



Norwich Township Daily Accountability

Guideline

Sept. 2011

Effective Date

Norwich Township Fire Department GOG # 37

Reference

New

Rescinds

Purpose:

The purpose of this **document** is to provide a process for maintaining accountability and effective management of Norwich Fire personnel from the start of each shift.

Responsibility:

- I. It shall be the responsibility of **all fire officers** to implement this operating guideline.
- II. It shall be the responsibility of **all fire officers** to train members in the application of this guideline.
- III. It shall be the responsibility of each member to know, understand and use this guideline **daily** as it pertains to accountability of Norwich personnel.

Guideline Content:

WHEN

It shall be the shift commander to implement this **daily** from the onset of their shift. At the beginning of each shift all stations will report to their shift commander the apparatus assignments for the day. Anytime there is a manpower change during your shift it is the responsibility of the company officer to notify the shift commander of the change.

EQUIPMENT

- IC command board - Located in Battalion 80. Velcro and dry erase on both sides.
- Colored passports
 1. Engines – Red
 2. Ladder - Yellow
 3. Medics – Blue
 4. Command – White
- Par tag book with all Norwich personnel listed.
- Different function tags. (i.e. fire attack, ventilation, water supply, command, search & rescue)
- Dry erase markers and eraser.

HOW

1. The shift commander will place par tags on appropriately assigned vehicles at the start of each shift on the command board located on B80.
2. When an incident occurs where accountability is established the IC and/or Accountability Officer will move the colored passport to the function that crew was assigned.
3. As the incident escalates and mutual aid companies report to the scene, they will give their passports to the IC and/or Accountability Officer. It will be placed with the assigned function.
4. As mutual companies are released from the scene their passports are returned. Norwich companies' passports will remain with B80 command board, unless it is recalled or extra company.
5. This guideline will work in conjunction with NTFD GOG #9.

WHY

Use of this GOG will provide a foundation for a more accurate account of Norwich Fire personnel. By initiating it at the start of the shift the IC or their appointed Accountability Officer they will have an established system in place.

Effective use of this system will lessen the confusion of arriving companies about who is the accountability officer and/or the collection point of each company's passport.

Each company officer will continue to maintain two passports with their vehicle. These can be used in the event the Battalion vehicle is tied up or unavailable for a run. Passports will also be used for mutual aid runs.

By front end loading the manpower for the day, companies arriving on the scene can focus on the job at hand. By lessening this distraction crews can be assured that they are accounted for and their safety is our number one priority.

Approved by Assistant Fire Chief

Signed copy on file

Signature

Date

Approved by Fire Chief

Signed copy on file

Signature

Date