



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
610-265-1063 Allendale Road Station
610-337-8230 West Beidler Road Station
610-265-3205 FAX
610-265-5635 Social Hall
email kpvmc@pond.com
Web www.kpvmc.com

Standard Operating Guidelines

SOG NO.: KP-2-0032
SOG TITLE: ACCOUNTABILITY PROCEDURES
ADOPTION DATE: 01/01
REVISION DATE: 01/09
NO. OF PAGES: 3

Purpose: The purpose of this guideline is to assure the highest level of safety for all personnel at an emergency scene.

Scope: This guideline shall apply to all members. Officers shall bear the responsibility for enforcement. In case of a lack of an officer, the director of the first arriving apparatus shall bear this responsibility.

Procedure: To provide for a high degree of safety on the fire ground, it is necessary that the location and number of all members be known. To meet this objective, the following guideline shall be followed:

1. All members shall be issued two (2) standard fire department personnel identification tags (PASS).
2. Personnel identification tags shall be attached to the personal protective equipment (PPE) when not in use.
3. Upon boarding the apparatus for drill or emergency response, the first PIT will be attached to the appropriate holding device (large key ring) located near the officer's seat in the apparatus.

4. The first PASS Tag shall remain attached to the holding device until the member returns to the station and the apparatus are back in service.
5. The second PASS Tag shall remain attached to the personal protective equipment until that member receives an assignment on the fire ground.
6. When given an assignment on the fire ground the member shall deposit their second PASS Tag at that location. Example – Roof work off of the Tower Ladder, the member shall deposit their second PASS Tag on the turntable chain – Interior work, the second PASS Tag shall be deposited at the route of entry i.e. the front door. This will provide an additional accountability as to the location of members on the fire ground.
7. At the request of the Officer in Charge, when establishing command at a significant emergency scene, the PASS Tags will be collected from each apparatus and brought to the command post.
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Roll Call: If a dramatic event takes place while the department members are operating where there is a possibility of members becoming missing in action, the following guideline shall be instituted:

1. An individual will be assigned to collect all PASS Tags from each apparatus on the scene.
2. An individual will be assigned to collect all second PASS Tags at all entry points to the fire scene.
3. A roll call shall take place, using the PASS Tags to determine the status of all personnel.
4. A search for missing personnel shall be undertaken immediately, using appropriate levels of manpower.

Administration: All members shall be issued two (2) PASS Tags upon receiving PPE from the department. Broken or lost PASS Tags are to be reported to the Safety Officer, PPE Director or a Line Officer for replacement. At no time shall members operate without PASS Tags.

Exceptions: Any member using another member's gear while at another station, shall make sure the director of the apparatus is aware when PASS Tags are attached to the holding device. Prior to response blank PASS Tags shall be attempted to be obtained and the members identity written on these blank tags. These blank tags are located near the station printers in each station.