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Issued by:

Guideline Number: Section 3-2


Effective Date: July 2021

Section 3-2: Accountability System

Purpose: The purpose of this guideline is to establish how accountability will be maintained and practiced during emergency incidents and trainings.

Guideline:

1. The guideline will describe the accountability tags, who is issued tags, the color coding on the tags, how and when the tags are to be used in coordination with the Adams County Volunteer Emergency Services System.
2. **Accountability Tags:**
 - A. The Adams County Volunteer Emergency Services has adopted the use of the Adams Personnel Accountability System.
 - B. The accountability system requires each member who responds to or may respond to incidents to be issued 2 accountability tags.
 - C. Each member will be issued 2 Velcro tags with appropriate color designations, name of the member, and county ID number.
3. **Issued Tags:**
 - A. Each member will be issued 2 accountability tags per set of personal protective equipment.
 - B. Both issued tags will remain attached with Velcro, issued by the department, to the members helmet when the system is not in use.

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4. Color Designation of Tags:


- A. Each color designation will represent the following levels of training of the member:
- I. Red: Essentials of Firefighting with burn session, equivalent or greater.
 - II. Green: Haz-Mat Ops, equivalent or greater.
 - III. White: Basic Vehicle Rescue Operations, equivalent, or greater.
 - IV. Blue: Emergency Medical Responder, equivalent, or greater.
 - V. Lime Green Outline: Fire Police Training.
 - VI. All Orange Tag: Any junior member under 18 years old.

5. County Identification Number:

- A. Each member will be issued an identification number on the tag as follows:
- I. AC0033-001
 - II. AC: Adams County
 - III. 033: Station number
 - IV. 001: Personnel number assigned by the Fire Chief

6. Unit Collection Cards:

- A. Each piece of apparatus in the department will have a Primary (Red) Collection Card and 2 Secondary (White) Collection Cards.

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- I. The Primary Card will remain with the apparatus at all times
- II. The Secondary Cards are to be taken to the designated Command Post for the Accountability Officer to use.

7. Accountability Tag Use:

- A. When a firefighter boards a piece of apparatus, they will place one accountability tag onto the Primary Card and one accountability tag onto the Secondary Card.
- B. The tag of the driver of the apparatus will be placed on each accountability collection card upside down to designate them as the driver of the unit.
- C. Upon arrival at the incident, the unit officer will take the Secondary Collection Cards to the Command Post for the Accountability Officer.
- D. Upon being placed available by Command, the unit officer will retrieve the Accountability Collection Cards to be taken back to their apparatus.
- E. After returning to the station, each member shall remove their tag from the Accountability Collection Cards and place them back on their helmet.

VII. NIMS Compliment (100, 200, 700, 800)


C. Assistant Fire Chief

- I. Must be a driver on all apparatus
- II. Firefighter I, Firefighter II, Instructor I, and Fire Officer I

- III. Basic Vehicle Rescue
- IV. Haz-Mat Operations
- V. Emergency Responder or higher EMS training
- VI. Incident Command
- VII. NIMS Compliment (100, 200, 700, 800)

D. Captain


- I. Firefighter I
- II. Basic Vehicle Rescue
- III. Haz-Mat Operations
- IV. Emergency Responder or higher (not mandatory)
- V. Incident Command
- VI. NIMS Compliment (100, 200, 700, 800)

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E. Lieutenant

- I. Essentials of Firefighting or equivalent
- II. Basic Vehicle Rescue
- III. Haz-Mat Operations
- IV. Emergency Responder or higher (not mandatory)

- V. Incident Command
 - IV. NIMS Compliment (100, 200, 700, 800)
- F. Sergeant
- I. Essentials of Firefighting or equivalent
 - II. Basic Vehicle Rescue
 - III. Haz-Mat Operations
 - IV. Emergency Responder or higher (not mandatory)
 - V. Incident Command
 - IV. NIMS Compliment (100, 200, 700, 800)
4. If at any time the By-Laws of the United Hook & Ladder Company #33 describe any additional or higher training requirements, the By-Laws will supersede this document.
5. If at any time a change is made to the Officer Qualifications, the membership will be notified with an updated copy of the requirements and it will be posted.

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- 6. Prior to the beginning of each year, the newly elected Fire Chief will preset hot the interested members will submit their intent in obtaining a promotion to a higher rank.
- 7. At any time, the Fire Chief may divert from the required training for appointed officers if deemed necessary.
- 8. It should be the goal of interested members to obtain this training prior to being interested in a ranked position.

