



Rogers Fire Department Standard Operating Procedures

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| Policy Title: | Passport Accountability System | | |
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PURPOSE

These policies identify a system of emergency scene incident accountability. The purpose for this program is two-fold. The first obligation is to account for all fire fighters within an incident's geographic area. Secondly, to provide accountability for personnel providing support functions at the emergency scene outside the hot zone. Use of the system will provide enhanced personal safety for the individual fire fighter, and will provide the incident command organization staff an improved means to track and account for all personnel working at each incident.

The hot zone will be defined as any area that requires an SCBA, a charged hose line and protective clothing or in which a fire fighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, substantial brush fires, etc.

POLICY

Accountability is a critical element in the safety of all fire fighters working at an emergency incident. Accountability involves a personal commitment to work within the safety system at all times. Accountability is more than an accurate roster on the passport. Accountability starts with each firefighter and company officer and includes:

- Collecting and posting accurate passports
- Keeping work units together when practical
- Working in pairs as a minimum
- Leaving the hot zone when low on air
- Each member carrying an available portable radio
- Use of unit ID on helmets
- Updating the IC of benchmarks and status changes.

Command will maintain an accurate tracking and awareness of where resources are committed at an incident. Command will be responsible for including accountability as a major element in strategy and tactic planning, and must consider and react to any barriers to effective accountability.

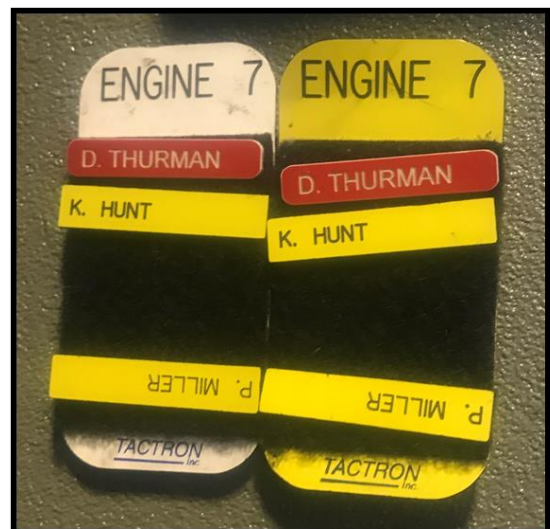
Group/Division Supervisors will maintain an accurate tracking and awareness of crews assigned to them. This will require the officer to be in his/her assigned area and maintaining close supervision of crews assigned to them. Company officers shall maintain a current Passport roster of personnel responding on the apparatus at all times. All crews will be given an assignment and work within the ICS. Free-lancing is never tolerated.

Crews arriving on the scene should remain intact. Company officers should be cognizant that Fire Equipment Operators may be delayed in donning PPE after arrival and should account for this delay and maintain an awareness of their location. A minimum crew size will be considered two or more members when making assignments on an incident scene. All crews entering a hot zone should have a supervisor. All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very close communications. If a radio communications fails while in the hot zone, the crew will exit, and promptly notify the applicable authority, be it the IC, Operations, Branch Director, or Group/Division Supervisor of their status. The radio system will transmit a loss of communication to any radio that does not have reliable coverage, signaling the need to exist the hot zone.

Accountability Hardware

To enhance accountability and to improve tracking of fire fighters, the "PASSPORT" system will be used. PASSPORTS involve a plastic card with the crewmembers names affixed that is made available to an Accountability Officer or Incident Commander. The Accountability Officer may be a designated firefighter, company officer, or Safety Officer, depending on the nature, type, and complexity of the incident. If the IC does not assign an Accountability Officer, he/she assumes that responsibility.

Each fire fighter will be issued individual nametags. These will be affixed to velcro strips on the underside of their helmet. These tags will be color coded dependent upon the member's rank; Black for Chief Officers, Red for Captains, and Yellow for Firefighter. These nametags will be placed on the passport for each apparatus in descending order starting with the officer in



charge of the unit followed by assigned members. The driver of the apparatus should be denoted by placing the name upside down at the bottom of the passport.

The passport itself is two 3" x 6" plastic cards with the company's ID etched on it. The passports will contain the names of all personnel presently assigned to that company. The passports will be located inside the cab of the apparatus in a conspicuous place. A Velcro strip will allow the passports to be affixed inside the cab of the apparatus in a conspicuous place. One passport is designed to stay affixed to the apparatus at all times. The other passport is allowed to travel to an accountability officer or the incident command post. Each Company Officer will be responsible for ensuring that the passport reflects only currently assigned personnel.

Firefighter helmets shall reflect the ID of the company or unit to which the fire fighter is presently assigned. Each company will be equipped with an extra supply of helmet ID's. Personnel temporarily transferred and permanently staffed personnel are required to keep the helmet ID accurate.

All passports and helmet ID's will be considered safety equipment and will be inspected as other safety equipment. It will be repaired or replaced as soon as possible on a priority basis.

The incident commander shall utilize a status board, when necessary, to track the assignment of crews. The status board will remain outside the hazard zone and will be tracked by the applicable supervisory personnel, based upon the organizational structure, nature and or complexity of the incident. Status Boards will be housed on all Chief Officer vehicles.

Levels of Accountability

The first arriving company will provide a sufficient size-up report to all responding units such that all will understand the level of accountability to be utilized at the incident.

Level I: This level will be initiated when it is anticipated that the incident will be brought under control in a short amount of time and does not necessitate formal accountability due to size or complexity.

Level II: This level will be initiated when it is anticipated that the incident will be longer in duration or more complex in nature. Crews will either be required to bring their passports or will cause their passports to be delivered to an identified location. Applicable supervisory personnel will track the crew's assignment via a Status Board.

Tactical Benchmarks

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or "PAR") involves a roll call of personnel assigned. For the incident commander (IC), PAR is a question and confirmation for elements of the ICS. For the company officer, a "PAR" is a confirmation that members assigned to his/her crew are visually accounted for. For the Division/Group Supervisors, a "PAR" is an accounting for all crewmembers of all companies assigned to their Group or Division. Reports of PAR's should be conducted face-to-face within the company or within the Group or Division whenever possible to relieve radio congestion.

Example:

IC: "Main Street Command to Fire Attack Group, do you have PAR?"

Fire Attack: "Fire Attack to Command, yes we have PAR with Engine 3: Jones, Richards and Smith and Engine 6: Hinds, Rhoades, and Thompson"

An incident personnel accountability report will be required by the IC for the following situations:

- Any report of a missing or trapped fire fighter (Command initiates a PAR of all crews on the scene).
- Any change from offensive to defensive (Command initiates a PAR of all crews on the scene).
- Any sudden hazardous event at the incident - flash over, backdraft, collapse, May Day, etc. (a PAR is initiated by Command).
- Any time Command feels it is necessary.

Accountability Officers

Accountability Officers may be any emergency responder trained in the function and familiar with the policy and application of ICS. If the IC does not assign an Accountability Officer, he/she assumes that responsibility. An aide to the IC may also serve simultaneously as the Accountability Officer. A Safety Officer may NOT be assigned simultaneously as the Accountability Officer. The Accountability Officer's responsibilities include:

- Develop and implement a plan designed to track and account for all personnel working in the hot zone.

- Ensure that Accountability Officers are implemented in each Group or Division as necessary.
- Provide progress reports to Command.
- Initiate PAR's upon benchmarks or as needed.

Individual Responsibilities

Arriving firefighters will be responsible for immediately updating the company passport as they arrive to duty - including any "call-back" personnel and temporary transfers from another station. Arriving members will remove the name tag from the passport of the crewmember they are replacing. For permanently assigned members, the name tag may be placed on an adjacent strip of Velcro on the apparatus. For those members not permanently assigned, the name tag should be placed on the Velcro strip of their helmet on the underside of the rear brim.

Arriving members will also ensure that their helmets reflect the company or unit ID that they are assigned to. Company Officers are responsible for ensuring that the passports, and helmet ID's always remain current. Passports must reflect only those members presently assigned to the company and only those crewmembers about to enter the hazard zone.

Passport Implementation at the Incident

For Level II accountability incidents, the initial and subsequent passport accountability system will function as follows:

- The first company to arrive will provide a thorough size-up and proper corresponding report to arriving companies to indicate the level of accountability required. (Level I or II).
- Upon arrival of the formal IC, passports shall be collected or a deposit location for incoming companies to place them shall be announced. This location will typically be at the Command vehicle unless otherwise indicated.
- The IC may elect to assign a member to perform the function of Accountability Officer. If this function is not assigned, the IC is responsible for taking care of the accountability actions until that assignment is made.
- All crews will take their passports to their assigned accountability location prior to entering the hot zone or carrying out support assignments.
- On large-scale incidents, command must maintain an awareness of the passport accountability deposit locations, and provide this information to companies being assigned to each geographic side of the incident.
- Single resources performing support functions on the emergency incident scene will also be tracked on the status board.

- For stations assigned brush pumpers, they will be staffed by the companion engine company. Therefore individual passports will be completed for the unit each morning, but helmet apparatus tags will reflect the engine staffing the brush unit, not the brush unit itself.

Point of Entry Control

Passports will remain with the designated Accountability Officer near the "point of entry" to the hot zone or at the command post, whichever is indicated. Upon exit, the company officer must retrieve their passport. Both the Company Officer and Accountability Officer will be responsible to see the passports are retrieved.