

<b>Subject:</b>	<b>PASSPORT ACCOUNTABILITY SYSTEM</b>
<b>Section:</b>	<b>PPG# 4400.3</b>
<b>Chapter:</b>	<b>Operations</b>
<b>Effective Date:</b>	<b>1/29/03</b>

## 1.0 POLICY

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- 1.1 It shall be the policy of McLane/ Black Lake Fire Department to account for the location and safety of all personnel involved in an incident within the emergency incident perimeter by activating the Passport Accountability System on all incidents where the Incident Management System is used. Participation by members of McLane/ Black Lake Fire Department without also implementing the Passport Accountability System is not allowed.

## 2.0 DEFINITIONS

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- 2.1 **Command Post:** Location in which primary command functions are executed; may be co-located with the incident base.
- 2.2 **Company Officer:** Officers and Acting Officers in charge of Engine companies, Ladder companies, or Teams.
- 2.3 **Emergency Incident:** Any situation requiring the response and resources of McLane/ Black Lake Fire Department.
- 2.4 **Emergency Incident Perimeter:** Any area where, for safety reasons, the public is not allowed.
- 2.5 **Helmet Shield:** A plasticized shield that is backed with velcro that attaches to the front of a helmet. The shield has letters and/or numbers identifying a Command, Company, Unit, or Position. Examples include:  
  
“E91”, “E94”, “A91”, “PIO”
- 2.5 **Incident Termination:** The conclusion of fire department operations at the scene of an incident, usually the departure of the last unit from the scene.
- 2.6 **Name Tag:** A velcro backed plastic tag with a member's rank, if applicable, last name and department number. EMS Volunteers will include last name followed by EMS. For

members with identical last names, their first initial shall also be indicated.

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- 2.7 PAR (Personnel Accounting Report):** A poll of all Teams at an emergency incident to account for all Members at the incident.
- 2.8 Passport:** Approximately 2" X 4" boards made of Velcro and plastic used to identify and account for members and teams. Members affix nametags to Passports.
- Primary Passport: White, flexible passport carried by Company Officer until transferred.
  - Back-up Passport: White or Red, rigid passport kept on the officer side door or dashboard of the apparatus.
  - Reserve Passport: Green, used for multiple alarm shift changes and temporary replacement for lost primary and back-up passports.
- 2.9 Passport Accountability System:** A system that utilizes helmet shields, passports, name tags, and status boards to track the assignment of Commanders, Supervisors, Companies, Teams, and Individuals at an emergency incident.
- 2.10 Passport Make-Up Kit:** A kit designed to expand the Passport Accountability System at a large incident and provide immediate replacement for lost and/or damaged system materials. Make-up kits are kept in command vehicles.
- 2.11 Status Board:** A large hard plastic board with velcro strips upon which Commanders and Supervisors hold passports of assigned teams and take notes.
- 2.12 "Status Report"** A request for a report from a unit or supervisor regarding the progress on carrying out their tactical assignments.
- 2.13 Team:** A group of two or more members who work together on an incident and are responsible for each other's safety.
- 2.14 Team Leader:** The member assigned to be responsible for the supervision of the team as a whole and the passport transfer activity.
- 2.15 Unit Commander:** The Company Officer or Acting Officer in charge of a tactical unit, company, or team of firefighters.
- 2.16 Velcro Pad:** A permanently attached velcro pad on a portable radio, the dashboard of an apparatus, under the rear bill of a helmet, and on the front face of a helmet. Passports, nametags and helmet shields are attached to these pads.
- 2.17 Withdraw:** This is a planned or orderly withdrawal of firefighters from the hazardous zone or structure. Firefighters exit as a company or team with all hose, tools and equipment.

### 3.0 RESPONSIBILITIES

- 3.1** Incident Commanders shall use the Passport System to account for the units and individuals under their command on the scene of an emergency incident.
- 3.2** Commanders, Supervisors, Company Officers, Team Leaders, and Firefighters are to be aware of the physical condition and location of their assigned members. All members shall use the chain of command to request the relief and reassignment of fatigued or injured crews or members.
- 3.3** Officers, Team Leaders, and individuals are responsible and accountable for their own safety and for the safety of their team members. Team members shall keep a constant awareness of the position and function of all members working with them.
- 3.4** Team members must always keep contact with each other using one or all of the following:
- 3.4.1 Voice (not by radio)**
  - 3.4.2 Visual**
  - 3.4.3 Touch**
- 3.4.4 Exception:** Radio or phone contact is acceptable for Apparatus Operators, Chief Officers, Division Commanders, Incident Commanders, Safety Officers, Staging Commanders, Lobby Control Teams, etc., where constant awareness of position or function is known by the remainder of the team or unit and they are not normally in an immediately hostile environment.
- 3.5** If a team member is in trouble, the other member(s) of the team shall take appropriate steps to:
- 3.5.1 Provide Direct Assistance**
  - 3.5.2 Call for Help**
  - 3.5.3 Go Get Help**
- 3.6** Members shall stay together as teams when in the emergency incident perimeter until incident termination. If a member of a team is in trouble, the other member(s) shall immediately provide direct help, call for help, or request help to assist the member in trouble.
- 3.7** Firefighters are responsible to ensure at apparatus checks that all passports and helmet shields as well as their own personnel nametags are accounted for, as well as taking steps to find and replace missing ones. Each Firefighter shall carry five (5) name tags on the under side of the rear bill of their helmet as a normal in-service mode, with an additional name tag on the duty board of their assigned station.
- 3.8** Where staffing allows for two teams, company officers may pre-assign members of the company into two (2) teams. Teams shall be designated as the primary company (E91) and as a team designator (E91 Team B).

- 3.9 Company Officers are responsible for members under their direct control. When a team is assigned to a different Commander or team leader, that Commander, and team leader are accountable for the team.
- 3.10 Company Officers shall supervise the maintenance of helmet shields and passports of their assigned members through the entire shift. At an emergency scene, C.O. will keep the primary passport on his or her person until transferred.
- 3.11 The Operations Assistance Chief or designee is responsible for maintenance of passport materials inventory. Replacement nametags, helmet shields, and passports shall be available at Station 91 for immediate replacement of missing items.

## 4.0 GUIDELINES

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### 4.1 PREPARATION

- 4.2 During report at the beginning of each shift, apparatus assignments shall be determined. Personnel shall put two (2) nametags on the passports of the apparatus they are assigned to, one (1) on the primary passport (kept in the cab), and one on the backup passport (kept on the officer's door). The officer's nametag shall be at the top followed by the driver's nametag upside down, followed by the Firefighter's nametag.
- 4.3 Member nametags are kept on the Duty Board at the Stations. During report, or in the case of volunteer personnel when reporting to the station, the nametag of on-duty/participating personnel shall be placed on the apparatus they will be staffing. Nametags are to be removed from the passports/duty board prior to leaving the station.
- 4.4 Helmet shields are kept in the apparatus on velcro patches. There shall be one (1) helmet shield for each seated position on emergency response vehicles.
- 4.5 **Helmet shields shall be in place on the member's helmet BEFORE participating as an in-service team member.**
- 4.6 Any name tags that are found by an oncoming shift that have been left by the off going shift should be either put back on that persons helmet or placed on the velcro patch that is adhered to the wall next to the duty board.
- 4.7 Any helmet shields that are found to be missing during apparatus checks need to be reported to the Shift Lieutenant - after the off going shifts' helmets are inspected to see if it was accidentally left on when they removed their bunker gear from the apparatus.
- 4.8 Helmet Shields shall be color-coded as follows:
  - 4.8.1 Officers/Team Leader -- White

- 4.8.2 Firefighters – Orange
- 4.8.3 EMS Volunteers -- Lime Green

#### 4.9 PASSPORT COLOR CODING

Passport color codes shall be as follows:

- 4.9.1 White: Primary.
  - 4.9.2 White/Red: Back-up.
  - 4.9.3 Green: Reserve.
- 4.10 There shall be two passports (one primary and one back up) provided for each on-duty chief, company, team, or administrative assignment.
- 4.11 The White Primary Passport shall be carried by the company officer until used as a passport for entrance into an emergency incident perimeter.
- 4.12 The White/Red Back-up Passport is maintained as a duplicate of the primary passport and is used to identify Team Members when the primary passport is unavailable. Back-up Passports are kept on the officer's side dashboard or door of each apparatus.
- 4.13 The Preprinted Green Reserve Passport is kept at each station and is used as follows:
- 4.13.1 Replacing a lost primary or back-up passport
  - 4.13.2 Members who needed to report for shift change at the emergency incident.
- 4.14 Reserve Passports are located near the duty board at Stations 91 and 94.
- 4.15 Blank Green Reserve Passports are carried in the Command vehicle. These passports are used for:
- 4.15.1 Temporary splitting of a company into Teams
  - 4.15.2 Temporary replacement of pre-printed, company-designated green flexible passports that have been placed in service.
  - 4.15.3 Additional make-up companies and mutual aid companies that respond to the incident scene without passports.
- 4.16 Each uniformed member of the Fire Department shall maintain a minimum of six (6) Velcro backed, engraved nametags
- 4.17 Nametags are to be stored on the underside of the rear brim of the member's helmet.
- 4.18 One nametag is to be attached to each of the assigned primary, backup and reserve passports upon reporting for duty. Nametags shall be dressed to the top of the passport.
- 4.19 **Nametags shall be attached to the passports before responding with the assigned apparatus.**
- 4.20 When temporarily assigned to another company or apparatus, the member shall remove their nametags from the primary and backup passports of the base apparatus. Upon reporting to the new apparatus, the member places one nametag on the primary and

backup passports of the new apparatus.

- 4.21 There should always be at least one spare nametag on the member's helmet for the following uses:

4.21.1 Multiple alarm temporarily created teams.

4.21.2 Immediate replacement of lost tags.

Names shall be placed on the passport in the following order:

- 4.22 4.22.1 The Company officer/team leader nametags are placed at the top of the passports.

4.22.2 The nametag of the driver of a fire apparatus (e.g. engine, aerial ladder) is placed on the passport directly below the officer/team leader's nametag and turned upside down. This indicates that the person is the apparatus operator and maybe operating the pump or aerial ladder.

4.22.3 The nametags of all other personnel assigned to that apparatus are placed below the driver's nametag. All nametags shall be dressed to the top of the passport.

- 4.22 **When all members of a unit enter the hazardous zone or structure, the company officer/team leader, must turn the driver's nametag right side up to indicate that the driver is with the rest of the members of that unit**

- 4.23 When a detailed, off-shift or volunteer member reports directly to an emergency scene, the member reports to the staging manager or Incident Commander for assignment.

### 4.3 EMERGENCY INCIDENTS

- 4.31 When a company or team reports to an Incident, Staging, Division or Group Commander, they transfer their primary passport to that Commander except as defined below.

- 4.32 Primary passports shall be carried by the officer or team leader when:

4.32.1 They are the only unit at the incident.

4.32.2 They are a committed first arriving unit at an incident prior to the establishment of a command post or have passed command to the next arriving company.

4.32.3 They are on or directed to a remote side of an emergency incident before the establishment of a Division Commander.

- 4.33 When first arriving teams that have not transferred their passports to a command function leave a hazardous area; they shall report their team status to the Incident Commander by radio or personal contact. The Incident Commander shall direct the unit or team to a command function or new assignment where they shall transfer their passport.

- 4.34 Commanders shall require the transfer and use of passports at every incident where the Incident Management System is used. Anyone not properly passported shall not be used. Staging/Base Area Commanders shall record the time that teams report to their area.

- 4.35 When an Incident, Division or Group Commander relieves a team, the Commander shall:
- 4.35.1 Confirm with the team leader that all team members are accounted for.
  - 4.35.2 Return the team's Passport to the team leader.
  - 4.35.3 Direct the team leader to the temporary staging/rehab area or another command function.
  - 4.35.4 Advise the designated Commander that the team has been directed to report to that Commander. The receiving Commander shall acknowledge by repeating the message and record that information on the status board.
- 4.36 When a Company/Team reports to an Incident, Staging, Division or Group Commander, they hand off their primary passport to that Supervisor who shall put it on his/her status board for accountability (if the company or team does not have a passport, the Incident Commander or Staging Officer shall make a set for them from the make-up kit). The Team Leader should direct all communications to the Supervisor that holds his or her passport.

#### 4.4 EMERGENCY PERSONNEL ACCOUNTING REPORT (PAR)

- 4.41 Incident Commanders down through Team Leaders will conduct an Emergency Incident Members Accounting Report (PAR) using the accounting system as follows:
- 4.41.1 **When a team is relieved of an assignment and transferred to another functional position**, the immediate Supervisor shall ensure that Team Leaders have conducted a PAR of their team prior to handing their passport back.
  - 4.41.2 **When a Firefighter or team is presumed or suspected of being missing or trapped**, the Incident Commander shall be notified, and the immediate supervisor shall acquire and/or assign sufficient teams to start rescue efforts **as soon as possible** at the last known location. Then, a PAR shall be conducted by the immediate Supervisor to try to confirm the location and status of the team or member.
  - 4.41.3 **When there is a change from an offensive to a defensive fire ground strategy**, when there is a catastrophic change in the situation such as a collapse, vapor cloud, explosion, etc., or whenever the Incident Commander, Operations Commander, Division or Group Supervisor, or a Team Leader determines the need for a PAR.
- 4.42 When a PAR is initiated, each company officer or team leader shall determine the status of their assigned personnel and report to the appropriate commander.
- 4.43 Whenever possible, PAR should be conducted without use of the radio to keep the frequency clear.

#### 4.44 EXAMPLE PAR:

"Delphi Command to Capitol and all Units/Divisions, an unidentified "May-Day" distress call has been transmitted".

"Delphi Command to all Divisions, conduct a PAR of your units".

"Division A, Command, conduct a PAR"

"E91, Division A, conduct a PAR"

"Division A, E91, we have PAR"

"E94, Division A, conduct a PAR"

"Division A, E94, we have a PAR"

"Command, Division A"

"Go Ahead Division A, this is Command"

"Division A has a PAR"

"Command received, Division A has a PAR"

#### **4.5 STATUS REPORTS**

- 4.51** Status Reports (requests) are used by the Incident Commander, Operations Commander(s) and Division Supervisors. They are an informational inquiry that accomplish two things:
- 4.52** Status Reports provide the Commander with an update of the progress being made by any one team on the task they are performing.
- 4.53** If a supervisor has concern for a team's safety or a supervisor needs a situational update from the teams, they shall call the team and ask for a Status Report.

### **5.0 REFERENCES**

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Seattle Fire Department Passport Accountability Policy  
King County Fire Chiefs Assn. Model Passport Accountability Policy  
NFPA 1500-6.1-6  
NFPA 1561  
WAC 296-505-05001