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Records and Reports (LEGACY)



This policy is intended to consolidate all legacy articles and policy memorandums into a single, unified framework for internal use within the department. This policy does not enlarge an employee's civil liability in any way and should not be interpreted as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. Any proven violation of this policy shall serve solely as a basis for non-judicial administrative action by the department, in accordance with applicable laws governing employee discipline.

Related Policies: Article VIII Records and Reports, sections 800.01 through 822.03, and Chief's Memo 2006-004, Incident/Accident Report, 2015-059, Hawaii County Incident and Accident Report, 2018-012, Non-Emergency Overtime Report, 2019-052, Personnel Accountability System (PAS) and Personnel Accountability Report (PAR) SOP Pilot Implementation.

Applicable HI Statutes:

**ARTICLE VIII
RECORDS AND REPORTS**

- 800.01** **RECORDS REQUIREMENTS AND HANDLING GENERAL INSTRUCTIONS.** It shall be the duty of all members to be fully familiar with all reports which may be required of them. A complete supply of report forms shall be maintained readily available in the fire companies and bureaus for all members required to use them.
- 801.01** **NATURE OF REPORTING.** Reports relating happenings or incidents will contain clear and plain statements of facts with no attempt to glorify self or others, or effort to conceal guilt where fault may exist.
- 801.02** Anyone found guilty of knowingly falsifying records or attempting to do so shall be subject to disciplinary action.
- 802.01** **COMMUNICATION FORMAT.** Unless otherwise specified, reports and communications shall be:
- a. Made on Department forms.
 - b. Typed.
 - c. Forwarded in original copy only.
 - d. Forwarded without unnecessary delay through proper channels in time to meet the due dates of the communication.
 - e. Signed with the member's original signature on the original document.
- 803.01** **SPECIAL REPORTS.** Members are encouraged to submit suggestions for improvement or report on subjects that require the attention of their superiors.
- 804.01** **WRITTEN COMMUNICATION CHANNELS.** The following channels shall be observed for all reports, completed forms, and written communications:
- a. Company Personnel

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1. COMPANY MEMBERS shall forward all communications to their respective Company Officer.
 2. COMPANY OFFICER shall hand-deliver or mail papers to their respective Assistant Chiefs.
 3. ASSISTANT CHIEFS shall forward papers to the Administrative Service Office.
- b. Bureau Personnel
1. BUREAU MEMBERS shall forward all communications to their respective BUREAU HEAD.
 2. BUREAU HEADS shall transmit papers directly to and receive papers from ADMINISTRATIVE BUREAU.

805.01 HANDLING OF FUNDS. Officers to whom money is delivered are required to issue a receipt. Money is forwarded to OFFICE MANAGER or as instructed.

806.01 TWENTY-FOUR HOUR CLOCK. The Fire Department shall operate on the "Twenty-four Hour Clock" time system. All entries to journals, records, reports and time announcements shall be made by using this time system. The hours of the day are counted from one (1) to twenty-four (24), thereby eliminating the A.M. and P.M.

807.01 OFFICE PROCEDURES (81-9). All inquiries regarding disputed monetary claims shall be routed via the respective Assistant Chief to the Deputy Chief. Direct confrontation with the Office Manager or account clerks will not be tolerated.

807.02 Unresolved disputes will be administered in accordance with Section 17 of the collective bargaining agreement.

808.01 TEMPORARY ASSIGNMENT REPORT (82-1). Temporary Assignment Report will be submitted at the end of each pay period.

808.02 Filling out form:

- a. FUND AND ACCOUNT will be the same for all personnel, except for Maintenance, Fire Prevention and Volunteer Division. Personnel of these divisions can contact office manager for their appropriate ACCOUNT NUMBER.
- b. All entries will be legible and in pencil. All signatures in pen.
- c. Only original will be submitted; station copy not required.

809.01 MEAL CLAIMS (81-7).

- a. Medic units shall include 10-10, Hospital, and 10-3 times on all claims.
- b. All alpha, bravo, charlie, and delta incidents will be allotted 30 minutes for ambulance reports. Those incidents exceeding this time schedule will be subject to audit.
- c. All other companies shall include 10-3 and 10-5 times.

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- 810.01** DAMAGED OR LOST PERSONAL ITEMS (77-12). Employees shall immediately report to their supervisors any damage to or loss of their personal clothing or possessions occurring during their performance of duty. For fire fighting personnel, consult Sections 40 and 43 of your collective bargaining contract.
- 810.02** The supervisor shall submit a written To and From Report together with form HFD 68 and forward immediately to the Assistant Chiefs' office. The Assistant Chief will review the request, discuss the circumstances of the case and the nature and cost of items with the employee as necessary, and make recommendations to the Deputy Fire Chief.
- 810.03** The Fire Chief shall make the final recommendation for action.
- 811.01** SAFEGUARDING OF PERSONAL SAFETY EQUIPMENT AND PERSONAL PROPERTY (76-3). In cases of negligence or improper use and care of personal safety equipment, the employee shall replace the lost or damaged equipment at his/her own expense.
- 811.02** Exceptions are equipment damaged through emergency operations or through normal wear and tear.
- 811.03** Proper safeguards include having property under lock.
- 812.01** REIMBURSEMENT OF DAMAGED OR LOST PERSONAL ITEMS. Employees shall report immediately to their supervisors any damage to or loss of their personal clothing or possessions incurred during the performance of their duties and without willful negligence. The respective collective bargaining contract shall be consulted to see if the item is covered and for the method of compensation.
- 812.02** If reimbursement is desired, the immediate supervisor shall make up "Request for Reimbursement, Items Damaged or Loss" and forward it to the next supervisory level. The supervisor at this level shall review the request, discuss the circumstances of the case and the nature and cost of items with the employee as necessary, ascertain the reasonable replacement value of the items, and recommend and justify the amount of reimbursement to the Deputy Fire Chief.
- 812.03** The Fire Chief shall make the final recommendation for action.
- 815.01** REPORTING VEHICLE ACCIDENTS. Written reports of the accident shall be submitted as follows after returning to quarters:
- a. All vehicle accidents shall be reported on the County Property Equipment Damage Report. Because it may be contended that a privately-owned vehicle was being used on business of the County, accident report shall be made for all vehicle accidents in which a member is involved while on his/her tour of duty. Form Vehicle



Accident/Property Damage Report is due in the Fire Chief's office, through channels, within 24 hours after the accident.

- b. Whenever vehicle accident results in an employee injury, the immediate supervisor or Company Officer shall submit the County of Hawaii Supervisor's Report of Accident/ Injury through channels within 48 hours.
- c. All Accident/Injury incident will also be reported to the Claim Investigator Adjustor Corporation Counsel.

- 815.02** Investigation of the accident will proceed within the Department as follows:
- a. The driver's immediate supervisor shall investigate all accidents objectively and without pre-conceived notions. He/she shall analyze the circumstances of the accident, record his/her findings as to whether the accident was avoidable, and make his/her recommendations. The County Property and Equipment Damage Report shall be used for this report and shall be due in the Fire Chief's office, through channels, within 4 calendar days after the accident.
 - b. The Administrative Services Bureau shall act as liaison between our insurance carrier and the owner of the damaged vehicle or property, to expedite repairs of damages and settlement of claims in accordance with existing policies.

- 815.03** The foregoing traffic accident procedure shall also apply in cases where Department vehicles are not directly involved in the accident but may have caused or contributed to an accident involving other vehicles.

- 816.01** INVENTORY AUTHORITY: Chapter 106, Hawaii Revised Statutes, requires that all heads of departments or other employees having possession, custody, control or use of any property of whatsoever nature belonging to the County file a return or inventory.

- 816.02** FORMS:
- a. Certificate of Custodian (2 copies).
 - b. Station Codings.
 - c. Inventory Listing.

- 816.03** PROCEDURES:
- a. Complete the following:
 1. Column 3 (DIV-LOC): Check DIV-LOC to determine if items are charged to you.
 2. DF XCColumn 6 (Serial/Inventory Number): Check printout serial number against the County of Hawaii metal tag.
 3. Column 8 (Description of Item): Check equipment description.
 - b. If all information is accurate, place a check mark along each of these three columns to signify item has been properly checked and information is correct. Should there be any discrepancies, please contact Storekeeper via telephone.

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- 816.04** TRANSFERS:
 - a. The numbers circled under DIV-LOC column represent the old location of equipment. For current location, see new number along side. Examples are:
 - 1. Inventory No. 22-0002: This vehicle was located at Central Station but was transferred to Kawaihani Station. Therefore, the number (1) was circled and the correct location number for Kawaihani (3) was inserted.

- 816.05** DISPOSAL/SALES: Serial numbers which have been circled represent that these items have been disposed, sold or transferred; therefore, please disregard.

- 816.06** CERTIFICATE OF CUSTODIAN:
 - a. Two copies of the "Certificate of Custodian" are accompanying this correspondence. Upon completion of your inventory check, please have a copy of this certificate signed and sent to the Storekeeper.
 - b. Station Commanders will retain one copy of Certificate of Custodian and inventory printout for their file.

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816.07 CERTIFICATE OF CUSTODIAN

I hereby acknowledge all properties listed on the attached inventory sheets dated May 20, 1994, placed under my care by Fire Chief _____ which were physically checked by:

_____ _____
Name Date

_____ _____
Name Date

to be accurate and true.

STATIONS COMMANDER'S SIGNATURE:

_____ _____
Name Date



816.07 STATION CODING. The County's coding's (Column 2 - DIV/SECT) for the various fire stations on the island are as follows:

1A) Administration	15) Pepekeo Vol.
1B) Personnel	16)
1C) Fiscal	17) Laupahoehoe
2) Assistant Chief	18)
3) Training Division	19)
4) EMS Division	20) Honokaa
5) FASO	21) Waimea
6)	22)
7) Warehouse	23)
8) Volunteers	24)
9) HPD Shop	25) North Kohala
10) Central	26)
11) Kaumana	27) Waikoloa Vol.
12) Kawaiiani	28) Kona Village Vol.
13) Waiakea	29)
14) Maintenance Shop	30)

816.08 Notes alongside DIV-LOC number is to further breakdown the responsibilities of inventory accountability to assigned individuals, shops, offices, etc. Example: Under Central Station's location coding (10), members of the administrative staff are to seek their respective name or number, such as 1-F-1 (Fire One); 1-F-2 (Fire Two); 1-BC-1 (Battalion One); 6-Insp (Inspectors); etc. Under Waiakea Station's location coding (13), Maintenance Shop will seek its respective coding of (14), signifying equipment charged.

816.09 The Volunteer Services will be responsible for the accountability of equipment charged to HOVE, Puako, Hakalau, Paauilo, Waikoloa, Punaluu etc.

31) Kailua	40) Pahala
32) Keauhou	41)
33) Captain Cook	42) Keaau
34)	43) Paradise Park Vol.
35)	44) Hawaiian Beaches Vol.
36) HOVE Vol.	45) Pahoia
37) Discovery Harbor Vol.	46)
38) Naalehu	47)
39)	



816.10 QUARTERLY INVENTORY REPORT (85-1)

- a. Station Commanders will submit a Quarterly Inventory Report showing those items transferred, damaged, lost unserviceable, replaced or have been returned to Central Supply Warehouse. Report to include inventory number and nomenclature of the item.
- b. To expedite inventory spot checks, all storage areas and apparatus compartments shall be labeled as to its contents.

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- c. Assistant Chiefs to compile reports and forward them to the Fire Chief's Office.

817.01 INSTRUCTIONS FOR COMPLETION OF NATIONAL FIRE INCIDENT REPORTING SYSTEM (NFIRS) REPORTS. Information entered on these reports should be the most likely, most probable or the best to your knowledge.

Fill all blanks and proofread. (Double check before submitting).

817.02 NEW POLICY: Refrain from using correction liquid on reports. (In time the liquid may eventually peel off). Reports are legal documents, subject to subpoena in instances of litigation. Do not type over. Erase completely.

817.03 The "First In" company commander is responsible for retrieving all information and completing all reports for each particular incident. All other respondents to keep station records only. All reports for incidents happening on each 24 Hour shift shall be completed before going off-duty, unless for reason of incomplete information.

817.04 NEW POLICY: Company commanders operating at emergency scenes in volunteer districts, when only volunteers are present, shall be responsible for completing reports.

817.05 Commander shall call into dispatch, Press Release Reports immediately after 10-5 from major and large loss fires, major rescues and auto accidents and all incidents involving fatalities.

817.06 FIRE REPORT (902F)

a. **Line A**

FDID (5) shall remain as listed on attachment. FDID numbers to be typed consecutively, 51007-51067-51087. Use Rescue, Medic, Chopper and Tanker FDID when applicable. When in doubt, use company FDID. Incident No. (6) to be typed in consecutive numbers 001114, 001115.



NEW POLICY: Incident No. for Major incidents (Brush Fires, Search and Rescue, etc.) that last for more than one day, and/or involving recall personnel, shall be entered as follows:

Brush Fire 001114 Rescue-/001114
 Night Watch-1/01114 2nd Day-1/01114
 2nd Day 2/01114 3rd Day-2/01114
 Etc. (See Sample) Etc.

Exp. No. shall be typed 00 for original incident, 01, 02, etc., for each additional incident resulting from original. Do not use N/A.

Month 03-Day 01-Year 82

All times shall be military and typed 0600, 0001, etc. without periods, colons, etc.

Time in Service-When at your full potential-Able to respond.

b. **Line B**

Correct Address-Where incident occurs-Not the subject's or Patient's address. Be specific as possible including district, Hilo, Volcano, Haina, Honalo, etc.

Zip Code-Enter the closest to your knowledge from the telephone directory.

Census Tract-Shall be typed in consecutive numbers 021700, 02200. For offshore incidents, use 99 in place of the last two 00. 021099, 022099.

c. **Line C NEW POLICY:**

Occupant Name - for fires and EMS calls enter the occupant of the residence or establishment. For auto accidents, enter driver's name. (Do so in both cases whether injured or not). If not enough space for names, enter "Refer to remarks" and list names in Remarks Section. Enter NMI for no middle initial.

d. **Line D**

Owner Name - Enter to the best of your knowledge. May enter establishment name (Kaiko'o Mall, Elisa Lei Manor, etc.). If incident occurs in street or on highway, enter County or State.

e. **Line E**

Method of Alarm - Method by which the first Fire Dept. person is notified of the incident. Type of Situation Found - A cane fire should be coded 12 not 15. Fire outside of structure involving anything of value, should be coded 12. When using "OTHER" blank, don't forget to code - 69 Good Intent (needless), 71 False Call, 59 Service call-Refer to manual.

Do not use 99 code to cover all non-classified situations or 00 code to cover all undetermined situations. Instead, use 19 or 10 for fire or explosion, 29 or 20 for over-pressure or rupture, 39 or 30 for rescue call, 49 or 40 for hazardous conditions, 59 or 50 for service call, etc.

f. **Line F**

Co. Inspection District - 8 Hr Volunteer Stations may enter 11, 1B, etc. Mutual Aid - Pertains to fire fighting. If you give or receive aid from Private Volunteer Companies, State Crash or Bd. of Forestry, Military or National Parks, indicate by checking block and explaining in remarks. Reminder: We are responsible for making the report whether we give or receive aid.

g. **Line G NEW POLICY:**

All responding personnel, engines and other vehicles are to be counted even if they do not work or reach the scene.

h. **Line H**

Incident-related Injuries and Fatalities - include EMS casualties.

Complex - Review your manuals for definition of a Complex. If property does not meet criteria, code it 98. (Landfill or forest is not a Complex).

CHANGE IN POLICY: Complex coding usually matches Fixed Property Use.

Examples:

<u>Complex</u>	<u>Fixed Property Use</u>
Road 96	Paved Public Street 962
Dwelling 41	1 Family Dwelling 411

Exceptions:

Airport 97	Crash Fire Sta. 888
College 20	Dormitory 461

Complex - CORRECTION: Previous instruction was to use Complex 41 Dwelling only if fire was actually within Dwelling.

NEW POLICY: Complex 41 is to be used on all incidents at residential 1 and 2 Family Dwellings. Example: Rubbish Fire in Backyard -Complex is 41 Dwelling and Fixed Property is Open Land 931. Vehicle Fire on Residential Driveway 963.

NEW POLICY: Fire Station is 98 No Complex.

i. **Line I**

Fixed Property Use - Enter three digit codes instead of broad category. Examples: Residential 411 instead of 004 or 041. Road 962 instead of 096. N/A code is 008 and not classified is 009. Mobile Property Type - For fires and accidents, code and complete Line U. If additional space needed, use remarks.

j. **Line J**

Grade Level - Fires from ground up to 9', enter 1-Grade Level.

Termination Stage - If fire was in flame stage at anytime from start to extinguishment, even though it was smoldering when you arrived, flame stage (3) should be entered.

k. **Line K**

Equipment involved in ignition - Equipment that started the fire, not equipment that burned in the fire. If applicable, complete line V. If equipment involved, Form of Heat of Ignition will be describing equipment.

l. **Line L**
 Type of Material Ignited (Compositor) - The first material ignited, on Dump fires usually Paper 67. Multiple forms 97 to be used on Incendiary Fires only.

Form of Material Ignited (Use) - Describing use of material ignited. Examples: Type: Paper; Form: Rubbish; type: Gasoline; Form: Fuel. Multiple Forms 97 to be used on Incendiary Fires only.

Ignition Factor describes condition that caused ignition. Examples: Form of Heat of Ignition is Match 45, Ignition Factor is Suspicious 21. Form of Heat of Ignition is Open Fire 47, Ignition Factor is Inadequate Control 34.

m. **Line N**
 If complete Flame Damage, all other damage is not applicable.

n. **Line P**
 Only if flame spread beyond room of origin, name the single material responsible for generating the most flame.

o. **Line Q**
 Only if smoke spread beyond room of origin, name the single material responsible for generating most smoke.

p. **Line S**
 Estimated Total Dollar Loss - Enter your estimate.

q. **Line T**
Example A:
 Officer-in-charge at Incident - Member Making Report
 Richard Perreira, A/Capt.(date) Don Teramoto (date)
Example B:
 Officer-charge at Incident - Member Making Report
 Gary Yoshimura Ass.Chief.(date) Hal Takayama (date)
 (signature)
 Hal Takayama (typed)
 (below Line V)

If Medic Unit responds alone, the MICT is automatically in charge.

Officer -in charge at Incident - Member Making Report
 Tracy Yanagi MICT (date) Darrell Sato (date)
 (signature)

817.07 Back Side



- a. F-1 Name all companies responding.
- b. F-3 Name all companies responding. If units of a company 10-5 at different times, they may be listed separately or listed as a company with work time averaged and all else totaled.
- c. F-4-7 Enter information for each company and total at right of page.
- d. F-8 Enter weather information from your area. If not available, enter weather info from dispatcher.
- e. F-9 Enter amount of hydrants used - pump time and gallons used.
- f. F-10 Hose information.

817.08 EMERGENCY/CASUALTY REPORT (902G). Completion instructions for Line A to Line H are the same as for Fire Report (902F).

- a. Line A (Casualty Report Section) Upper right-hand corner should read 1 of 1 if only one (902G) is used and 1 of 2 and 2 of 2 if two (902G)'s are used.

Darken box whether casualty should be checked on later. For Fire Casualties only. State NFIRS will remind us to check on Casualty.

Don't forget to number casualties - 001, 002, 003.

- b. GA If no middle initial-enter NMI.
State (NFIRS informs us, D.O.B. -Age and Time of Injury are important and essential. Make estimate if have to.)
- c. GD-GF State (NFIRS) request we complete all data spaces.

817.09 REMARKS SECTION-BOTH REPORTS. Information given in the remarks section of many reports is insufficient and on some, it is left blank. It is embarrassing to the Fire Department to release such reports to other government agencies, attorneys, insurance companies, etc. You are asked to give a complete account of the work of the company or unit. If called to testify at a later date, this will be the only available information to refresh your memory of the incident. Include attachment if more space needed.

817.10 NEW POLICY: List all Fire Department personnel actually involved in the incident. (Functioning at the scene).

817.11 SUGGESTIONS FOR IMPROVEMENT

- a. Use this memo and attachments as a reference when completing reports.
- b. Read and review your manuals.
- c. Consult dictionary if not sure of spelling.
- d. Make sure original and carbon copy are straight and in line at all times.
- e. Complete all data spaces. Leaving a space blank may cause the computer keypunch Operator frustration. The operator may have to read the summary to ascertain if there should have been information entered there (time factor).



- f. Use N/A for data spaces not applying (code if it calls for it), None for data spaces when there is no info and Unk for data spaces where info cannot be obtained after an honest effort is made.
- g. Don't type over or write over mistakes. Erase completely and retype.
- h. Nowhere on these reports shall "Same as above" be used. Type out the information.
- i. Proofread reports and correct mistakes before submitting.
- j. Two copies (original and carbon) of reports shall be submitted to your respective Assistant Chief.
- k. Do not staple reports together. Use paper clips to hold copies together.
- l. It is good training to have your personnel practice completing these reports. However, if the company commander has gone to the scene, he/she should proofread reports, make corrections and apply his/her signature. Names and signature of subordinate personnel should not appear on these reports. EXCEPTION: If Medic unit responds alone, the MICT is in charge at the scene and should sign all reports. Again, the EMT can practice completing these reports, but the MICT has to proofread, make corrections and apply his/her signature. If two subordinate personnel respond with a tanker or utility unit and have to complete a report, the senior person will be in charge, complete the report and apply his/her signature. Company Commander to proofread and make corrections.
- m. For easy reference, enter Ambulance Report Case No. at the beginning of your remarks section of (902G).

817.12 COMMON ERRORS AND CODING SAMPLES

- a. Not proofreading.
- b. Leaving data spaces blank (refer to suggestions for improvement this memo).
- c. Typing or writing over mistakes.
- d. Failing to sign reports.
- e. Names of subordinate personnel should not appear on reports (refer to suggestions for improvement this memo).
- f. Leaving Time in Service data space blank.
- g. Enter NMI if no middle initial.
- h. Rubbish compactor fire is 13-Vehicle fire, not 15-Refuse fire and Mobile Property Type is Compactor 72 and Landfill is no complex 98 and landfill on Fixed Property Use is 932 and complete Line U.
- i. Good intent call is 69 not 06.
- j. Automobile is 11 not 01.

CODING SAMPLES:Complex

Educational 20

Apartment 42

Hotel 44

Office 59

Military 63

Farm 65

Waterfront 94

Airport 97

Fixed Property Use

Dormitory 461

7-20 Units 423

Restaurant 161

Dr. Office 593

(KMC) Dispensary 630

Crops 655

Alongside Pier 943

Crash Fire Sta. 888

- 817.13** NEW SYSTEM FOR REVIEWING AND SHIPMENT OF REPORTS TO STATE (NFIRS). Each Assistant Chief will be responsible for reports submitted by personnel of their respective platoon. They shall:
- Cause all reports to be submitted on time.
 - Separate all reports-originals (Dept. file) carbons State (NFIRS).
 - Review, correct and sign carbon copies.
 - Submit reports to Fire Auxiliary Services Officer for final disposition.

- 817.14** PROCEDURE FOR REPORTING MAJOR INCIDENTS (BRUSH FIRES, SEARCH AND RESCUE, ETC.) THAT LAST FOR MORE THAN ONE DAY AND INVOLVING RECALL PERSONNEL
- Company commander of the "First in Company" is responsible for reporting from the time of alarm to his/her company's 10-5. His/her report should cover all companies, units and personnel involved in the initial response.
 - The recalled officer-in-charge who relieves the "First in Officer" and each successive officer-in-charge (recalled) shall be responsible for reporting from his/her recall time to going off-duty, covering all units and personnel.
 - If an Assistant Chief is recalled, he/she shall designate the officer responsible for reporting.
 - Each officer will complete an incident report bearing the same FDID and incident number as the original Incident Report. See sample for NEW POLICY on numbering.
 - Along with the normal information, each officer shall report the following additional information:
 - Names of all personnel.
 - Identity of all units.
 - Names of assigned drivers and personnel of each unit.
 - Pump time and gallons of water used-per unit.
 - Mileage, gasoline or diesel and oil-per unit.
 - All other information deemed pertinent.


817.15 IDENTIFICATION (FDID) CODES

<u>CODE</u>	<u>COMPANY</u>
01	Engine 1 (Central)
02	Engine 2 (Waiakea)
03	Engine 3 (Kawailani)
04	Engine 4 (Kaumana)
05	Engine 5 (Keaau)
06	Engine 6 (Capt. Cook)
06	Engine 6-6 (Capt. Cook)
07	Engine 7 (Kailua)
08	Engine 8 (Honokaa)
09	Engine 9 (Waimea)
10	Engine 10 (Pahoa)
11	Engine 11 (Pahala)
14	Engine 14 (Kohala Coast)
15	Engine 15 (North Kohala)
91	Engine 15A (North Kohala)
16	Engine 16 (Waikoloa)
17	Engine 17 (Laupahoehoe)
61	Medic 1 (Central)
71	Medic 1A (Central)
65	Medic 5 (Keaau)
66	Medic 6 (Capt. Cook)
67	Medic 7 (Kailua)
68	Medic 8 (Honokaa)
69	Medic 9 (Waimea)
60	Medic 10 (Pahoa)
62	Medic 11 (Naalehu)
64	Medic 14 (Kohala Coast)
63	Medic 15 (North Kohala)
70	Medic 16 (Waikoloa)
84	Tanker 4 (Kaumana)
85	Tanker 5 (Keaau)
87	Tanker 7 (Kailua)
88	Tanker 8 (Honokaa)
89	Tanker 9 (Waimea)
	Tanker 10 (Pahoa)
82	Tanker 14 (Kohala Coast)
92	Ladder 12 (Kailua)
72	Chopper 1 (Waiakea)
77	Rescue Boat 7 (Kailua)

**818.01** TRAINING REPORTING SYSTEM

- a. By Company Officers:
 - 1. An entry on the Company (Station) Journal, whenever drill is conducted or schools are held. This entry should designate time started, and when drill or school was concluded, with remarks about subjects covered.
 - 2. Prepare the Individual Training Record, showing attendance at drills or schools and submit quarterly to the Training Office.
 - 3. Prepare the Monthly Report of Training by Companies, showing drills or schools conducted and submit this report through proper channels to the Training Office.
- b. By Assistant Chiefs:
 - 1. A periodic notation (station or company inspections) in Company (Station) Journal, stating that the company training program has been reviewed and that Company Officers are properly conducting company drills and schools. Officer evaluation reports will be submitted to the Fire Chief (paragraphs 819.01-819.03).
- c. By Training Officer:
 - 1. Prepare Training Schedule and Training Guide.
 - 2. Maintain a Personnel Training record file.
 - 3. Prepare semi-annual reports on all activities of the Training Division. The annual report to the Chief will be of accomplishments of the past year, and of projected programs of the Training Division.

819.01 OFFICER EVALUATION BY ASSISTANT CHIEFS (82-6).

To aid with the training of our Company Officers, and to record and maintain their performance efficiencies as Officers, respective Assistant Chief will allot an hour for the purpose of observing a company drill conducted by an officer under his command. He will observe and evaluate one of the following: (a) a hose evolution (wet) of at least 300 gpm; (b) handling of all ladders on their assigned apparatus, or (c) conducting of a training session in-station, using the Training Guide and accomplishing the tasks listed under the subject selected for the training class.

819.02 Assistant Chief's reportable reactions are:

- a. Comments on Officer's performance factors.
- b. Provide private consultation or critique with the Officer.
- c. Be critical of all evaluations and comments.
- d. Submit evaluation to the Fire Chief, properly annotated.

819.03 Assistant Chiefs will endeavor to evaluate each of their respective Company Officer quarterly. An annual evaluation report will be submitted of each Officer by the end of the current Fiscal Year.



- 820.01** INSPECTION OF FIRE DEPARTMENT RECORDS. Requests made by members of the public to inspect records maintained by the Fire Department, and/or to retrieve any or all information thereof, will adhere to the following methods:
- 820.02** Ambulance Reports. Without a court order, these reports should only be released directly to the individual to whom the report pertains or to that individual's "duly authorized agent." We construe the term "duly authorized agent" to mean a person to whom the individual has given written and signed authorization to inspect such records. Some proof of identity of the individual requesting the record should be required.
- 820.03** Fire Reports. In the area of fire reports, the following exceptions apply to the general rule permitting inspection of public records by persons to whom such reports pertain:
- a. Disclosure of Confidential Source - The disclosure of such a report would reveal the identity of a source who furnished the Fire Department certain information under an express or implied promise of confidentiality.
 - b. Reports Prepared During Criminal or Civil Investigation - The report includes investigative information relating to an upcoming, ongoing, or pending civil, criminal, or administrative action or proceeding against the individual.
- 820.04** ALL REPORTS
- a. Costs of Copies - If a copy of a report is to be furnished, the person obtaining the copy should be required to pay \$1.00 for the first page and \$.10 for each remaining page. (Hawaii County Code requirement).
 - b. Forward information to Corporation Counsel - Copies of all requests for inspection, copies of records requested, and brief information on action taken by the Fire Department upon such requests should be forwarded to the Office of the Corporation Counsel for review. It would also be appreciated that referral of any question that concerns matters not specifically addressed above to the Office of the Corporation Counsel for consultation prior to the release of such information.
- 820.05** INFORMATION RELEASE GUIDELINES (84-6).
- a. Refrain from answering questions (telephonic or other) concerning incidents from attorneys, insurance adjusters, or others without first obtaining guidance from the Corporation Counsel Office.
 - b. In deposition requests, regardless of whether or not the County is named party to a lawsuit, the deponent (fire or rescue member) should discuss the facts/circumstances surrounding the incident prior to the deposition.
 - c. Reports of the incident should be immediately forwarded to the Corporation Counsel Office for review. By adhering to these guidelines, the addition of the County Fire Department as a party defendant can be minimized.



820.06 REQUESTS FOR FIRE DEPARTMENT RECORDS (84-7). All requests from the public for copies or inspection of Fire Department record shall be referred to the Fire Auxiliary Service Officer or the Chief's office for screening.

820.07 The Corporation Counsel's office will review all reports regarding cases that are pending legal action, before authorizing public inspection of said reports.

Mar. 1986 - Amendment No. 48

821.01 PROFICIENCY & TEMPORARY ASSIGNMENT PAY (85-29). Recordation procedures relative to Medic Unit assignments. Reporting of Proficiency Pay for Medic Classification:

EXHIBIT A:

- 1) Hours on regular fire duties for pay period.
- 2) Total hours regular fire duties status.
- 3) Hours in medic status (MICT or EMT.)
- 4) Total hours on medic status.
- 5) Work classification, MICT or EMT.
- 6) Use Code 11 at all times.
- 7) Hourly pay:

MICT0-4 yrs:	\$3.09
4 +:	\$3.40
10 +:	\$3.55
EMT	\$1.55
- 8) SUPPLEMENTARY SHEETS FOR PROFICIENCY PAY SHALL BE SUBMITTED SEMI-MONTHLY WITH TIME SHEETS (Form HFD-43).

821.02 T.A. MEDIC'S FIRE POSITION

EXHIBIT B:

- 1) Hours temporarily assigned to medic's fire position (SR-18 and higher).
- 2) Total hours temporarily assigned.
- 3) T/A MICT OR T/A EMT.
- 4) Use Code 11 at all times.
- 5) Rate differential per hour of the temporary assignment.
- 6) Position number of the temporarily filled position (MICT or EMT).
- 7) Enter the pay grade of the position to which employee is temporarily assigned. This rate represents the next highest step that one would receive upon promotion to a higher classification.

821.03 EXHIBIT C:
Enter medic classification (MICT or EMT) temporarily assigned.

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Records and Reports (LEGACY)



Mar. 1986 - Amendment No. 50

- 822.01** JOB PERFORMANCE REPORT (JPR) (84-8). This report shall be used in the following required periods to evaluate employees:
- a. At the end of three months and at the end of an extended initial probationary period;
or
 - b. Firefighters, at six months and at the end of an initial probationary period; or
 - c. At the end of three months, six months and at the end of an extended new probationary period; and
 - d. At the end of every twelve months of County government service.
- 822.02** Detailed instructions on the proper use of this report are provided on the backside of the form.
- 822.03** All supervisors shall read through the report very carefully and discuss the evaluation thoroughly with the employees being rated.

Mar. 1986 - Amendment No. 49

CHIEF'S MEMORANDUM

NO. 2006-004

January 9, 2006

To : All Personnel

From : Darryl Oliveira

Subject: Incident/Accident Report

This is to address the situation when an "Incident" turns into an "Accident" after the Incident/Accident Report has been submitted to the Personnel Section. For clarification purposes, an "Incident" requires only first aid or no medical treatment. An "Accident" requires medical treatment.

In the situation mentioned above, it is critical that the Incident/Accident Report initially submitted be amended to reflect the correct classification (Incident or Accident) of the injury/illness. To expedite the notification of the change in classification of the injury/illness, the following procedures shall be followed:

1. The employee will notify the department's Personnel Management Specialist (Ms. Ann Ignacio) as soon as the employee has made an appointment to seek medical treatment for the injury. If the Personnel Management Specialist is not available, the employee should contact the Departmental Personnel Clerk (Mrs. Judy Kaeo). If both are unavailable, the



employee should leave a voice-mail message for the Personnel Management Specialist. The employee will convey the following information:

- A. Name of physician
- B. Date and time of the appointment
- C. Details of the injury/illness
- D. Reason for seeking medical treatment after the injury/illness initially occurred or was initially reported

2. The employee will notify his/her immediate supervisor of the change in the classification of the injury/illness. The name of physician and date and time of appointment will be relayed to the immediate supervisor. (Note: If the employee is unable to notify his/her immediate supervisor, the employee will then be responsible for notifying the Battalion Chief.)

3. The employee's immediate supervisor will contact the Battalion Chief and provide all pertinent information which the Battalion Chief will record in the daily log. The Battalion Chief will also inform the Assistant Fire Chief of the change in the classification of the injury/illness. Communication with the Assistant Fire Chief will be via a telephone call. If the Assistant Fire Chief is out of the office or off-duty at the time of contact, a note with the pertinent information will be left for the Assistant Fire Chief.

4. Upon completion the medical appointment, the employee will notify the department's Personnel Management Specialist and immediate supervisor of the employee's return to work date. (Note: If the employee is unable to notify his/her immediate supervisor, the employee will then be responsible for notifying the Battalion Chief)

5. The immediate supervisor will notify the Battalion Chief of the employee's return to work date. The Battalion Chief will notify the Assistant Fire Chief. Notification to the Assistant Fire Chief would be the same as mentioned in 3 above.

Please have your station commanders' review these procedures with their personnel. All personnel will adhere to these procedures.

DARRYL OLIVEIRA
Fire Chief

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Records and Reports (LEGACY)



CHIEF'S MEMORANDUM

NO. 2015-059

September 18, 2015

TO: ALL PERSONNEL
FROM: DARREN J. ROSARIO, FIRE CHIEF
SUBJECT: HAWAI'I COUNTY INCIDENT/ACCIDENT REPORT

In an effort to improve our filing and documentation of work-related incidents and accidents and to better initiate and track employee's leaves related to such incidents, the following policies and procedures shall be implemented immediately with regards to the completion and submission of the aforementioned report.

1. All Incident/Accident Reports shall be completed and submitted prior to the end of the employees work shift during which the event or incident occurred.
2. The submitted report must be thorough, legible, and complete and signed by the respective parties.
3. The supervisor or Fire Captain on duty at the time of the incident/accident shall complete the Incident/Accident Report. This includes periods when employees are on assignment for clinical or internship training at our department's stations or units. A copy of the "Incident/Accident Report" and "Instructions for Completing Hawai'i County Incident/Accident Report" are attached for your reference.

For those employee's on clinical or internship training at sites other than our department's stations or units, (i.e. emergency room or intensive care unit at a hospital, MICT training, on Oahu, etc.), the employee shall contact the Emergency Medical Services (EMS) Bureau to initiate the Incident/Accident Report.

In the event the employee is unable to contact the EMS Bureau due to the nature of the employee's injury/illness, the EMS Training Instructor shall notify the EMS Bureau.

4. Those fields requiring a description or for the author to "describe" an issue, the response shall be detailed. (Refer to Sections 17, 18, 20, and 21 on the attached Incident/Accident Report).
5. Section 22 requires that the document be reviewed and signed in multiple places all of



which shall be completed during the routing process. Within the field that requires "Remarks by Division Head" inclusive of signature and date, Battalion Commanders and Bureau Commanders shall sign under the Division Head's signature line indicating a review was conducted and the submitted report is complete. This is to insure proper notification as well as to address any missing or required information that may have been inadvertently omitted.

6. In the event an incident/accident results in the affected employee's absence from duty/work, the Battalion Commander or Bureau Commander shall be notified immediately by the Company Commander or Unit Supervisor. The Battalion Commander or Bureau Commander, shall in turn, immediately notify the respective Assistant Chief and Ms. Ann Ignacio, Human Resources Program Specialist. For absences during non-business hours, a telephone message and e-mail notification shall be made to Ms. Ignacio for her review upon return to work.
7. Company Commanders and Unit Supervisors should be tracking and maintaining a system of monitoring their employee's leave balances and may be contacted to confirm the amount of available leave hours.
8. Employees should understand that although an injury/illness occurred during the course of work-related activities, until such time that their Workers' Compensation Claim is accepted and approved, all absences are charged to the employee's accrued sick leave. Prior to an employee exhausting all of his/her accrued sick leave hours, the employee must submit a written request to me requesting approval for one of the three options that are available for him/her to use for future absences from work as a result of his/her respective injury/illness. The options are as follows:
 - Option 1: Use accrued vacation hours
 - Option 2: Compensatory time-off
 - Option 3: Be placed on "leave without pay" status

Once the Workers' Compensation claim is accepted and approved, the employee's respective leave balances will be reinstated.

9. In the unfortunate event that the employee will be exhausting all of his/her paid leave balances prior to being released to return to work, he/she shall submit a written request to me, in advance, requesting to be placed on "leave without pay." Upon my approval, the employee shall be placed on "leave without pay" status.

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Records and Reports (LEGACY)



It is imperative that everyone do their part to assist in the timely and thorough submission of this report as the consequences often have a direct impact on the employee's claim, leave, and pay or compensation. The Battalion Commanders are responsible for ensuring that the Incident/Accident Report is received in the Administration office in a timely manner. For weekends and holidays, the Battalion Chief in the 2nd Battalion shall route the Incident/Accident Report to the office of the Battalion Chief in the 1st district.

As a reminder, Section 386-95 of the Hawaii Revised Statutes, states:

"Within seven working days after the employer has knowledge of such injury causing absence from work for one day or more or requiring medical treatment beyond ordinary first aid, the employer shall make a report thereon to the director..."

Division Heads, Battalion Commanders, Bureau Commanders, and Unit Supervisors shall review this memorandum with all subordinates to assure acknowledgement and compliance.

Please contact Ms. Ann Ignacio if you have any questions.

A handwritten signature in black ink, appearing to read "DJR".

DARREN J. ROSARIO
Fire Chief

DJR:ai

Attachments

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Records and Reports (LEGACY)

HAWAI'I COUNTY INCIDENT/ACCIDENT REPORT

To be completed by injured employee's immediate Supervisor, and signed by injured employee.

Circle Incident if NO medical treatment required; Circle Accident if medical treatment required. PLEASE PRINT			
1. Employee Name (Last, First, MI) Res. Ph. No.	2. Department/ Division & District	3. Employee No.	
4. Job Title / Position	5. Time of Incident/ Accident	6. Date of Incident/ Accident	
7. Date Reported	8. Date Disability Began (Did employee lose time from work, other than the day of injury?)	9. Date Returned to Work (Is employee back to work following disability?)	
10. Location of Incident/ Accident	11. Did employee complete shift?	12. Nature of Injury/Illness (cut, sprain, etc.)	
13. Part of the body injured (right/left knee, etc.)	PERSONAL PROTECTIVE EQUIPMENT		
	Item	Issued	Used
14. Treating Physician (Write "None" if no medical treatment provided)	A. Hard Hat		
	B. Safety Glasses		
	C. Goggles		
	D. Face Shield		
15. What was employee doing at the time of the incident/accident?	E. Ear Muff		
	F. Respirator		
	G. Clothing (T11ne)		
	H. Gloves		
16. What equipment, machine or tools were being used?	I. Foot Protection		
	J. Other (Description)		
17. How did the incident/accident occur? Describe in detail the events that led to the accident.			
18. Describe any hazardous conditions, items or practices which contributed to the incident/accident.			
19. Names and phone numbers of witnesses			
20. How could this incident/accident have been prevented?			

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Records and Reports (LEGACY)



21. Describe the specific actions to be taken to prevent a recurrence.	
_____ Immediate Supervisor (PRINT & SIGN)	_____ Date
22. This report has been reviewed with me.	
_____ Employee's Signature	_____ Date
_____ Department/Division Safety Representative (PRINT & SIGN)	_____ Date
Remarks by Division Head	
_____ Division Head (PRINT & SIGN)	_____ Date
Remarks by Department Head	
_____ Department Head (PRINT & SIGN)	_____ Date
THIS SECTION TO BE COMPLETED ONLY IF EMPLOYEE WAS TREATED BY A PHYSICIAN. Not to be completed for first aid or no treatment (incident) cases.	
MEDICAL AUTHORIZATION	
I hereby give authorization and permission to my physician(s) and/or hospital to release and disclose information relating to any medical diagnosis, medical records and medical treatment rendered to me to the Department of Human Resources, Health & Safety Division, County of Hawai'i, 101 Pauahi Street, Hilo, HI 96720, telephone number 961-8344, and to their consultants and to their counsel.	
_____ Employee's Signature	_____ Date
Distribution: 1. Copy to Health & Safety Division within 3 work days after incident/accident; if medical treatment rendered, a completed original WC-1 form must be attached. 2. Original retained by Department (for permanent retention).	

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Records and Reports (LEGACY)



**INSTRUCTIONS FOR COMPLETING
HAWAII COUNTY INCIDENT/ACCIDENT REPORT FORM**

**(To be completed by injured employee and/or supervisor
immediately after incident/accident)**

Circle "Incident" if the accident does not involve medical treatment; Circle "Accident" if the accident requires medical treatment.

1. Enter last name, first name, and middle initial of injured employee, along with injured employee's home phone number.
2. Enter injured employee's department, division, and district.
3. Enter injured employee's employee number.
4. Enter injured employee's job title or position.
5. Enter the time of the accident.
6. Enter the date of the accident.
7. Enter the date that the injured employee reported the accident to you (the supervisor).
8. If the employee is disabled from work due to the accident (other than the day of the accident), enter the first day of disability. If the employee did not lose time from work due to the accident (other than the day of the accident), enter N/A.
9. If employee has returned to work (following disability), enter the date that the employee returned to work. If the employee did not lose time from work (other than the day of the accident), enter N/A.
10. Enter the (specific) location of the accident (i.e. Hilo base yard, etc.).
11. Enter "yes" if employee continued to work on the day of the accident. Enter "no" if the employee did not continue to work on the day of the accident.
12. Enter the type of injury (i.e. cut, scrape, sprain, etc.).
13. Enter the part of the body that was injured (i.e. left knee, head, right ring finger etc.).
14. If the injured employee was seen by a physician, enter the name of the physician. If the employee did not see a physician, enter "none".
15. Enter the activity or job the employee was performing at the time of the accident (i.e. lifting desk, moving boxes, shoveling debris, etc.).
16. Enter the equipment, machine, or tools that employee was using at the time of the accident (i.e. shovel, grinder, hammer, weed-eater, grass cutter, chain saw, etc.).
17. Describe how the accident occurred (i.e. While moving 15 boxes weighing approximately 30 pounds from floor to 5 foot high shelf, experienced pain in lower back area).
18. Describe hazardous conditions that may have contributed to the accident (i.e. heavy boxes, lifting boxes above shoulder height, wet, slippery floor, etc.).
19. Enter the names and phone numbers of any witnesses. If no witnesses, enter "none".

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Records and Reports (LEGACY)



11. Describe any measures that could have been taken to prevent this accident (i.e. get assistance from fellow employee, remove some of the contents in boxes, making boxes lighter, mop up wet floor, use caution tape or signage, etc.).

PERSONAL PROTECTIVE EQUIPMENT SECTION

Place a check mark in those columns that apply (i.e. If hard hat was issued, check box in "issued" column; if hard hat was used, check column box in "used" column. Do not check boxes for those items that were not either issued or used.

12. Describe the actions you will be taking to prevent a recurrence of this type of accident (i.e. back injury prevention training to be given to all employees, counsel employee about requesting assistance when necessary, or lightening the load prior to the lift, providing additional safety equipment, etc).
13. Injured employee to review, sign and date. Department or Division Safety Representative to review, print and sign name, and date.

Division Head to review, enter any remarks regarding the accident, and print and sign name, and date.

Department Head to review, enter any remarks regarding the accident, and print and sign name, and date.

Injured employee is to sign the medical authorization section, and date.

A copy of the Hawai'i County Incident/Accident Report Form is to be forwarded to the Health and Safety **Division within 3 days of the incident/accident**. If medical treatment was rendered, a completed WC-1 must be attached to the Incident/Accident Report Form.

The original Incident/Accident Report Form must be permanently retained by the injured employee's Department.

CHIEF'S MEMORANDUM

NO. 2018-012

February 15, 2018

TO : ALL PERSONNEL

FROM : DARREN J. ROSARIO, FIRE CHIEF

SUBJECT : **NON EMERGENCY OVERTIME REPORT**

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Records and Reports (LEGACY)



As directed by Managing Director Okabe, all non-emergency overtime greater than eight hours per pay period shall be documented and a report generated to him by the department head.

The documentation shall state the date, hours, and justification for the non-emergency overtime. Thus, effective with the February 28, 2018 timesheet submission, all employees shall submit a separate HFD 43 form capturing any non-emergency overtime over eight hours for the entire month (See attached HFD 43 example form). The comments section of the HFD 43 shall document the justification for the overtime and whom approved it. Supervisors shall be responsible for this submission. The reports shall be submitted in a separate interdepartmental envelope from the timesheets addressed to your respective AC.

For purposes of this submittal, the following is not considered as Non-Emergency Overtime:

1. Any overtime that generates an incident number
2. Personnel shortage overtime
3. Rank for Rank overtime

Mahalo,

DARREN J. ROSARIO
Fire Chief

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Records and Reports (LEGACY)



CHIEF'S MEMORANDUM

NO. 2019-052

December 13, 2019

Harry Kim
Mayor



Darren J. Rosario
Fire Chief

Lance S. Uchida
Deputy Fire Chief

County of Hawai'i
HAWAII FIRE DEPARTMENT
25 Aupuni Street • Suite 2501 • Hilo, Hawai'i 96720
(808) 932-2900 • Fax (808) 932-2928

December 13, 2019

CHIEF'S MEMORANDUM

NO. 2019 – 052

TO: ALL PERSONNEL
FROM: DARWIN OKINAKA, ASSISTANT FIRE CHIEF, EMERGENCY OPERATIONS
SUBJECT: PERSONNEL ACCOUNTABILITY SYSTEM (PAS) AND PERSONNEL ACCOUNTABILITY REPORT (PAR) SOP PILOT IMPLEMENTATION

The two corresponding Standard Operating Procedures (SOP) will be implemented as a pilot effective January 1, 2020. In the Fire Service, HFD personnel commonly operate in various dangerous and high risk environments. Therefore, the pilot SOP's will be introduced to assist with personnel accountability.

1. **Personnel Accountability System (PAS) SOP** provides a mechanism for effective tracking of personnel to ensure safety and accountability during (but not limited to) Emergency response incidents. The SOP is inclusive of three levels of accountability along with a MAYDAY protocol.
2. **Personnel Accountability Report (PAR) SOP** is utilized as a component of PAS, and provides a mechanism for a roll call procedure.

Both SOP's will be piloted for a one year period beginning January 1, 2020 until December 31, 2020. At the end of the one year, HFD will evaluate for effectiveness and revised SOP's as needed. Revisions, if any, will be made and implementation will proceed thereafter.



Supplies issued to each station and personnel accordingly will include:

- 1) 3 PAS cards per person
 - Level 1
 - Level 2
 - Extra
- 2) Keyrings (1")
 - 1 key ring will be attached to each card
 - Extras will be provided to keep at each station
- 3) A box of grease pencils for each station to mark assignment on each card
- 4) A set of blank PAS cards to be kept at the station
- 5) Carabiners (3")
 - 1 carabiner per person
 - 2 carabiners for company officers and supervisory personnel
 - Extras will also be provided per station

Personnel have been stopping by at your respective stations to capture new images of HFD members to print the PAS cards. Photos shall all be done utilizing a white background and in uniform. NO HATS TO BE USED IN ANY IMAGES.

FYI: We will be using these photos for other projects too.

Once the cards have all been printed, we will be sending them out to the stations/shifts accordingly. We may have a delay in the printing due to the large amount of cards and printing supplies. If we are unable to print all of the cards, and supplies issued before January 1st, we will postpone the pilot implementation until such time they are all issued. For the time being, please familiarize yourselves with the PAS and PAR SOP's and prepare for implementation.

Station Commanders shall determine how the station inventory will be managed. Replacement cards shall be handled like any other ID or DCC card and requested through the Training Bureau. Replenishment of other supplies (i.e. key rings, carabiners, or grease pencils) shall be requested through the Distribution Center.

Should you have any questions, please contact me via email me at darwin.okinaka@hawaiicounty.gov, or 932-2906.

A handwritten signature in black ink, appearing to read "Darwin Okinaka".

DARWIN OKINAKA
Assistant Fire Chief
Emergency Operations


APPROVED:

A handwritten signature in black ink, appearing to read "Darren J. Rosario".

DARREN J. ROSARIO
Fire Chief

20XX	Records and Reports (<u>LEGACY</u>)	
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Standard Operating Procedure - Personnel Accountability System (PAS)	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline</i></p>	
<p>Applicable HI Statutes: N/A Applicable HI Administrative Regulations:</p>	
<p>OSHA:</p>	
<p>NFPA Standard: 1561</p>	
<p>Date Implemented: January 2020 (Pilot) Date Revised: N/A Next Review Date: March 2021</p>	<p>Approved By: Darren J. Rosario, Fire Chief </p>

- I. PURPOSE**
 - A. To provide a mechanism for effective tracking of Hawai‘i Fire Department (HFD) personnel to ensure safety and accountability during emergency response.
 - B. Personnel accountability for all HFD employees, at any time, during operations with a high risk profile, including but not limited to: structural firefighting, wildland firefighting, search/technical rescue, hazardous materials response, and active shooter/MCI events.
 - C. Improve resource management, safety and accountability within the ICS structure.

- II. APPLICABILITY**
 - A. INDIVIDUAL**
 - 1. All emergency operations personnel are tasked with following this policy. Freelancing is prohibited. Follow check-in/out procedures as detailed below.
 - 2. Maintain face to face, visual, and/or radio communications at all times.
 - a. Keep supervisors informed at all times appropriate to risk profile of assigned task.
 - b. This includes number of personnel, location, Conditions, Actions, and Needs (CAN report).

Implemented: January 1958	Last Revised: December 1994	Next Review: October 2027
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3. At start of duty, PAS IDs shall be labeled with vehicle assignment and turned in to officer.
 - a. Personnel shall sign out portable radios.
 - b. Conduct personal inspection of PPE.
 - c. Check assigned SCBA and personal SCBA mask daily, inclusive of air supply, battery life, and PASS.

B. COMPANY OFFICERS

1. Know assignment, location, number of personnel at all times.
2. Ensure routine compliance with policy.
3. Ensure all personnel PAS ID tags are labeled with vehicle assignment and on proper collection ring.
4. Require all personnel to have portable radio on them at all times.
5. Conduct regular, effective training evolutions incorporating the PAS, PAR, MAYDAY protocols, and Rapid Intervention.
6. Training shall be documented on the HFD Monthly training report and as required on Target Solutions.

C. ACCOUNTABILITY OFFICERS/DIVISION/GROUP SUPERVISORS

1. The Accountability Officer (AO) role shall be retained by the IC until the assignment is delegated.
2. The AO shall be responsible for tracking and accounting for all personnel checked in on an incident. This may include entry control functions, tracking of air supplies, work time, and other functions as needed.
3. Division/Group Supervisors will maintain accurate tracking of crews/individuals assigned. These individuals must be in the same assigned areas and maintain close supervision and communications at all times.

D. INCIDENT COMMANDER (IC)

1. Implement ICS to maintain proper span of control. Responsible for overall responder accountability.
2. Maintain an awareness of the function and location of all companies assigned to an incident.
3. The IC shall provide for control of access to the emergency scene.
4. The IC shall implement the PAS appropriate to the size and scope of the incident.

E. BATTALION CHIEFS AND VOLUNTEER TRAINING CAPTAINS

5. Ensure regular compliance and proficiency of all subordinate personnel utilizing the PAS at multi company evolutions and alarms.

III. PROCEDURES



A. PERSONNEL ACCOUNTABILITY SYSTEM (PAS)

The IC shall implement the PAS at all multi-company alarms appropriate to the level of established ICS structure. Incidents of small scale such as 2 or 3 companies shall at a minimum collect the tags of operating personnel and keep them at the designated Incident Command Post, (ICP).

B. PROCEDURE

1. Two tag system consisting of HFD issued Personnel Accountability System (PAS) ID cards.
2. One tag affixed to collection ring of their assigned apparatus prior to response. Members shall check in with their supervisor upon beginning tour of duty.
 - a. Officers may use discretion in retaining all subordinate ID's on their apparatus or on each responding unit.
 - b. The officer is ultimately responsible for knowing the whereabouts of their subordinate personnel and their PAS ID tags at all times.
 - c. For example, E11 and M11 PAS IDs would be retained by Company 11 Captain and Medic 11 FMS, respectively.
3. Grease pencil shall be used for marking ID cards of personnel who change apparatus, such as EMTs assigned to medic units, HAZMAT/Rescue, etc.
 - a. Members shall mark daily vehicle assignment upon start of duty or each change of apparatus assignment.
 - b. Officers shall exercise vigilance that this is adhered to during various on- duty changes or assignment.
 - c. Members going off duty shall retrieve tags from their officer upon being relieved.

C. LEVELS OF ACCOUNTABILITY

1. Level 1 Accountability
 - a. On arrival, primary collection ring turned in to Command/ICP or accountability officer/location at check-in. Many times, this location will be the first arriving apparatus if not designated otherwise.
 - b. Most response scenarios will only require the PAS be established this far. This shall be referred to as Level 1 accountability.
2. Level 2 Accountability
 - a. Prior to entering "danger areas", the second tag shall be turned in. Examples include any IDLH atmosphere, HOT/WARM HAZMAT control zone, confined space, search and rescue (SAR) search area, or high-rise staging area (two floors below fire floor). This level of accountability will be referred to as Level 2 accountability.
 - b. Established at IC discretion.
 - c. Teams making any sort of IDLH entry shall communicate the location of HFD PAS IDs prior to initiating assignment.
 - i. Example: *"Fire Control, Engine 1 on scene, Bayshore Towers, heavy*



black smoke showing from penthouse. Engine 1 is the ICP at the FDC. Switching all operations to Hilo 2.” Initial accountability location would be Engine 1.

- ii. *“Fire Control, Engine 1 entering penthouse for search and suppression, Ladder 2 is RIC. 14th floor is the staging and accountability location. Making entry with 4 personnel.”*

Company 1 would leave their tags at the staging area with equipment and Ladder 2 Captain. Tags could be left at the accountability location at discretion of the officer making entry provided his RIC is close enough to assist, but not yet at the accountability location (*This example is only applicable to this particular location and scenario. Company officers shall appropriately apply these principles fitting to each situation.*)

- d. As other crews arrive, they would turn in their collection rings to Engine 1 FEO. A status board for the BC vehicle would then be implemented when appropriate.
 - e. When a unit is assigned RIC, the officer shall collect all secondary tags of assigned members.
 - f. The RIC officer shall leave those tags either at the prior designated entry point/accountability location, with the IC, or at the point of entry allowing the fastest access to the down firefighter(s) during a MAYDAY.
 - g. The RIC officer shall announce the location of these tags prior to making entry to the IC.
 - h. The IC shall move all other operations to another radio frequency.
 - i. The IC shall designate an additional RIC team, and request more resources as needed.
 - j. In certain scenarios, it may be more practical for an entry team to leave their secondary tags at their own point of entry or their apparatus. In this case the IC should already have their primary personnel accountability tags.
 - k. The entry team shall announce their number of personnel, entry location, assignment, and location of secondary tags prior to entry. This could be at the pump panel with the FEO for example if they are opposite and remote of the main entry point.
 - l. **The goal is that all personnel are accounted for. Leave your tag with an officer if you are entering any IDLH environment. Operational flexibility shall be allowed within the confines of this policy. Tag location and personnel entering must be known to the IC via their superior officer through the chain of command.**
 - m. Status rings for the “danger area” and command post shall be collected prior to leaving. This component of check out is critical to prevent risking other personnel searching for individuals or companies who have simply departed the scene. All individuals and officers are responsible for retrieving tags and making departure known to the IC/Accountability Officer.
3. Level 3 Accountability



- a. Multi-Agency response shall be referred to as a Level 3 accountability. The Level 3 designation signifies an interagency response, yet may also include Level 2 Accountability for “danger areas”, IDLH, etc.
 - b. This method further requires formal ICS check in and IAP/Situational Report briefing.
 - c. At present time, outside agency personnel will be issued hand written PAS ID cards with name, agency, and vehicle assignment.
 - d. Hand written cards shall be accepted common practice unless a functional ID printing station has been established.
4. Volunteers/Members arriving POV
- a. Report to the ICP for check-in and briefing. The IC or designated accountability officer (AO) shall affix tags to the status board under the division/group they are assigned to prior to engaging in operations.
 - b. The second PAS ID will be turned in to the division/group supervisor upon request.
 - c. **No member shall enter into operations without reporting to the ICP or designated accountability officer. Accountability tag must be turned in prior to assignment.**
5. Large Incidents of Acute Nature:
- a. Example: *BT17 is arriving at a brushfire in District 8 with structure being threatened. Company 8 and 9 are fully engaged on western flank in structural protection. BT17 is directed by Captain 8 to suppress a fast moving finger on eastern flank. BT17 shall acknowledge order, and radio Captain 8 with number of personnel, and access point. Tags shall be taken to ICP or left at an accountability location at the earliest opportunity.*
 - b. These types of exceptions to the rule should be the exception and not the norm. Decisions to circumvent the normal procedure should be done with the awareness that safety is being compromised only for a benefit which outweighs calculated risk.

D. ACCOUNTABILITY COMPONENTS

1. The Accountability System should include but not necessarily be limited to the following accountability components:
 - a. Two issued HFD ID tags with single hole punch, and key ring.
 - b. First HFD PAS ID, PRIMARY- Collection carabiner for Company or each apparatus at Officer’s discretion
 - c. Carabiner with HFD PAS ID, SECONDARY; and key ring affixed to left upper chest area to be collected at an Accountability Location prior to making entry.
 - d. Appropriate labeling of Structural Helmets, Bunker Jackets, Wildland Helmets, and Brush Jackets with last name of personnel.
 - e. Portable radios for all personnel.
 - f. Use of “Emergency Traffic” radio transmissions and audible warning devices



- for immediate evacuation.
- g. MAYDAY procedures.
- h. Conducting Personnel Accountability Reports (PAR).
- i. Thermal Imagers.
- j. Designated RIC team for any IDLH entry team.
- k. Status board for command vehicles including BC, AC vehicles, Heavy Rescue/HAZMAT specialty vehicles, and Mobile Command unit.
- l. Cache of blank tags for each vehicle/apparatus in an envelope containing permanent marker and grease pencil for personnel who misplace tags, or for outside agency response personnel entering the incident area of operations, such as HFD, DOFAW, dozer operators, public works, etc.

E. MAYDAY – Radio Channel/Talk Group Assignments

1. If a MAYDAY is called using the orange Emergency Alert Button (EAB), FCCC will answer the MAYDAY and confirm receipt by the IC.
 - a. The IC shall deploy Rapid Intervention Crew to intervene in the MAYDAY. All other fire ground activities will continue unless otherwise ordered by the IC.
 - b. The IC should keep the MAYDAY on the current operating frequency and move all other operations to another channel.
 - c. It has been determined with FCCC that it is best to move to another operating channel instead of a tactical channel. The orange EAB button on our radios do not work on tactical channels.
 - d. For example, if there was a MAYDAY on Hilo 2, the IC may select to use Hāmākua 2 for suppression operations.
2. A MAYDAY called simply by keying the mic and transmitting a MAYDAY without pushing the orange EAB button may not be heard by FCCC.
 - a. In this case, the IC will receive and answer the MAYDAY.
 - b. The orange EAB button should be used in the event of a MAYDAY because it takes over transmission priority.
 - c. If unable to access the EAB, use all other means to transmit the MAYDAY.

F. INTERIM DISPATCH PROTOCOL FOR EAB (MAYDAY) ACTIVATION

1. Upon receiving an emergency alert tone and/or MAYDAY, it is the FCCC's responsibility to acknowledge the caller that their transmission has been received. The dispatcher shall advise other radio traffic and state, "*All communications on (affected talk group) clear radio traffic. Radio ID#, This Is Fire Control, we have received an emergency alert from your radio. Do you have an emergency?*"
2. Dispatcher shall make contact to verify an emergency exists.
3. Dispatch shall notify IC.
4. MAYDAY or emergency will be directed by IC. Dispatch will assist and move radio traffic as directed.



5. Dispatch shall advise IC if no contact is made.

G. TERMINATING THE ACCOUNTABILITY SYSTEM

1. The Incident Commander reserves the right to terminate the Accountability System based on the situation and risk profile of the incident.
2. Prior to termination, a final Personnel Accountability Report (PAR) shall be completed.
3. Tags shall be returned to respective units prior to clearing from the incident. Company officers and/or unit leaders shall call over radio on return. "Engine 1A clear, returning with 2 personnel, check out complete."

H. LOST HFD PAS ID CARDS

1. Personnel shall immediately report lost ID's up the chain of command to the Training Bureau for replacement.
2. A hand written ID shall immediately be created on a blank card displaying personnel name, rank, and assignment.

I. PROCEDURE TO COMPLETE HAND WRITTEN PAS ID CARDS


1. Using a grease pencil, write in the following on a blank PAS ID card.
 - a. Personnel's name
 - b. Rank
 - c. Assignment
 - d. Agency (if not HFD personnel)

J. PERSONNEL ACCOUNTABILITY SYSTEM EVALUATION AND CONTINUITY

1. The system shall be reviewed every 4 months during the first year of operation. All major incidents where and After Action Review is conducted shall include a review of PAS implementation, execution, successes, and challenges and communicated through proper channels for review.
2. Subsequent annual review of this policy shall be conducted by Fire Administration.

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Standard Operating Procedure - Personnel Accountability Report (PAR)	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline</i></p>	
Applicable HI Statutes: N/A	
Applicable HI Administrative Regulations:	
OSHA:	
NFPA Standard: 1561	
Date Implemented: January 2020 (Pilot) Date Revised: N/A Next Review Date: March 2021	Approved By: Darren J. Rosario, Fire Chief 

I. PURPOSE

To provide a mechanism for a roll call procedure initiated by command to confirm all assigned personnel are accounted for. The Personnel Accountability Report (PAR) is a critical component of the Personnel Accountability System, (PAS). The PAR is a tool to ensure accountability and promote safety in All-Hazard Response.

II. APPLICABILITY

A. ALL OPERATIONS PERSONNEL

1. Maintain contact with team members and accountability to Company Officer at all times.
2. Do not freelance. Follow orders and directives as given on the fire ground within assigned areas. Operate within ICS structure.
3. Inform immediate supervisor of necessary movement from assigned area of operation or inability to accomplish given assignment. Notify immediate supervisor of completion or status of tasks as well as safety concerns not limited

Implemented: January 1958	Last Revised: December 1994	Next Review: October 2027
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to, but including fire behavior, structural stability, weather changes, or operational needs. Utilize “CAN” report; conditions, actions, and needs.

4. All personnel are responsible for being equipped with their assigned radio, set to the correct operational channel. All personnel shall follow the Personnel Accountability System (PAS) policy and check in with issued ID cards as outlined in that policy.

B. COMPANY OFFICERS/SUPERVISORY PERSONNEL/TEAM LEADERS

1. Maintain contact of assigned personnel. Maintain constant awareness of number of personnel, their location, assignment, level of exertion, and air supply.
2. Identify risks and risk potential to subordinates and its overall incident implications.
3. Relay incident status changes to personnel and up ICS chain of command structure.
4. Maintain span of control.
5. Ensure compliance with Personnel Accountability System (PAS) policy.

C. INCIDENT COMMANDER (IC)

1. Primary responsibility to maintain accountability at all times. Utilize ICS and maintain span of control.
2. Establish appropriate level of Personnel Accountability System (PAS) to the size and scope of incident.
3. Ensure safe and effective emergency operations.
4. Assign appropriate operating radio channels/talk groups to allow for efficient fire ground communications.

III. PROCEDURES

A. PERSONNEL ACCOUNTABILITY

1. The Incident Commander (IC) shall be responsible for the overall accountability of all personnel assigned to the incident. Safety Officer (SO) and Accountability Officer (AO) roles may be filled as dictated by necessity of circumstance and availability of personnel.
2. The IC shall initiate accountability and maintain it throughout the duration of the operation.
3. The IC shall maintain an awareness of the location and function of all companies assigned to an incident.
4. Company Officers, Division/Group supervisors shall supervise and account for all personnel within their subordinate group/assigned company members.
5. The IC shall be responsible for the accountability of personnel working independent of a company, division, or group, such as the Safety Officer (SO), or Fire Equipment Operator working at the pump panel.



B. CONDUCTING THE PAR

1. The IC may initiate a PAR at any time. The PAR may also be conducted as needed in a developed ICS structure by an Operations Section Chief, Company Officer/Division/Group supervisor as necessary.
2. The PAR may include all units operating at the incident or a selected group of companies, divisions, groups, or units as determined by the IC.
3. The IC may consider moving the operation to a secondary channel/talk group to avoid interference from outgoing alarms.
 - a. The primary channel will be monitored by another radio.
 - b. The use of tactical channels does not allow for the (orange) Emergency Alert Button (EAB) to be used in the event of a MAYDAY.
4. The PAR should begin with a stand by announcement on the appropriate channel to notify Company Officers and division/group supervisors to account for all assigned personnel and provide their report upon request. Examples:
 - a. *“All personnel from Keamuku IC, standby for a PAR.”*
 - b. *“Division Bravo, Keamuku IC, standby for a PAR.”*
5. Allow reasonable time for Company Officers to account for personnel.
6. Depending of the number of units, span of control, and size of the incident shall determine the length of time allowed. Typically, the roll call should begin in one minute.
7. Conduct the PAR by requesting Company Officers/Division/Group supervisors to “provide a PAR”. Example:
 - a. *Engine 9, Keamuku IC, provide a PAR.”*
8. In emergency situations an “Emergency Traffic” announcement may be given and a PAR started immediately.
9. If a MAYDAY is called, the normal MAYDAY procedure shall apply. A PAR shall follow the initial MAYDAY timed at the discretion of the IC.

C. PAR BENCHMARKS

1. The IC should attempt to conduct a PAR at a minimum of 20-minute intervals. Timing and frequency may depend on the situation and needs of the incident.
2. The IC may request FCCC provide elapsed time notifications of a chosen time interval. For example, upon providing a scene size up, the IC may request a time notification at the 10-minute mark to account for personnel and assess resource needs.
3. The PAR shall also be conducted when the following events occur:
 - a. Any sudden hazardous event (MAYDAY, flashover, backdraft, structural collapse).
 - b. Report of missing firefighter(s).
 - c. Following an order to evacuate, abandon operation, or withdraw (Operational Retreat).
 - d. Change in operational mode, offensive to defensive,



defensive to transitional operational mode, etc.

- e. At the time the IC reports the situation or fire under control.
- f. At the discretion of the IC, as needed.

D. RESPONDING TO A PAR REQUEST

1. The PAR shall be conducted face to face at the Company/Group/Division level to minimize radio traffic.
2. When a PAR is requested by the IC, the Company Officer shall respond with the total number of personnel accounted for with their current assignment and location. Examples:
 - a. *“Engine 7 has a PAR of 3, assigned fire attack on Bravo side”*
 - b. *“Engine 12 has a PAR of 3, assigned primary search in Division 2”*
3. If the Company is split, the Officer shall identify the number of crew members accounted for, current assignment, and location, followed by the status of crew members not present. Example:
 - a. *“Engine 10 has a PAR of 2, assigned interior fire attack, Engine 10 firefighter assigned RIC located at front entry with Engine 18 firefighter”*
4. Division/Group supervisors for larger incidents may be asked to report the specific companies and number of personnel from each working within the group or division. Examples:
 - a. *“Division Charlie has a PAR of 3 for Engine 11, 2 for Brush Truck 11, 1 for Tanker 11, 2 for Medic 11, 2 for Engine 20.”*
 - b. The Company Officer/Division/Group Supervisor if always included in the total count for the PAR.
 - c. If not specified, *“Division Charlie has PAR”* will suffice.
5. If additional time is needed, *“PAR in progress”* shall be communicated to the IC.
6. Missing personnel: Should a PAR report a missing member or is unable to make contact, the IC shall make appropriate assignments and additional resource requests to locate personnel.
7. “NO COMMS” – If personnel are alerted by their portable radio that they are in an area with no service, an attempt should be made to return to the last known area of radio coverage and notify the IC or Operations Section Chief of this issue prior to proceeding.
 - a. Most officers and personnel know radio dead spots geographically in their service area. A greater unknown variable, and potential greater risk lies in loss of radio communications inside of structures as direct visual contact and cellular phone use are not an option.
 - b. Proceed with extreme caution.

E. DOCUMENTING THE PAR

1. The IC shall communicate the results of the PAR to FCCC. Example: *“Fire Control, Akoni Pule IC has PAR on all assigned personnel.”*

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Records and Reports (LEGACY)



2. FCCC shall document the results of the PAR on the CAD narrative.
3. Company Officers/IC's responsible for RMS documentation shall also document conducting of the PAR in their narrative.

F. EVALUATION AND CONTINUITY OF THE PAR SYSTEM

1. The system shall be reviewed every four months during the first year of operation.
 - a. All major incidents where an After Action Review is conducted shall include a review of the PAR implementation, execution, successes, and challenges and communicated through proper channels for review.
 - b. Subsequent annual review of this policy shall be conducted by Fire Administration.

End of Chief's Memo 2019-052

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