

**JEFFERSON COUNTY FIRE DISTRICT #1
STANDARD OPERATING GUIDELINES**

SOG 607

PERSONNEL ACCOUNTING SAFETY SYSTEM(PASSPORT)

I. PURPOSE

A. To provide guidelines for personnel accountability on emergency scenes. The ability to track and account for all personnel on an emergency scene is critical to insuring their safety and ability to complete their mission.

II. SCOPE

A. To account for all personnel at any given time within an emergency incident perimeter. Personnel accountability applies to any JCFD#1 personnel, mutual aid personnel, support personnel or other individuals who operate at an emergency incident.

III. AUTHORITY AND RESPONSIBILITY

A. It will be the responsibility of the Chief and the officers to insure that these guidelines are followed.

IV. STANDARDS

A. ACCOUNTABILITY

1. Accountability involves a personal commitment to work within the safety system at an incident.
2. Command will maintain an accurate tracking and an awareness of where resources are committed at an incident.
3. Command will be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers that affect accountability.
4. Company Officers, Crew Leaders, and individual Firefighters are accountable for the safety of themselves and other members of their crew. Crew members shall maintain a constant awareness of the position and function of all members working with them.
5. All crews will work for Command, divisions, branches or groups **NO FREE LANCING.**
6. Crews arriving on the scene should remain intact for all intents and purposes. Where staffing allows for two Crews, Company Officers will assign the members of the Crews and the Crew Leader of "Crew B". A minimum crew will be considered two or more members equipped with a radio.
7. All crews entering a hazard zone must be supervised by a Company Officer, Acting Company Officer, Assigned Crew Leader or other higher ranking individual.

8. All crews will go in together, stay together, and come out together when there is imminent physical danger or as otherwise directed by the Incident Commander. Reduced visibility and increased risk will require personnel to work in close proximity, maintaining contact, either visual, touch, or voice (not by radio). When outside the danger area, crew leaders may detail individuals out for an assignment, however, the individual must return to his crew immediately upon completion of the task.
9. If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew. The Supervisor, Accountability Officer and/or Incident Commander will be notified upon the crews departure from the hazard zone.

B. TERMINOLOGY

1. Accountability Chief: As the incident escalates, Incident Command will assign a person to become Accountability Chief. The Accountability Chief will report to Command and have the following responsibilities:
 - a. Develop and implement a plan designed to track and account for all personnel working in the hazard zone.
 - b. Ensure that Accountability Officers are implemented and/or responsibility delegated to Supervisors at each entry point or geographic division as necessary.
 - c. Provide progress reports to command.
 - d. Initiate PAR upon benchmarks, or as needed.
2. Emergency Incident Perimeter - The incident perimeter will be defined as any area where, for safety reasons, the public is not allowed access. Implementation of the passport system will occur at any incident that requires an SCBA, or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure during exterior operations, confined space or trench, water rescue emergencies, HazMat emergencies, aircraft emergencies, etc. Implementation does not cover Wildland and Interface fires at this time.
3. Personnel Accountability Report (PAR): The PAR involves a roll call of the personnel assigned to an emergency. For the company officer, a "PAR" is a confirmation that members of their crew are accounted for. For the Incident Commander a PAR is an accounting for all crew members of all companies assigned to the incident. For companies reporting PAR their personnel accounting should be conducted face to face whenever possible. There are several accountability benchmarks included in the tactical operations of the personnel accounting system. A Personnel Accountability Report will be required for the following situations:
 - a. Any report of a missing or trapped firefighter
 - b. Any change from an offensive to a defensive situation
 - c. When there is a catastrophic change in the incident such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds,

etc.

- d. At 30 minute intervals IC will initiate a PAR of all crews on scene
- e. At a report of "Fire under control"
- f. A Personnel Accountability Report (PAR) may also be called at any time the Incident Commander deems necessary.

Example: "Fire Command from Engine 1724, I have a "PAR" (all crew members are accounted for).

- 4. Point of Entry: Arriving crews must report to a command position in charge of assigning tasks in the hazard area. This person will collect and track passports of crews working in his geographical area of responsibility. This is a point of entry. Passports will remain with the designated Accountability Officer (Division or Group Supervisor, Staging, IC, Rehab, etc.) at the "point of entry" to their area. Upon exit, the crew must retrieve their passports. The accountability status board will contain only the passports of those crews in the hazard zone.

C. COMPONENTS OF THE PASSPORT SYSTEM

- 1. PASSPORT - A 2"x4" piece of Lexan, with the company number engraved at the top. The middle section is covered with Velcro where name tags are attached from top to bottom by rank; Officer, Apparatus Operator, and Firefighters. The passport should contain the names of all personnel presently assigned to that company. The bottom section of the passport is blank where assignments or times can be recorded.
- 2. Primary Passport - White with black letters/numbers and flexible construction. This passport shall be carried by the Officer until used as a passport for entrance into an emergency incident perimeter. Suggested locations include turnout coat front Velcro flap or under the helmet brim.
- 3. Secondary Passport - Red in color with black letters/numbers and rigid construction. This is a duplicate of the Primary Passport and is used for identification of Crew Members when the Primary Passport is unavailable. Secondary passports are kept on the door or dashboard of the apparatus.
- 4. A third passport will be Yellow in color and will be used as a "Make-up" Passport for additional crews who are not assigned to a specific piece of apparatus or who are from another agency. This will be located in a "Make-up" Kit at the Command Post.
- 5. Name Tags - All department personnel will be issued three (3) individual name tags. The name tags will be made of Lexan, with a Velcro backing. The employee's name will be printed on the front of the tag. Name tags will be affixed to Velcro strips on the helmet.
- 6. Helmet Shields - A shield backed with Velcro attaches to the front of the member's helmet. The helmet shield has letters and/or numbers identifying a company or unit (1720, 1721, 1742, PIO, IC, etc.) The Chief officers and the Company officers helmet shields shall be white with red numbers and/or letters. Apparatus Operator and Firefighter helmet shields shall be white with

black numbers and/or letters. The helmet shall always reflect identity of the company to which the individual is currently assigned.

7. Make-up Passport Kits - Blank passports and helmet shields will be kept in all command vehicles. A make-up kit contains: status board, marking pens, passports, name tags, shields and miscellaneous pre-made shields.
8. Status Boards - A board which the Incident Commander, Division Supervisor, or Company Officer uses to hold the passports of incident resources.

D. IMPLEMENTATION

1. Short Duration Emergencies - This type of incident may not require a staging area manager, division or group supervisor, or require more apparatus and personnel beyond the first alarm assignment. The incident Commander shall be able to identify individual members of a crew and their assignment and account for the assignment of crews and units at an emergency scene. Transfer of passports may not be necessary. Assure automatic aid units are incorporated as part of the department's resources so all will be accounted for.
2. Large or Extended Emergencies - This type of incident will require a staging area manager, division or group supervisor, OR more apparatus and personnel beyond the first alarm assignment. Transfer of passports will be utilized to provide the Incident Commander with information concerning the identity of individual members of a crew and their assignment and account for the assignment of crews and units at an emergency scene.
3. The Safety Officer shall ensure that passports are being transferred and all personnel working in the incident perimeter have assignments and are with a crew.
4. The passport system will function as follows:
 - a. Helmet shields will be affixed to the front of the helmet while responding, name tags will be attached to the passports.
 - b. When a Company or Crew reports to an Incident, (Staging, Division, Group Supervisor or IC), they transfer their Primary Passport(s) to that person. The Primary Passport will remain with the company officer or team leader when: They are a committed first arriving unit at an incident before the establishment of a Command Post or have passed command, OR They are on or directed to a remote side of an emergency incident before the establishment of a Division/Group Supervisor. If command is passed to a later arriving company and/or Chief, that I C. shall have the secondary passports picked up from the apparatus and start the tracking system.
 - c. When a company is given an assignment and the Engineer is left with the apparatus, the Engineer's name tag shall be inverted. This way the Division or Group supervisor will know he has remained with the apparatus.
 - d. Company Officers are responsible for members under their direct control. When a Crew is split away from the Company Officer to a different Commander, that Commander and Crew Leader are accountable for that Crew.

- e. When a supervisor relieves a Crew, the supervisor will: Confirm with the Crew Leader that all Crew members are accounted for, return the Crew's Passport to the Crew Leader, direct the Crew Leader to staging or another Command Function and advise the designated supervisor that "crew name" has been directed to report to that position. The receiving supervisor WILL ACKNOWLEDGE and record that information on the Status Board.
 - f. As the incident escalates and Division Officers and/or Accountability Officers are assigned, all passports will be delivered to these individuals prior to entry into the hazard zone.
 - 5. Passport implementation should consider the following basic rules of thumb:
 - a. Passports must be maintained at the point of entry to the hazard zone.
 - b. Passports must reflect only those personnel presently in the hazard zone.
 - c. Crews must turn in their passports upon entering and must retrieve their passports upon exiting from a hazard zone.
 - 6. Lost or Missing Firefighter: An absent crew member will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Company Officers must immediately report any absent members to the Accountability Officer or Incident Command. For any reports of missing Firefighters Incident Command must initiate an immediate roll call (PAR) of all companies assigned to duty in the hazard zone. Simultaneously with these actions Incident Command must adjust on scene strategies to a priority search and rescue effort.
- E. TERMINATION
- 1. Passport accountability will be maintained until report of "Incident under control", at which time a PAR for all crews must be obtained. Incident Command will determine at that time, based on the situation and risk, whether to continue with the passport system. If visibility is still impaired, or significant hazardous conditions still exists, Incident Command may choose to continue the passport system. Upon termination and releases from the incident, Company Officers and crew members will ensure that the passport is returned to the appropriate apparatus.

APPROVED:

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