

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Personnel Accountability/T-Card System

Policy No. 2000-06

Adopted 09/05/00

Revised 01/08/07

Purpose: The purpose of this policy is to provide a standardized system that is utilized by all fire agencies to track the location, movement and identity of firefighters and companies assigned to a full alarm response or greater. The Personnel Accountability System gives the Incident Commander a fast and efficient means to account for fire/rescue personnel, their assignment, and their status at the scene of an emergency.

Policy: It is the policy of the San Mateo County Fire Chiefs that all companies involved in joint operations with other agencies at the level of a full alarm or higher will utilize the approved Personnel Accountability System described in this policy.

Background: The tracking of fire personnel and companies at an emergency scene is one of the key elements in managing successful operations. As the ICS expands, the need for a personnel and equipment accounting system increases rapidly. The T-Card system is a proven, simple system of personnel and equipment accountability.

Procedures:

1. General

- A. The Company Officer is responsible for the safety and tracking of personnel assigned to their Company. Company Officers shall exert control over all personnel assigned and be prepared to account for their personnel at all times.
- B. The Incident Commander is responsible for the implementation of the Personnel Accountability System.
- C. The scene Safety Officer will insure the personnel Accountability System is conducted properly.

2. T-Card System

- A. Two pink T-Cards are required to be filled out daily (in pencil) at the beginning of each shift. The T-cards shall state the type of apparatus (truck, engine, etc.) apparatus number and names of personnel assigned. The T-

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Cards shall be attached and carried in the holder on the officer's side door. All personnel changes require the T-Cards be updated.

- B. One T-Card shall be collected at the incident check-in: staging, base, or any other check-in point. The T-Cards collected at the check-in point shall be taken to the command post. Units arriving before establishment of check-in shall have their T-Cards picked up by the command post staff.
- C. One T-Card is retained by the company officer; the radio pocket is a good place, and given to the Out Team at the entry point. If a rescue is in progress or for any other reason entry is made before the Out Team is set up, the T-Card is left with the engineer of that company.
- D. T-Card given to the Out Team shall be retrieved and taken with the company if given another assignment (i.e. Rehab or told to use a different point of entry). The Out Team shall report any change in assignments to the command post.
- E. White T-Cards shall be filled out by all overhead personnel and used in same manner as the pink company T-Cards.
- F. Extra T-Cards shall be carried in all command vehicles and can be used for tracking other than fire department personnel, i.e., PG&E, AMR, outside contractors, etc.
- G. For anyone reporting to an incident without a T-Card, a report shall be made to that respective officer's company's fire chief by the incident commander.