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**WCCC-PSTC**

**Accountability System**

# Personnel Accountability System – Live Fire Training

## Standard Operating Guideline

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### 1. Purpose

- To establish a personnel accountability system that ensures all instructors and students operating during live-fire training evolutions are tracked, assigned, and accounted for at all times.
- The system identifies who is operating in the hazard zone, where they are operating, their assignment, and when they enter and exit the hazard area.

### 2. Scope

- This SOG applies to all live fire training evolutions including acquired structure burns, burn building evolutions, interior fire attack training, and any evolution involving an IDLH environment.

### 3. Definitions

- **Accountability Tag** – Durable identification tag issued to each participant that is directly correlates to the student roster and/or Incident Action Plan.
- **Accountability Board** – Board used by command or the accountability officer to track personnel assignments and locations.
- **Hazard Zone** – Any area that presents an IDLH atmosphere or significant risk to personnel.
- **Safety Officer** – Instructor assigned to manage and track all personnel operating within the hazard zone.

### 4. Accountability System Type

- The training center will utilize a Single-Tag Personnel Accountability System.
- Tag Colors:
  - **Red Tags** – Instructors
  - **Blue Tags** – Students

### 5. Accountability Equipment

- Each live-fire evolution will include an accountability board, individual personnel tags, dry erase marker or grease pencil, assignment labels.

### 6. Responsibilities

- **Instructor in Charge (OIC):** Establish Incident Command, ensure accountability procedures are implemented, assign a Safety Officer, verify PAR checks, and ensure the accountability board is maintained.
- **Students:** Submit blue accountability tag to assigned instructor prior to entering the hazard zone, operate only under instructor supervision, remain with assigned crew, and report exit from hazard zone to retrieve tag.

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- **Instructors:** Attaches assigned tag to the student tags and submits to the Safety Officer the group of tags. Maintain supervision of assigned students, ensure students remain with assigned crew, confirm submission of accountability tags prior to entry, and report crew status to command.
- **Safety Officer:** Maintain the accountability board, collect tags prior to entry into the hazard zone, track crew assignments and locations, monitor entry and exit of personnel, and conduct PAR checks when requested.

#### 7. Accountability Procedures

- Check-In Procedure:
  1. All personnel report to the staging/accountability area.
  2. Students submit their accountability tag to the assigned instructor.
  3. Assigned instructor submits all tags to the Safety Officer.
  4. Tags are placed on the board under the assigned function or crew.

#### Entry into Hazard Zone:

- No personnel shall enter the hazard zone unless assigned by command, their accountability tag is on the board, and they are part of a supervised crew.

#### Crew Integrity:

- Crews shall enter together, work together, and exit together.

#### Exit Procedure:

- When crews exit the hazard zone the instructor reports exit to the accountability officer and the board is updated.

#### 8. Personnel Accountability Reports (PAR)

- PAR checks may be conducted after completion of a training evolution, following any emergency condition, after an evacuation order, after a **MAYDAY** declaration, or when requested by command.
- **PAR Procedure:**
  1. Command requests PAR.
  2. Instructors report crew status.
  3. Accountability board confirms all personnel accounted for.

#### 9. Emergency Procedures

- If a student or instructor cannot be accounted for the instructor immediately notifies command.

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- Command initiates an emergency accountability check, identifies the last known assignment/location using the accountability board, and deploys the Rapid Intervention Team if necessary.

#### 10. Termination of Accountability

- Accountability remains active until the training evolution is complete, hazard conditions no longer exist, and all personnel are accounted for.
- A final PAR will be conducted before termination.

#### 11. Training Requirements

- All instructors and students shall receive instruction on the accountability system prior to participating in live-fire training.
- Training will include tag procedures, accountability board use, PAR procedures, and emergency accountability procedures.

#### 12. Enforcement

- Failure to comply with the accountability system may result in removal from the training evolution, disciplinary action, or termination from the training session.