

# TEXAS A&M PUBLIC WORKS RESPONSE TEAM STADARD OPERATING GUIDELINES

## ACCOUNTABILITY POLICY

### VOLUME NO. 1

### REFERENCE NO. 1-01

#### 1.0 SCOPE

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

#### 2.0 PURPOSE

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

#### 3.0 DEFINITIONS

- 3.01 **Accountability Officer:** Is the person responsible for maintaining the TX-PWRT personnel accountability system. The team lead is responsible for overall accountability of all TX-PWRT personnel assigned to him/her but may appoint one or more individuals as Accountability Officer(s) (AO).
- 3.02 **PIV or “Personal Identification Verification”:** Is a photo identification badge that serves as a TX-PWRT member’s official identification card, and has their photo, name, and assigned team position displayed on it. Every member will have one (1) of them.
- 3.03 **PAR:** “Personnel Accountability Report” is a “Roll Call” to confirm that the location of all member(s) being tracked by the TX-PWRT accountability system is known.
- 3.04 **No-PAR:** Is a declaration that a TX-PWRT member(s) is not accounted for. This can be declared by anyone at any time.

- 3.05 **Accountability Point of Contact:** “APOC” is the supervisor of a team or group. The APOC is responsible for maintaining accountabilities for all assigned members in their team or group.

#### **4.0 General Guidelines**

- 4.01 Accountability and Safety is Everyone’s Responsibility
- 4.02 TX-PWRT members will always be under one of the following accountability systems:
- Chain-of-Command Accountability (Default)

*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 directions.*

- 4.03 The TX-PWRT Safety Officer may use the approved accountability systems to track members.
- 4.04 Any TX-PWRT member reassignment must be approved by their Chain-of-Command Supervisor.

- 4.05 Every TX-PWRT member during an incident, training, or 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 apprised of your location and destination.
  - Maintain an elevated level of 360 degrees situational awareness
  - Maintain communications with your supervisor or APOC

4.06 Traveling Accountability Assignments

The Planning Officer(s) and/or 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 Personnel Accountability Report (PAR)

The Safety Officer is responsible for timely PAR(s):

- Conducted through chain-of-command system
- PARs will be conducted as a 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 to rapidly respond to a PAR request when necessary
- PAR checks will be initiated as events dictate.

- 4.08 The Safety Officer may assign any TX-PWRT member as the Accountability Officer (AO). This provides the team leader with the flexibility of improving the utilization of member involvement during an incident or event.

- 4.09 NO-PAR declaration, if or when it is declared, Team Lead and SOC Liaison 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 to determine their status and condition. This will be considered an URGENT situation. If the NO-PAR situation is not resolved, the Team Leader or their designee will make the decision if and when to notify the TX-PWRT Operations Chief.

4.10 Chain-of-Command Accountability:

*Note: TX-PWRT's "Default" accountability system*

This system reflects the TX-PWRT organizational chart and is used to maintain chain-of-command. Each member has a supervisor who is responsible for that member's accountability.

Each supervisor will collect the names of deployed TX-PWRT members on a roster sheet. Members will sign in each day at the beginning of their shift and sign out each day when their shift ends. Spaces will be available to acknowledge each member is accounted for each hour.