

El Dorado County Fire Protection District

Standard Operating Procedures

Article: 3 Emergency Operations

Adopted: 05-01-2000

Section: 18 Fireground Accountability Tracking System (FATS)

Revised: 03-04-2019

I. Purpose

To establish a procedure to account for all personnel at emergency incidents

II. Policy

A - **FATS** shall be used on all incidents according to the procedure specified in this policy.

B – Personnel assigned to **Companies** shall not be separated.

C – **FATS Officer** may only hold that position within the ICS when at Level II

III. Definitions

Accountability Status Clipboard – A clipboard with Velcro attached to the back, which is used by the FATS Officer to hold passports from **Companies** assigned to an incident. Located in District command vehicles.

Apparatus – Piece of fire equipment, may be any of the following: Ambulance, Chief Vehicle, Engine, Squad, Truck or Utility.

Company – Personnel assigned to a specific apparatus performing tasks.

Company Officer – The individual responsible for supervision, direction and accountability of a Company. Usually the rank of Captain, may be the senior Firefighter on an apparatus..

Company Passport (passport) – A 4” x 2” rigid, plastic card with the apparatus identifier on the front at the top and Velcro (loop side) affixed under the apparatus identifier. The Velcro on the front of the passport is where **Nametags** of company members are attached. The back of the passport will have Velcro attached (hook side) so the passport may be attached to the drivers door of each apparatus. Each apparatus will have 2 passports, 1 Green and 1 Yellow. The Green passport is for primary use, the Yellow passport is a backup.

Emergency Distress Signal – Reference Article 3 Section 14. For definition purposes, it is the signal used to notify all personnel of an emergency message.

FATS Officer – The person assigned to monitor the entry, status and safety of all personnel at an emergency.

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Individual Identification Marker – Removable Velcro shoulder patches that display an apparatus identifier. The Shoulder patches are 6” x 3” Nomex patches with 2” reflective taper letters.

Level I Accountability – Personnel accountability system used at incidents normally handled by a single alarm assignment.

Level II Accountability – Personnel accountability system used at complex incidents, or incidents which pose an unusual hazard. Examples of more complex incidents include greater alarm structure fires and incidents involving multiple **Companies**.

Nametag – A 3/8” x 2” white plastic tag assigned to each individual member of the Department. The tag is engraved with the members name and has Velcro(hook side) attached to the back.

Personnel Accountability Report (PAR) – A Company Officers’ report to the Incident Commander (or designee) verifying the status of all personnel in the company.

Temporary Nametags - A 3/8” x 2” white plastic tag that have no name engraved. They are used as spares if a member of a Company does not have a nametag. May also be used for personnel that are observing and are not assigned standard nametags.

IV. Procedure

A. Level I Accountability

1. Level I Accountability will be maintained at all times during the course of duty for all personnel.
2. Passports are located on the driver’s door of each District apparatus. The primary passport (green) shall be used at all times unless it is lost or destroyed, then the yellow passport shall be substituted. A Chief Officer shall be notified when a primary passport is missing.
3. All company members’ nametags shall be attached to the passport while on duty or during callback. The driver’s nametag shall be attached to the passport upside down when assigned to operate the pump thus being separated from the company. Each member should keep their nametags attached to Velcro attached to their helmet when off duty.
4. All company members shall have the Individual Identification Markers of their assigned apparatus attached to their Structural turnout coats at the shoulder when on duty or during call back. All Individual Identification Markers shall be returned to the apparatus when company members are off duty or released from their assigned apparatus.

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5. All personnel assigned to or riding along on any District apparatus shall have a nametag affixed to the passport. The use of Temporary Nametags shall be incorporated if necessary. Use a black grease pencil to print the individuals last name and first initial.
6. Personnel who respond directly to the incident shall report to the Incident Commander for assignment. Once assigned to a company said personnel shall comply with this policy.

B. Level II Accountability

1. The Incident Commander shall declare Level II Accountability.
2. The FATS Officer ICS position shall be filled
3. The FATS Officer shall collect passports of all Companies assigned to the incident.
4. All Passports shall be affixed to the Accountability Status Clipboard.
5. When Level II Accountability has been implemented, the Incident Commander must do a PAR check as soon as practical.
6. The Incident Commander shall notify the ECC of Level II Accountability and advise the ECC to request PAR every 20 minutes.
7. Level II Accountability may be reduced to Level I Accountability when the Incident Commander deems it appropriate.
8. Apparatus that are assigned to a staging area and are not readily available to the FATS Officer are to give their Passports to the Staging Area Manager. When apparatus are assigned, the Staging Area Manager must arrange for the Assigned apparatus passport to be delivered to the Incident Commander.
9. At high rise incidents, Passports shall be turned in at Base if one has been established.

V. Fireground Emergencies

- A. At any incident where a fireground emergency has been declared, reference Article 3 Section 14 a PAR will be immediately conducted.
- B. A Rapid Intervention Crew shall be dispatched to the last known location of any Company not responding to a PAR