TEXAS A&M TASK FORCE ONE
STADARD OPERATING GUIDELINES

ACCOUNTABILITY POLICY

VOLUME NO 1
REFERENCE NO 1-15

1.0 SCOPE

1.01   The Texas A&M Task Force 1 (TX-TF1) personnel accountability system shall be utilized by all team members during any Task Force (TF) Operation including incidents, trainings, and any other event as deemed necessary. All TF members should fully understand this policy. **This accountability system shall apply to all TF members and anyone assigned and working under the supervision of the Task Force Leader or the assigned Accountability Officer.**

2.0 PURPOSE

2.01   To ensure that each TX-TF1 member is accounted for at all times during any incident, training, or event. This policy is designed to assist the Task Force Leaders (TFL) in maintaining the highest level of safety for all TX-TF1 members and others that have been assigned to them, by maintaining a continual situational awareness by use of an accountability system.

3.0 DEFINATIONS

3.01   **Accountability Officer**: Is the person responsible for maintaining the TF personnel accountability system. The TFSO is responsible for overall accountability of all TF personnel, but may appoint one or more individuals as Accountability Officer(s) (AO).

3.02   **T-Card (Index Card)**: Is an established form (ICS form 219) used in the ICS that provides rapid flexibility to track any resources during an incident or event such as: (a) personnel, (b) equipment, (c) vehicles, and (d) aircraft. *Note: Sample form attached to this policy.*

3.03   **T-Card Holder / Packet**: Is a holder allowing T-Cards to be easily organized for quick referencing. This holder shall reflect the current organizational chart.

3.04   **TX-TF1 Photo Identification Badge**: Is a TX-TF1 member's official identification card that has their photo, name, and assigned team position displayed on it. Every member will have one (1) of them.

3.05   **TX-TF1 Photo Identification PAR Cards**: Is a TX-TF1 member's PAR cards that has their photo, name, and assigned team position displayed on it. Every member will have four (4) of them.

3.06   **PAR**: "Personnel Accountability Report" is a "Roll Call" to confirm that all member(s), K-9(s), and anyone else that is being tracked by TX-TF1 accountability system.

3.07   **No-PAR**: Is a declaration that TX-TF1 member(s), K-9(s) and other tracked person are not accounted for. This can be declared by any one at any time.

3.08   **Accountability Point of Contact**: "APOC" is the supervisor of a team or group under the T-Card accountability system. The APOC is responsible for maintaining accountability for all assigned members in their team or group.

3.09   **Master Book**: Contains all deployed members TX-TF1 photo identification PAR cards. This book will remain at the "Coordination Center" location. After all members have checked in this book will be taken to the climate control room. Note; a current accountability listing of all deployed personnel shall also be maintained and readily available in the Task Force "Planning Cell" at the TF Base of Operation.

4.0 General Guidelines

4.01   Accountability and Safety is Everyone's Responsibility

4.02   TX-TF1 members will always be under one of the following accountability systems:
- Chain-of-Command Accountability (Default)
- T-Card Accountability

Note: The Chain-of-Command Accountability System is the default program, meaning any time a member is not accounted for; it is their responsibility to contact their Chain-of-Command Supervisor for direction.

4.03   The Task Force Safety Officer (TFSO) may use any combination of the two approved accountability systems in order to track members.   This system provides the TFSO with the flexibility needed during dynamic search and rescue operations.

4.04   Any TX-TF1 member reassignment must be approved by their Chain-of-Command Supervisor.

4.05   Every TX-TF1 member during an incident, training, and event will:
- Be responsible for maintaining personal safety
- Utilizing Risk Reduction Methods such as avoiding, eliminating, and reducing known hazards
- Travel in pairs (using the buddy system) keeping your Supervisor or APOC up to date of your location
- Maintain a high level of 360 degrees situational awareness
- Maintain communications with Supervisor or APOC
- Any loss of Communications will require the member to (relocate if necessary) and re-establish communications with command, supervisor or APOC

4.06   Traveling Accountability Assignments

The Planning Officer(s) and Logistic Officer(s) will develop and inform all members of traveling accountability assignments prior to leaving any area. These officers will confirm all members have been assigned to a vehicle and who will maintain their accountability while traveling.

4.07   Personal Accountability Equipment

Every Member will have four (4) TX-TF1 Photo Identification PAR Cards:
- Card #1 – Goes in Master Book at the end of the check-in process
- Card #2 – Goes to your Chain-of-Command Supervisor
- Card #3- Used to track accountability in established controlled access points
- Card #4 – Stay with you

Note: Lost or stolen ID badge is considered a serious security breach. Thus, the continued re-issuing of US&R ID badges has become an operational security concern. All personnel shall ensure the security of assigned ID badges and ensure they are all accounted for at end of each deployment, training event, etc. Blank cards will be available to TF members for accountability purposes and the continued re-issuing of Photo ID cards on every deployment will cease. Lost, misplaced, stolen, and/or found ID badges should be reported immediately to your supervisor.

4.08   Personnel Accountability Report (PAR)

The TFSO is ultimately responsible for timely PAR(s):
- Conducted thru chain-of-command system or APOC(s) identified on T-Card(s)
- PARs will be conducted as a general rule every hour during operations and every two hours while traveling
- PAR checks may need to be increased during especially hazardous operations to confirm members are accounted for and safe

- During 24 hour operations personnel in their rest cycle shall be arranged by their supervisor so as to rapidly respond to a PAR request when necessary
- PAR checks will be initiated as events dictate, i.e. fire, convoy vehicle missing, collapse

4.09   The TFSO may assign any TX-TF1 member as the Accountability Officer (AO). This provides the TFL with the flexibility of improving the utilization of member involvement during an incident or event. The AC is delegated the functional responsibility of ensuring timely PARs and TF member accountability recordkeeping occurs. The AC reports directly to the TFL.

Note: Assigned AC will be tracked under the T-Card Accountability System and reports to TFL. The AC radio identification name is "ACCOUNTABILITY". As a good rule of thumb, the AC should give crews 10 minute heads up to next PAR, this helps the PAR process flow more smoothly over the radio with less delays. Accountability Officer has the responsibility to complete an ICS 214 form providing all information on PAR(s) and any other important information to TX-TF1 Plans.

4.10   NO-PAR declaration, if or when it is declared TFL will be immediately notified. Immediate actions to resolve this situation will be focused on re-establishing communications and/or determining the whereabouts of member(s) unaccounted for in order to determine their status and conditions. This will be considered an URGENT situation. If the NO-PAR situation is not resolved, the TFL or their designee will make the decision if and when to notify the TXTF-1 Coordination Center.

4.11   Chain-of-Command Accountability:

Note: TX-TF1's "Default" accountability system

This system reflects the Task Force organizational chart and is used to maintain chain-of-command. Each member has a supervisor who is ultimately responsible for that member's accountability unless they are reassigned under the *T-Card Accountability System*.

Each supervisor will collect one TX-TF1 photo identification PAR card from each assigned subordinate(s).

Examples: Task Force Leader (TFL) will have a TX-TF1 photo identification PAR card of Assistant TFL and Assigned Managers.   Rescue Manager will have TX-TF1 photo identification PAR card of all assigned Squad Officers.   Squad Officers will have TX-TF1 photo identification PAR card of all Rescue Specialist and anyone else assigned to their squad.
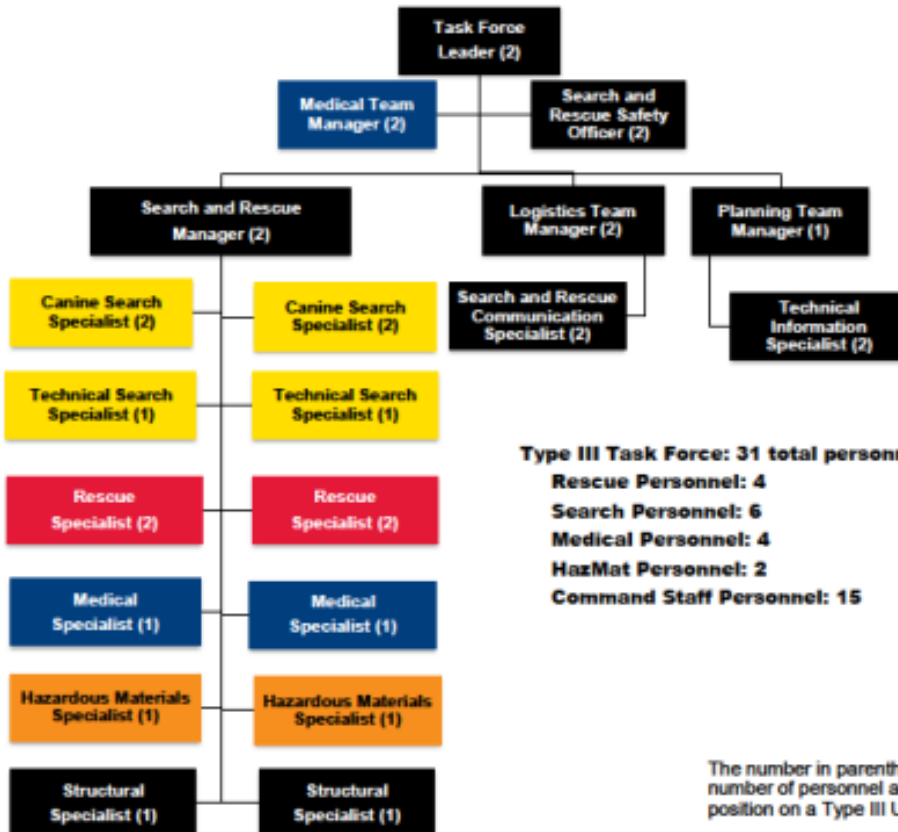
Type I US&R Task Force

Type I Task Force: 70 total personnel
- **Rescue Personnel: 28**
- **Search Personnel: 8**
- **Medical Personnel: 6**
- **HazMat Personnel: 10**
- **Command Staff Personnel: 18**

Task Force Leader (2)

Search and Rescue Safety Officer (2)

Search Team Manager (2)
- Disaster Technical Search Specialist (2)
- Disaster Canine Search Specialist (4)

Rescue Team Manager (2)
- Rescue Squad Officer (4)
- Rescue Specialist (20)
- Heavy Rigging Specialist (2)

Medical Team Manager (2)
- Disaster Medical Specialist (4)

Hazardous Materials Team Manager (2)
- Hazardous Materials Specialist (8)

Logistics Team Manager (2)
- Disaster Logistics Specialist (4)
- Search and Rescue Communication Specialist (2)

Planning Team Manager (2)
- Technical Information Specialist (2)
- Structural Specialist (2)

The number in parenthesis (2) is the number of personnel assigned to that position on a Type I US&R Task Force.

Type III US&R Task Force

Task Force Leader (2)

Medical Team Manager (2)

Search and Rescue Safety Officer (2)

Search and Rescue Manager (2)
- Canine Search Specialist (2)
- Canine Search Specialist (2)
- Technical Search Specialist (1)
- Technical Search Specialist (1)
- Rescue Specialist (2)
- Rescue Specialist (2)
- Medical Specialist (1)
- Medical Specialist (1)
- Hazardous Materials Specialist (1)
- Hazardous Materials Specialist (1)
- Structural Specialist (1)
- Structural Specialist (1)

Logistics Team Manager (2)
- Search and Rescue Communication Specialist (2)

Planning Team Manager (1)
- Technical Information Specialist (2)

Type III Task Force: 31 total personnel
- **Rescue Personnel: 4**
- **Search Personnel: 6**
- **Medical Personnel: 4**
- **HazMat Personnel: 2**
- **Command Staff Personnel: 15**

The number in parenthesis (2) is the number of personnel assigned to that position on a Type III US&R Task Force.

4.12   T-Card Accountability:

This accountability system is activated by the TFL or TFSO when it is needed.

This accountability system is designed to allow for
- rapid team(s) deployment
- flexibility in team(s) development
- Convoy Group(s)
- Specialized Team(s) or Group(s)

All team(s) in this accountability system must confirm it has been approved thru the chain-of-command to TFL.

Anytime a TX-TF1 member is activated or deactivated on a T-Card it is that member's responsibility to notify their Chain-of-Command supervisor of their change in accountability status. During a T-Card activation, accountability transfers from the chain-of-command supervisor to the assigned APOC on the T-Card.

T-Card will include the follow information:
- Accountability Point of Contact (Assigned by TFL)
- Mission / Task Assignment
- Assigned Resources (People, Vehicle, Equipment, Aircraft)
- Who does the APOC reports to during T-Card Activation
- Activation Date and Time

APOC(s) are responsible to include all of the above information and other important information regarding the efforts during the mission or task.

T-Card will have two copies made: One for the APOC and the other is given to who Accountability is being tracked.

APOC is assigned by the TFL. APOC then becomes the temporary supervisor of assigned members and assumes the management of the team.

Note: In the event of failure in T-Card accountability system the member(s) will contact their Chain-of-Command Supervisor for guidance.

SAMPLE: Texas A&M Task Force 1 T-Card

T-Card will include the following information:
- Point of Contact; APOC is the team supervisor (Assigned by TFL)
- Mission / Task Assignment
- Assigned Resources (People, Vehicle, Equipment, Aircraft)
- Who does the APOC reports to during T-Card Activation
- Activation Date and Time

Note: APOC fills out an ICS 214 form for T-Card Activation and
provide all information in regards to the mission or task.

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Reminders:

Make a second copy of T-Cards to track resources, give APOC a copy and the other stays with TFL, Accountability Officer, or Base of Operations

Any failures in accountability the member will fall back under Chain-of-Command Accountability as the TX-TF1 default accountability system.