

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

Front

