



Solano County Fire Chiefs Association GUIDELINES

Guideline Name:	ACCOUNTABILITY
Number:	07
Revision / Reviewed Date:	FEBRUARY 16, 2018

I. Purpose

The purpose of this policy is to provide a standardized system that is utilized by all Solano County fire agencies to track the identity, location, and movement of firefighters and companies assigned to a multi-jurisdictional 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.

II. Policy

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

III. 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.

IV. Procedure

A. General

1. 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.
2. The Incident Commander is responsible for the implementation of the Personnel Accountability System.
3. The incident commander, scene safety officer or the incident commander's designee will insure the personnel accountability system is conducted properly. The staging manager or their designee is typically the best person to collect the T-Cards as units report to the staging base.
4. All command vehicles should carry a nylon T-Card sorter or board, extra T-Cards, ICS 201's and ICS 211's for use at greater alarm or multi-jurisdictional incidents.



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B. T-Card System

1. T-Card Colors:

- Rose – Engine Companies (Type 1, 3, 5, 6)
- Tan - Trucks, Miscellaneous Equipment / Task Forces
- White – Overhead Positions Blue - Helicopters
- Green - Hand Crews
- Orange - Fixed-Wing Aircraft
- Yellow - Equipment (dozers, etc.)

2. Rose T-Cards are required to be filled out daily, at the beginning of each shift. The card need to state the type of apparatus (1, 3, 5, 6), apparatus number and names of personnel assigned. Cards will be carried in the apparatus. The suggested location is clipped on the officer's visor or wherever is most convenient for the officer. All personnel changes require the T-Cards be updated. The cards can be filled out in either pencil or pen.
3. Tan T-Cards shall be filled out by truck companies and used in same manner as the rose engine company T-Cards.
4. White T-Cards shall be filled out by all overhead personnel and used in same manner as the rose engine company T-Cards.
5. The 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 a check-in shall have their T-Cards picked up by the command post staff.
6. If staging is not yet established or if the incident commander is not at a convenient location the company officer shall verbally check in over the radio with the incident commander. This verbal check-in shall include total number of personnel on the apparatus. At that point it is the incident commander's responsibility to document that unit's arrival and assignment
7. Extra T-Cards shall be carried in all command vehicles and can be used for tracking other resources, i.e., PG&E, Medic, outside contractors, etc. IC should annotate arrival and assignments on an ICS 201 for smaller incidents or ICS 211 for larger incidents the arrival
8. For anyone reporting to an incident without a T-Card, a report shall be made to that department's fire chief by the incident commander.