

## ACCOUNTABILITY POSITION CHECKLISTS

**RAPID INTERVENTION GROUP SUPERVISOR:** The Rapid Intervention Group Supervisor reports to Operations or Incident Commander and is responsible for the implementation of search and rescue efforts directed at locating, protecting and removing lost, injured or trapped firefighters; for the assignment of resources within the Group; and for reporting on the progress of rescue operations and status of resources within the Group.

- a. Review common responsibilities (page 1-2).
- b. Receive a briefing on the strategic priorities and tactical objectives including the number and location of companies operating in the area of responsibility.
- c. Review what is known about the occupancy including construction, size, contents, special features, known hazards and fire location and spread. Obtain a preplan if available.
- d. Assemble necessary personnel and equipment and stage at a location near a point of access.
- e. Obtain a briefing from IC/Division Supervisor on resources deployed in IDLH, location/function and known hazards.
- f. Brief crew and consider probabilities and possibilities for deployment based on known information.
- g. Monitor tactical radio traffic for the purpose of maintaining situational awareness.
- h. If RIC has been deployed:
  1. Confirm the nature and location of the problem(s).
  2. Receive status reports from RIC.
  3. Ensure that tactical radio traffic has been moved to a new tactical frequency leaving RIT and lost or injured firefighters on the initially assigned frequency.
  4. Coordinate with Operations and adjacent Divisions and Groups to ensure high priority for placement of protective hose lines, ventilation and lighting.
  5. Request and organize assigned resources into search and rescue teams as appropriate to the situation.
  6. Provide situation and status reports to Operations.
  7. Ensure that injured and trapped firefighters are triaged and assigned priority for extrication.
  8. Supervise Group activities.
  9. Consider contingency plans to address additional setbacks that may occur.

**RAPID INTERVENTION CREWLEADER:** The Rapid Intervention Crew Leader (RIC Leader) reports to Division and is responsible to assemble needed equipment and personnel to provide for rapid intervention to search for and provide assistance to missing or injured firefighters.

- a. Review common responsibilities (page 1-2).
- b. Receive a briefing on the strategic priorities and tactical objectives including the number and location of companies operating in the area of responsibility.
- c. Review what is known about the occupancy including construction, size, contents, special features, known hazards and fire location and spread. Obtain a preplan if available.
- d. Assemble necessary personnel and equipment and stage at a location near a point of access.

- e. Brief crew and consider probabilities and possibilities for deployment based on known information.
- f. Monitor tactical radio traffic for the purpose of maintaining situational awareness.
- g. If deployed:
  1. Confirm the nature and location of the problem.
  2. Acknowledge deployment and request immediate backfill formation of a Rapid Intervention Group to support the intervention in progress.
  3. Request that tactical radio traffic be moved to a new tactical frequency leaving RIC and lost or injured firefighters on the initially assigned frequency.
  4. Make assignments and initiate appropriate action to access and assist the affected firefighter(s).
  5. Provide situation and status reports to Division.
  6. Report to RIG Supervisor if/when that position is established.
  7. Provide needed intervention and/or request additional support as needed.
  8. Triage injured and trapped firefighters and assign priority for extrication.
  9. Supervise rescue teams attached to RIC to disentangle and extricate trapped or injured firefighters.
  10. Coordinate with Division on placement of protective hose lines, ventilation and lighting.
  11. Maintain control of assigned personnel and crews.
  12. Consider contingency plans to address additional setbacks that may occur.

**ACCOUNTABILITY MANAGER:** An Accountability Manager may be assigned as an aide to a command or supervisory position to assist in the management of passports and other accountability tools at an incident. An Accountability Manager reports to the assigned supervisor and coordinates up the chain of command as needed and is responsible to track assigned personnel and companies using passports and or other means and note entry and exit times as well as the condition of personnel exiting the work/hazard area.

- a. Review common responsibilities (page 1-2).
- b. Receive a briefing from the immediate supervisor.
- c. Manage passports of assigned crews to ensure accurate tracking of assignment and location.
- d. Ensure passports are correct when received from crew supervisor.
- e. Do not allow passports to enter the IDLH area.
- f. Create “make-up” passports as needed (see page 18-7).
- g. Confirm that exiting crews are intact prior to returning passport to crew supervisor.
- h. Monitor and record entry times and exit times for crews “on air”.
- i. Closely monitor tactical frequency of resources being managed to ensure accurate tracking of location of each resource.
- j. Coordinate with Resource Unit Leader and exchange information.
- k. Observe the condition of crews exiting the work area and make recommendations to the supervisor concerning the potential need for field decontamination and or rehabilitation.