVFC Fire Line Officers

1. The purpose for this system is to provide the Incident Commander with accountability of all personnel, quickly and efficiently, at the scene of any incident, in the event of an emergency.
2. All members of the Delta- Cardiff Volunteer Fire Company (DCVFC) who are issued protective clothing, will also be issued (2) two Personal Accountability Tags (PAT TAGS). These tags will display the company, person's name, and monitor number.
3. The PAT TAGS will be used on all responses, no exceptions. The PAT TAGS will be clipped on each member's turnout coat. It will be the responsibility of each unit Officer/Senior Firefighter to obtain all PAT TAGS from on board personnel, prior to arriving at the scene.
4. Upon arrival at the scene, each unit's crew will report to the staging area, which will be located at the first arriving unit on the scene. Each crewmember will then turn over the second PAT TAG to the staging officer.
5. It will be the responsibility of the staging officer to maintain accountability of all on scene personnel.
6. All members reporting to the scene by private vehicle will first report to the staging officer at the staging area. Personnel will then turn over their PAT TAG to the staging officer before entering the scene.

7. When responding on Rescue 57, the crew will place all PAT TAGS at the command desk, located in the rear compartment, before leaving the unit. This procedure will only be done on auto accidents.
8. On all mutual Aid responses it will be the responsibility of the Officer/Senior Firefighter to obtain all PAT TAGS. The TAGS will be left with the apparatus driver. In the event of an emergency, the driver can provide accountability information to mutual aid companies.