Emergency Roll Calls

By Deputy Chief Nicholas Corrado and Battalion Chief Frank Leeb

ne of the most difficult situations for an Incident Commander (IC) is managing an emergency roll call while simultaneously supervising the remainder of an incident. Situations that mandate an emergency roll call often are chaotic and rapidly evolving, frequently with members operating in extremely dangerous positions when the fire or emergency is not yet fully confined, defined or controlled by operating units.

For these reasons and to increase operational safety of FDNY members, it is imperative that all members be familiar with emergency roll call procedures. The Bureau of Operations mandates that training roll calls be conducted quarterly in January, April, July and October. Although conducting roll calls is difficult and time-consuming, it is a necessary accountability tool that enhances member safety.

A roll call needs to be completed quickly and accurately to ensure the safety of all Firefighters on the scene. When multiple alarms are required, the number of Firefighters and units on-scene increases and greatly adds to the complexity of the roll call. Fires in high-rise structures, subways or fire and emergency scenes that cover a wide area also make the emergency roll call more complicated and harder to manage.

It is the responsibility of every member of the FDNY to be knowledgeable with roll call procedures so we are all able to do our part in assisting the roll call Officer when an emergency roll call is necessary. Even a few members lacking this critical knowledge can slow the entire roll call process and precious seconds can be lost that may be needed to find and rescue a missing Firefighter. When members are proficient in roll call procedures, a roll call is conducted quickly, accurately and efficiently, thereby increasing fireground safety for all.

Depending on the situation, the IC may be faced with managing and addressing many tasks simultaneously. This often makes it impractical for the IC to personally conduct the emergency roll call. This function typically is delegated to a Chief Officer designated the Roll Call Officer (RCO). At times, a company Officer or a Battalion or Division Firefighter may be called upon to conduct an emergency roll call when a Chief Officer is unavailable for this duty.

Conditions Requiring an Emergency Roll Call

- Mayday transmission for collapse imminent/collapse occurred.
- Urgent transmission for "interior attack discontinued and exterior attack instituted."
- Urgent transmission for "loss of water endangering members."
- Anytime a building or area is evacuated.
- Anytime the IC determines an emergency roll call is necessary to account for members.

Options for Conducting the Emergency Roll Call

There are two options for conducting an emergency roll call: a verbal roll call and an EFAS (Electronic Fireground Accountability System) roll call. FDNY procedures for emergency roll calls are located in the *Communications Manual*, Chapter 9, Addendum 2 (Emergency Roll Call Procedures) and Addendum 3, Electronic Fireground Accountability System (EFAS).

Members must understand the differences between a verbal and an EFAS roll call. Not only should the RCO announce to all units to prepare for a roll call before commencing, he/she also should specify if the roll call being conducted will be a verbal or an EFAS roll call. This pause will give Officers time to account for members or give the member using the EFAS time to set up the system on the MDT. Depending on the situation, the IC also may opt to conduct a quick roll call of seriously exposed units prior to conducting a formal EFAS or verbal roll call.

Emergency Roll Call--Verbal

When preparing for an emergency roll call, the IC must gain

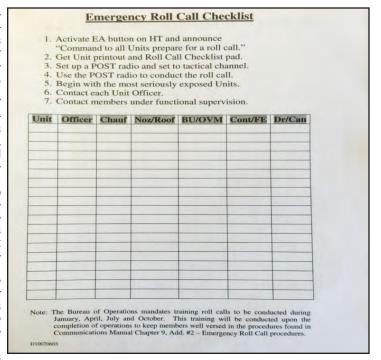


Photo 1—Preprinted emergency roll call forms are available in every Battalion and Division vehicle.

control of the handie-talkie (HT) frequency. The options the IC can use will enhance the ability to transmit at a higher wattage, which may assist in gaining control of the HT network. The IC can utilize the emergency alert tone on the HT and transmit at five watts. (It is important to remember that when using this option, the emergency alert button must be deactivated after gaining control of the HT. Failure to do so will cause the letters "EM" to be displayed every time a transmission is made from this HT and the beacon tone will continue to sound every four seconds.)

The IC also can use the post radio on the tactical channel to transmit at 45 watts or the UHF radio in a Battalion or Division vehicle on the tactical channel to transmit at 40 watts.

The member conducting the emergency roll call must have an updated list of all companies on the scene. An updated printout can be accessed from any apparatus MDT on the scene, as follows:

- Press the "Incident Summary" button. A blank form will appear, requesting several pieces of information; e.g., date, Box. This information does not need to be entered.
- Press "Send." This automatically will default the report to the Box to which the unit currently is assigned. The MDT will indicate a message is waiting.
- Press "Next" to retrieve the rundown of units.
- Press "Print" for the MDT to print the rundown.
- Press: "Incident Summary-send-next-print."

The RCO must be assisted by another member who is responsible for monitoring the HT frequency on which the emergency roll call is being conducted and recording the members by position, as they reply. Every Battalion and Division vehicle has a pad of pre-printed Emergency Roll Call forms that can be used to help keep track of companies and members as they reply to the roll call.

The RCO and the member assisting the RCO should be in an area away from the Command Post, in a position that is advantageous to hearing HT transmissions. The area selected should be

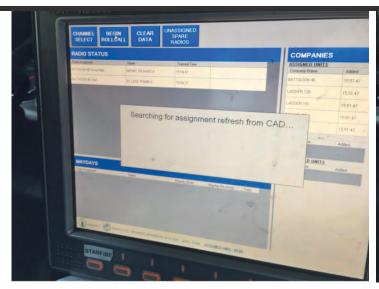


Photo 2—EFAS screen in the "begin roll call" screen when system is refreshing assigned units.

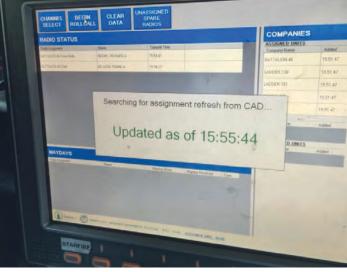


Photo 3—EFAS screen in the "begin roll call" screen after the system successfully refreshes assigned units.

free of smoke and excess background noise, such as the noise from apparatus engines, power saws or railroad train movement. Additionally, if weather is an issue, the RCO and assisting member may seek shelter in the apparatus cab, Battalion vehicle or other appropriate location.

The RCO conducting the emergency roll call must monitor the HT to ensure that he/she is not interrupting any emergency transmissions before transmitting over the appropriate frequency. The RCO shall begin by making the following statement: "Roll Call Officer to All Units, Prepare for an Emergency Roll Call."

The RCO then will pause to give Officers a chance to account for members, so they can accurately reply when called. Each Officer now should account for his/her members within sight or hearing without using the HT. Upon hearing a roll call about to commence, Firefighters should realize that their Officer is attempting to locate and account for members. Firefighters can assist in this process. For companies standing fast or operating outside the building, this process can be facilitated by Firefighters ensuring their Officer is quickly made aware of their location. An example of this could be an engine company standing fast outside the building with a dry hose-line, while the engine company chauffeur (ECC) is assisting another ECC. The assisting ECC quickly can seek out his Officer, either by a hand gesture or eye contact, quickly ensuring that the Officer has accounted for them. In this scenario, the ECC seeking out his/her Officer limits the number of radio messages necessary to account for that company since the RCO would not need to contact the ECC individually. Additionally, when it is not possible for the Officer to account for a member, that member must be aware that the RCO will be attempting to contact him/her for his/her location. A timely reply when called will greatly reduce the time required to conduct the roll call.

Determining the order in which companies are contacted during the roll call will be incident-driven, regardless of when the company arrived or was assigned. Companies that were operating in an area where a mayday was transmitted for a collapse logically would be contacted first, while companies standing fast outside the structure likely would be a lower priority. Similarly, an urgent transmitted for a water loss might require the RCO to begin the roll call with companies operating on the fire floor or floor above the water loss.

Since Firefighter staffing can fluctuate during the tour, Officers of all companies will answer when called by the RCO by stating the number of Firefighters with whom they responded and accounting only for the members within sight or hearing without using the HT.

When called by the RCO, members shall answer with their assignment as listed on the EBF-4. For example, ladder members will answer according to their ladder assignments and rescue members according to their rescue assignments. Squad members will answer a roll call according to their squad assignments

and Haz-Mat Technician Engine members will answer a roll call according to their engine assignments, regardless of the capacity in which they are operating—squad, engine or Haz-Mat Technician unit. Assignments listed on the EBF-4 are identical to those listed on the EFAS and, therefore, answering using EBF-4 designations eliminates potential confusion that may be associated with assignment designations. It is important that the roll call Officer also include all Chief Officers and their Aides when conducting an emergency roll call.

Companies will be called individually. Again, when called, company Officers will account for the Firefighters of their company who are within sight or hearing **without** using the HT. After receiving a reply from the company Officer, the RCO then will call the remaining members of that company.

The member assisting the RCO and using the pre-printed form must record the results of the roll call, accounting for members as they respond. When all members of a company have been accounted for, the RCO will notify the company Officer. For example: "All members of Ladder 136 are accounted for." The RCO then will go on to the next company.

If a company Officer does not answer when called, the RCO either will call a Firefighter operating with that Officer or call another company operating in the immediate area of that Officer in an at-

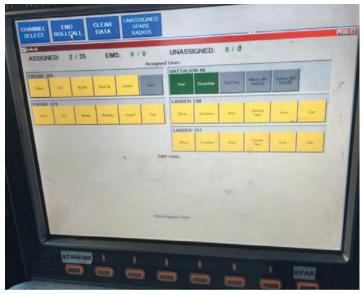


Photo 4—Tabular screen showing unaccounted-for positions in yellow.



Photo 5—Tabular screen showing a completed roll call with all members' positions in green, indicating that they are accounted for. Note: The heading—assigned—indicates 25 of 25 members are accounted for.

tempt to locate him/her. For ladder companies, this would be the can or irons Firefighter; for engine companies, the nozzle or back-up Firefighter should be able to account for the Officer. If these members are unable to account for the Officer and the Officer still has not responded to the roll call, the RCO must notify the IC, who, in turn, must take the required actions for a *Missing Member*. The RCO then must continue the emergency roll call in the event there are additional missing or distressed members. When the roll call is completed, the RCO shall announce over the appropriate frequency, "Roll Call Officer to all units, the Emergency Roll Call is completed."

When an emergency roll call has been announced, it is imperative that all members maintain strict radio discipline. During the roll call, members should not transmit unless they are called by the RCO to transmit a mayday or urgent message or have critical information affecting the mayday/ urgent or regarding the ongoing operation.

All company Officers, when answering the roll call, will state the number of Firefighters riding on the apparatus responding to this incident and account only for members within sight or hearing without using the HT. Example: "Roll Call Officer to Engine 287, account for your members." "Engine 287 to Roll Call Officer, Engine 287 has four Firefighters. My nozzle, backup and control are accounted for."

When answering the roll call, the company Officer must state **specifically** what members he/she has accounted for. The RCO then will contact the other members of the company.

In the event a ladder, rescue or squad company has been reduced to four or fewer Firefighters and an emergency roll call is being conducted, the Officer will respond to the roll call as follows: (In the example, Ladder 136 has been reduced to four Firefighters due to an unexpected leave during the tour.) "Roll Call Officer to Ladder 136, account for your members." "Ladder 136 to Roll Call Officer, Ladder 136 has four Firefighters. We are riding without an outside vent (OV) Firefighter. My can and irons Firefighters are accounted for."

In the example, the company Officer has stated the number of members the company responded with and the riding position that has been eliminated. The Roll Call Officer now continues the emergency roll call and knows that only the ladder company chauffeur (LCC) and roof Firefighter of Ladder 136 have to be accounted for.

During an emergency roll call, all members must use the terminology as stated in the examples provided. Everyone using the same terminology will diminish the possibility of miscommunication and also reduce radio traffic.

When a Firefighter is answering an emergency roll call via the HT, he/she will reply, giving the company number of the **unit in which he/she is working,** firefighting assignment and location. Example: "RCO to Ladder 136 roof, what is your location"? "Ladder 136 roof to RCO, I'm on the roof of the fire building."

EFAS Emergency Electronic Roll Call

Before commencing an EFAS roll call, the desired HT channel must be selected on the MDT screen. Pressing the "Begin Roll Call" on the MDT screen prompts the system to send a request to CAD to refresh the assigned units. The assigned unit list enables the

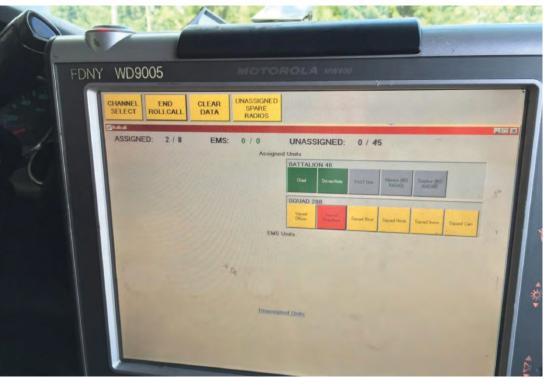


Photo 6-Tabular screen showing member who activated his/her emergency alert, indicated in red.

EFAS roll call to show only those units assigned to the incident. Unassigned units will appear on the lower half of the screen. The RCO shall begin by contacting the most severely exposed unit, Sector or group, asking for members to depress and release their HT microphones three times. If the system connects to CAD, a tabular "Roll Call" screen will populate, showing unaccounted for positions in yellow and accounted for positions in green. Any member who activates his/her emergency alert will be highlighted in red.

Note: There is a possibility that EFAS will not refresh assigned units. In this case, the RCO should strongly consider using a verbal roll call. The EFAS roll call inevitably will have a verbal component to it when accounting for members who did not key their microphones three times. Additionally, members must be aware that they still may need to verbally account for themselves even after they depressed and released their HT microphone three times when requested.

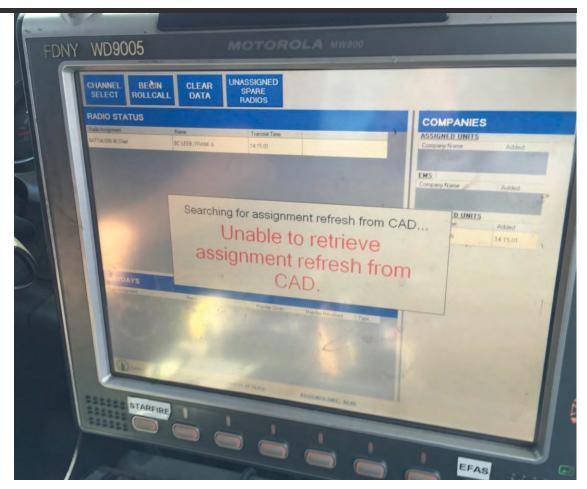


Photo 7-EFAS screen in the "begin roll call" screen when the system is unable to retrieve assignment from CAD.

In the 3rd Division, a pilot program has been instituted that is aimed at improving fireground safety and communications in high-rise residential structures. It is the duty of the CFR engine assigned on the 10-77 to procure the portable EFAS unit from the Division vehicle and transport it to the floor below the Fire Sector. The CFR engine or the chauffeur—if the remainder of the unit is engaged—is tasked with monitoring the portable EFAS for maydays or emergency alert button activations on the fireground that may not have been picked up by the EFAS unit and monitoring Firefighter in a Battalion or Division vehicle.

Conclusion

Often required during the most critical moments on the fire-

ground, the emergency roll call was developed to quickly and accurately account for all members. Facilitated by advances in technology of the HT and EFAS, Firefighter accountability is better today than ever before. Regardless of the option chosen to conduct the roll call, it is through continual preparation by training and a familiarity with the tactics and procedures that ultimately are the test that determines the degree of success of the roll call and, thus, the degree of safety of our members.

Reference

Safety First column, "FDNY's Fireground Accountability Program," by then-Deputy Assistant Chief Stephen Raynis, Chief of Safety, in the 2nd/2012 issue of *WNYF*. ■



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