delegated; however, the risk decision-maker must also be involved in monitoring operations and performance. This includes follow up during and after an action to see if all went according to plan, re-evaluating the plan or making adjustments as required to accommodate unforeseen issues or situations, and incorporating lessons learned for future use.

ALL RISK DECISION MAKING CHECKLIST

1. Identify Incident Priorities
   a. Life Safety
   b. Incident Stabilization
   c. Property Conservation
   d. Environmental Concerns
2. Select & Prioritize Tactical Objectives
3. Determine Resource Requirements
4. Factor in the Hazards
5. Make assignments that are congruent with the strategic priorities and tactical objectives that have acceptable risk and definite benefit.

UTILIZATION OF LCES ON ALL INCIDENTS

Lookouts
What is the hazard/threat and who is monitoring it?
Do they have contact with you?

Awareness
Know what is happening around you – Look Up, Look down, Look Around

Communications
Are you in contact with lookout/supervisor/adjacent crews/dispatch?
Do you know the communications plan?

Escape Routes
If your position becomes untenable, do you have an escape route?
Is your escape route known to all and clear of obstructions?
Revise and relocate, as necessary, to adjust to changes in conditions.

Safety Zones
Have you identified a safe refuge to retreat to/gather at prior to taking action?
Have barriers/safety zones/shelters been identified?
Is it adequate based on the threat (fire, HazMat, collapse, WMD, people)?

SPOKANE COUNTY FIRE AGENCY MUTUAL AID FIREFIGHTER ACCOUNTABILITY

It is the policy of Spokane County Fire Mutual Aid Agencies to establish an accountability system on all incidents to ensure the tracking of assignment, function and location of all assigned personnel and resources. Accountability systems and tools will be maintained in a safe, retrievable location and format.

Accountability is a responsibility of all firefighters. A fundamental concept in firefighter accountability is that personnel operating in a hazardous area must always be in or part of a team of at least two – the so-called "buddy system". Team integrity must be maintained at all times.

Every supervisor is responsible for the direction, control, action and safety of their crew and subordinates. This is the essence of accountability within a chain-of-command.

Accountability Implementation

a. All individuals and crews (units) shall check in upon arrival at an incident. "Freelancing" is not acceptable.

c. Each Company Officer is responsible for knowing the names of each member of their company and for maintaining team integrity. A minimum company/team size will be considered no less than two members.

b. At check-in, a passport (see page 18-7) must be presented <u>or</u> documentation must be created so that the presence and assignment of the unit is ensured.
   1. <u>On structure fires, passports must be utilized</u>. Units without passports that are assigned to a structure fire incident must have "makeup passports" created. Passports should be utilized on all other types of incidents that are geographically "compact" in nature.
   2. At wildland fires and other geographically "spread-out" incidents, passport collection may not be feasible, therefore units must be tracked using forms such as ICS 201, T-Cards, tactical worksheets and the like. A Resource Unit Leader (RUL) can be assigned to assist in tracking resources at the Command Post.

d. Companies/teams must be in communication with their Supervisor or Manager and must keep them updated as to status, progress and location.

e. Supervisors and Managers are responsible to accurately track individuals and companies assigned to them and must have communication with those companies.
   1. An Accountability Manager (page 18-13) may be assigned to provide the accountability function.
   2. All companies/teams being accounted for must be on the same tactical radio channel.

Firefighter Passport System Overview

The Passport System is used in conjunction with the Incident Command System to identify individual members of a team and their assignment and account for the assignment of teams and units at an emergency incident. The Passport System consists of helmet shields, passports, name tags and status boards used to track the assignments of personnel at an emergency incident.

<u>Helmet Shields</u>: A helmet shield identifying the wearer's company, unit or administrative designator is attached to the front of the helmet. Helmet shields are colored coded as follows:
Officers –	White with red/orange letters and numbers.
Firefighters –	Orange with white letters and numbers.
Paramedics –	Shield color to match rank with blue reflective strips added to the helmet body.

Helmet shields are normally attached to the unit near each riding position. When a member is assigned to the unit, the helmet shield is attached to the member's helmet, and one nametag (see below) is attached to the unit in place of the helmet shield.

Name Tags: Two Velcro backed plastic tags with the wearer's last name and personnel ID number are attached to the underside of the helmet. One remains on the unit and the other is attached to the "passport" when the wearer is assigned to a unit.

Passports: A plastic board, approximately 2" x 4" labeled with the unit e.g. Engine 10 and faced and backed with Velcro. Personnel assigned to the unit attach one of their nametags to the face of the passport when assigned to the unit. A Primary Passport is white, a Reserve Passport is green and a Blank Green Passport is used to "makeup" a passport for responders that do not have a passport with them. The Passport is normally attached to the unit in the cab.

Status Board: A large board with Velcro strips used to hold passports of assigned crews. Assignments may be noted and passports are moved as crews change assignments or locations. A passport must always indicate the location/assignment of deployed crews.

Accountability Management: In small incidents such a single-family structure fires, vehicle accidents and small Haz Mat spills, it is common practice for accountability to be managed at the Command Post. As incidents become more complex and Staging Areas, Divisions and/or Groups are utilized, passports may be more appropriately managed by personnel in charge of those operational elements. An Accountability Manager (page 18-13) may be assigned to each Division/Group Supervisor (e.g. Division C Accountability Manager) at one or more of these entry control points to specifically manage the passports and note entry and exit times as well as the condition of personnel exiting the work/hazard area. This allows the Division/Group Supervisor to enter the work/hazard area utilizing the buddy system to supervise their crews, look for potential hazards and monitor and evaluate progress.

Law enforcement, EMS transport personnel, DNR and other outside agency personnel do not routinely utilize the "passport" system. Their presence and assignments must be tracked using ICS forms, Tactical Worksheets, "T-Cards" and/or on computer programs. Incident Commanders must utilize an accountability system appropriate to the incident and the various agencies that participate.

Operational Retreat

"Evacuate" means to remove or request the removal of civilians from a threatened area.

"Withdraw" means to retreat in an orderly fashion from a threatened area with all hose, tools and equipment.

"Abandon" means to get out of the threatened area as rapidly and as safely as possible leaving hose, tools and equipment behind if they are an encumbrance. In addition to radio traffic the following standardized audible signal can be used to indicate "abandon":
   a. An "abandon" signal will consist of repeated short blasts of an air horn.
   b. The incident commander shall designate specific apparatus to sound the "abandon" signal.

c. This should be done in conjunction with the radio announcement of "Emergency Traffic" with direction for emergency scene personnel to abandon the hazard area.

"Emergency Traffic" Radio Protocol

The term "Emergency Traffic" shall be used to clear routine radio traffic and inform the IC and other personnel that an emergency *is imminent*. Clear text shall be used to identify the type of emergency (e.g., roof is sagging, combative patient, withdrawing from our position due to…).

Roll Call / Personnel Accountability Report (PAR)

A supervisor may conduct a Roll Call or request a Personnel Accountability Report (PAR) to specifically account for assigned personnel.
Roll Call should be initiated when there is a change of strategy (offensive to defensive e.g., a withdrawal order or abandon order) or whenever the IC deems necessary. Roll calls will always be conducted through the proper chain of command.

> Example: "Engine 27, from Division 3, requesting PAR".
>
> "Division 3, from Engine 27, Fire Attack in Division B, all accounted for".

MANAGING THE MAYDAY

The term "mayday" should be used to indicate that an emergency is occurring or has occurred (e.g., "firefighter injured," "firefighter missing" or "roof is/has collapsed").

When a "firefighter emergency", "Mayday" or other eminent peril threat occurs three things must happen quickly:

1. The nature of the emergency must be confirmed to include Location, Unit, Name, Assignment/Air Supply, Resources Needed (L.U.N.A.R.)
2. The nature and location of the emergency must be communicated to all personnel working in the immediate vicinity of the emergency.
3. Appropriate action required to mitigate the emergency situation.

After a rapid risk/benefit assessment, the Incident Commander will initiate appropriate action. If the situation requires search and/or rescue of missing or injured firefighters and the risk/benefit assessment is favorable for an attempted search/rescue operation the IC will deploy the RIC (see below). Freelance action on the part of RIC or other operating teams on the incident will likely create additional risks and hazards within the overall incident and is therefore unacceptable.

Emergency Button (EMER) Activation

During events where personnel are assigned to an IDLH environment, the IC, RIC, and the Safety Officer shall be monitoring the primary assigned talk group (s) at all times.

The activation of an Emergency Button on the portable radio will be treated as a MAYDAY transmission until confirmed otherwise.

The EMER button is the alternative for notification during times of distress **if unable to radio a "Mayday" transmission** to the Incident Commander or voice communication is not possible or effective.

If the EMER button is activated, the distressed FF's radio will transmit an EMER alert that will immediately activate an alarm at the Combined Communications Center. The FF's radio will automatically move to the EMER Talkgroup assigned in Alpha Zone position 16. The CCC will immediately notify the IC.

> *Note: Once activated in a true emergency situation, it is imperative that the firefighter does not reset the EMER button.*

If the radio is out of range of the 800 MHz system, the user will not be able to transmit a "Mayday" on an 800 MHz tactical talkgroup and the EMER button will not function. In that event, they use must use a Simplex channel (_____).

For EMS Related Activations when no 20 officer is on scene:

1. Dispatch will attempt to establish contact with the identified user of that portable.
2. If contact with that user is not successful, Dispatch will attempt to contact other members of the unit on the incident assigned Talk Group to determine nature of the activation.
3. Absent any contact with the unit assigned to the EMS event, dispatch will contact the appropriate law enforcement (LE) agency and request an emergency response to the last known location for a "Code 99".
4. After LE assistance has been requested, dispatch will notify an agency 20 officer.
5. If contact is re-established with the EMS unit, determine nature of the event resulting in EMER activation and notify LE and the 20 officer accordingly.

Accidental Activations

1. Dispatch will attempt to initiate contact with the activated radio user. If contact is successful and confirmed as an accidental activation, Dispatch will request that the user reset the EMER function by pressing and holding the EMER button for five (5) seconds.
2. If contact with the activated radio user is not successful, Dispatch will make notification of the activation to the on-scene IC, 20 officer if no incident is in progress or LE / 20 officer if activation is during an EMS event. Once confirmation of an accidental activation has taken place, and after verbal confirmation of accidental activation with the CCC, the user can reset the EMER function by holding the

EMER button until it resets. Upon reset, the radio activating the EMER will return to previously assigned Talk Group.

RESPONSIBILITY

Firefighters who experience a firefighter emergency must immediately use "Mayday" to announce the situation while they continue to attempt mitigate the emergency. Firefighters should not delay notification of distress. Notifications should occur as soon as the firefighter THINKS he or she is in trouble. The longer you wait to tell somebody you are in trouble the more you jeopardize yourself and the rescuers' lives.

If a team member is in trouble, the other member(s) of the team shall take appropriate steps to help, which may include but is not limited to providing direct assistance, calling for help, and going to get help. In this situation it is absolutely essential for the affected individual (s) to communicate their intentions and / or actions to the appropriate person in the command structure.

RAPID INTERVENTION CREW(S) (RIC) AND GROUP(S) (RIG)

Reserve or Standby Forces

Pro-active Incident Commanders have historically kept one or more additional crews as a reserve force on "standby" or in staging to deal with setbacks or unexpected events. This concept has value in all kinds of incidents and should be routinely implemented. A Rapid Intervention Crew) is required in structure fires with IDLH atmospheres. Backup "entry" teams are also required for entry into IDLH atmospheres found in hazardous materials incidents and in confined space entry.

Rapid Intervention Group (RIG)

When resources beyond one company are assigned to RIC(s), for example when fires occur in large commercial buildings or a RIC is deployed, a RIG under the command of a Rapid Intervention Group Supervisor (RIG Supervisor) should be created. Examples where a RIG may be needed are 1) firefighters who have become lost and are running out of air; 2) firefighters who have fallen off of or through roofs; and 3) structural collapse. A RIG is established to locate, protect and remove lost, trapped and/or injured firefighters.

Rapid Intervention Crew (RIC)

A RIC is an on-scene team of at least two members designated, dedicated and equipped to initiate an immediate search and rescue operation if the need arises.
A RIC at a structure fire must meet the following minimum requirements:
   a. Be fully equipped with the appropriate protective clothing, protective equipment and SCBA.
   b. Be briefed on strategy, tactics, crew assignments, locations, specific safety concerns and radio frequencies employed on the incident.
   c. Be continuously aware of the status of personnel in the tactical area.