

# Egg Harbor Fire Department and First Responders Standard Operating Guidelines

**SUBJECT: PERSONNEL ACCOUNTABILITY SYSTEM**

**SOG 201**

**PURPOSE:** The purpose of this guideline is to establish a standard for the implementation and application of the PASSPORT Accountability System.

**SCOPE:** This policy shall apply to all members of the Egg Harbor Fire Department.

## **DEFINITIONS:**

**Nametags:** 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; White for Chief Officers, Red for Captains, Yellow for Lieutenants, Black for Firefighter and Blue for EMR. These nametags will be placed on the passport for the apparatus in which the fire fighter is responding in.

**Passports:** The PASSPORT system equipment involves three 2"x4" plastic cards with the company's ID etched on it. A Velcro strip will allow the PASSPORTS to be affixed inside the cab of the apparatus in a **conspicuous** place. One PASSPORT will stay with Company Officer. The second PASSPORT is allowed to travel to an accountability officer. The third PASSPORT is a spare and can be used as necessary.

**Make-up Kits:** A compliment of the above-mentioned items along with grease pencils that will be stored in a secure place on apparatus. All Nametags and Passport Collectors will be blank. They will be used for the temporary replacement of in-service items or to incorporate equipment and personnel from any agency who may be utilized at an incident but lack the proper accountability items.

**Command Functions:** Command functions related to the Passport system are issues such as rehabilitation, staging, and like assignments where tracking individuals and teams adds to the overall safety of the incident even though that duty may not be within the hazard zone.

## **POLICY:**

The purpose of the PASSPORT Accountability System is two-fold; to increase the overall safety during emergency operations, and to ensure survivability for all personnel operating at scene. To assure the highest degree of success we must consistently apply the concepts and tools of the PASSPORT system each time we respond to an emergency incident.

## **REPORTING TO DUTY**

### **Passports**

1. Each fire fighter must attach one of their name tags to each of two Passports, primary and back-up, as soon as they are on board a piece of apparatus. If a member responded POV to the call, he or she shall follow the guideline below.  
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2. The company officer and/or team leader name tag is the first name tag on the passport,

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at the top. Firefighter name tags shall be placed directly under the company officer / team leader.

3. To identify the driver/operator, who remains with the apparatus, on the passport, their name tag is to be placed up-side-down on the bottom of the passport. Whenever the driver/operator abandons the apparatus to function with their company, their name tag is placed right-side-up and directly under the firefighter's name tags.

### **Responding to Scene in POV**

1. Report to the closest piece of apparatus and place one name tag on the primary (white) and one name tag on the backup (red) passport for that piece of apparatus.
2. Report to the team leader for that piece of apparatus for assignment. **DO NOT FREELANCE!!!**
3. If the primary (white) passport has already been removed from the vehicle report to the command post. **NOTE:** while at the apparatus you may put on an SCBA before reporting to the command post.
4. Give one name tag to the Incident Commander (IC) or accountability officer and wait for assignment.
5. Stage at Staging Location or as instructed.

### **MUTUAL AID APPARATUS**

1. Apparatus should wait until a full team is assembled (or as reasonably practical) prior to responding.
2. All members responding on that piece of apparatus should affix their name tags to the passports as described earlier.

### **REPORTING TO THE INCIDENT**

#### **Backup Passports**

1. Whenever possible, Backup Passports shall be turned in to the Accountability officer or incident commander upon arrival at the scene. If it is not possible to turn in the Backup Passports, the apparatus Backup Passports shall remain on the apparatus for collection by the incident commander, Accountability Officer, or other designee.
2. Backup Passports, once collected, shall be used by the Accountability Officer to track personnel via status boards or incident command boards.
3. Backup Passports for personnel arriving on scene via POV shall be assembled by the Manpower / Accountability officer utilizing personnel's nametags and / or by use of a make-up kit. Backup Passports shall be maintained by the Accountability Officer to reflect correct company / team composition.

#### **Primary Passports**

1. Apparatus Primary Passports will be utilized by the company officer to check in at the incident scene when divisions or other command functions are established.
2. Primary Passports assembled by the Manpower / Accountability officer shall be given to the company officer / team leader for checking in at the incident scene.

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3. When a company reports to an incident staging area, division, or group the company officer must transfer their primary passport to that supervisor. Exceptions are as

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follows:

- a. The primary passport will remain with the officer or team leader whenever they are the only unit at the incident.
  - b. They are the first arriving unit committed to an operation prior to the establishment of a command post or prior to their ability to transfer command.
  - c. They are located at a remote side of an emergency incident prior to the establishment of a division I. Under this circumstance whenever a team or company leaves the hazardous area, they will report the team status to the incident commander by radio or personal contact.
4. Whenever a team or company is relieved or reassigned, the supervisor will:
    - a. Confirm with the team leader or officer that all members are accounted for.
    - b. Return the primary passport for that team or company.
    - c. Direct the team leader or officer to the new assignment or command function.
    - d. Advise the receiving supervisor that the team or company is being assigned to their location. The receiving supervisor will acknowledge and record that information on their status board.
  5. Whenever the team or company is reassigned to another division, group, or command function, the team leader or officer must transfer the primary passport to the commander of that division, group, or command function. Note: Command functions related to the Passport system are issues such as rehabilitation, staging, and like assignments where tracking individuals and teams adds to the overall safety of the incident even though that duty may not be within the hazard zone.
  6. Staging area supervisors will record the time that teams or companies report to staging and the time those teams leave the staging area.
  7. As companies and teams are released from duty at the incident, passports will be returned to the team leaders and/or officers. Passports assembled for personnel arriving POV should be cleaned, disassembled, and the components placed back into the make-up kits. Passports for apparatus should be placed on the apparatus and disassembled as personnel exit the apparatus.

#### **Roll Calls and Personnel Accountability Reports (PAR checks)**

1. Roll Call is performed at a company or team level by the officer or leader. It is the act of the officer or leader confirming that the company or team is intact. Roll Call procedures will be initiated under each of the following conditions:
  - a. Whenever a team is relieved of duty from an assignment the current commander supervisor will confirm that the company officer has conducted a roll call of all members before the company is assigned to another division, group, or command function.
  - b. Whenever the incident commander or team leader determines that a need for a roll call exists.
2. PAR Checks will be initiated under each of the following conditions:

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- a. Whenever a commander presumes a firefighter or company is missing or trapped (May Day), the commander will initiate rescue efforts as soon as possible at the last known location. All other companies on the scene shall be switched to an alternate fire ground channel and a PAR conducted.
- b. Whenever there is a change from an offensive to defensive fire ground strategy.
- c. Whenever there is a catastrophic change in the incident conditions such as building collapse, explosion, backdraft, release of a vapor cloud, etc.
- d. At 10 to 15-minute intervals throughout the incident or whenever the incident commander determines that a need for a PAR Check exists.

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