

Accountability Officer**Name:** _____

Incident Date:	_____	Agency:	_____
Incident Name:	_____	Type:	_____
Location:	_____	Command Post:	_____
Staging Area:	_____	Safety Officer:	_____
Incident Commander:	_____	Command FX:	_____
Operations Chief:	_____	Tactical FX:	_____

Radio Identifier: “**Accountability**”

The Accountability Officers responsible for establishing and maintaining the Passport Status Board and verifying personnel status during Personnel Accountability Reports.

Duty Checklist: Read Entire Duty Checklist!

- ☐ Obtain briefing from Incident Commander
- ☐ Declare location of Accountability Status Board
- ☐ Develop and Maintain ICS Organizational Chart
- ☐ Collect Passports from all apparatus assigned to the incident
 - Request a runner from the IC as necessary
 - Obtain name tags from the IC, Staging Area Manager or individuals for placement on assigned company.
- ☐ Initiate and Maintain Accountability Status Board
- ☐ Monitor all Radio Frequencies for PAR benchmark indicators:
 - Report of a missing or trapped firefighter
 - Any sudden hazardous event (flashover, backdraft, collapse, etc.)
 - A change in offensive to defensive operations
 - Crews reporting an “all clear” (indicating primary search is complete)
 - At the time the fire is reported under control
 - At 20 minute elapsed time intervals
 - Any time the Incident Commander feels it is necessary
- ☐ Time 20 minute intervals and inform the Incident Commander for PAR
- ☐ Participate in PARs by verifying personnel status:
 - Document all PARs
- ☐ Maintain communication with Incident Commander regarding
 - Change in incident status
 - Change in personnel status
 - PARs
- ☐ Maintain a Unit Log of all activities of the Accountability Officer

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PAR Record

<u>Time</u>		<u>PAR Type</u>	<u>Passport Identification</u>								
	Initial Status										

Unit Log

<u>Time</u>	<u>Major Events</u>

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