



RIVER DELTA FIRE DISTRICT

STANDARD OPERATING GUIDELINE

Chapter 3: Fire Ground Personnel Accountability

REVISED: 10/5/2025

Fire Ground Personnel Accountability

304.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

304.1.1 DEFINITIONS

Definitions related to this policy include:

CAN Report - Acronym for Conditions, Actions, Needs.

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify their safety.

T-Card - Resource status card (ICS-219) carried on all emergency response fire apparatus. Information shall include 3-letter California agency designator, apparatus type and ID, names of members and positions assigned.

304.2 POLICY

It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

304.3 RESPONSIBILITIES

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained. Individual crew names must be posted in a conspicuous location in the cab of district vehicles (T-Cards).

Supervisors are responsible for tracking all personnel on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.



RIVER DELTA FIRE DISTRICT

STANDARD OPERATING GUIDELINE

The Incident Commander or designee will track who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

Area supervisors should be assigned to keep track of all crews assigned to their area. Company officers should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

304.4 REPORTING

A PAR should be conducted within the first 20 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures shall be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved, and hazards are sufficiently reduced.