
SUBJECT	EFFECTIVE DATE	RESCINDS
Passport Accountability	10/01/2005	All previous

REFERENCE		
Franklin County Fire Chiefs SOG		Page 1 of 14
Norwich Township Fire Department SOG #9		

PURPOSE:

The purpose of this document is to provide a guideline for the operation at incidents or situations that may arise during the course of an operation. Each member is expected to know, understand, and operate according to this guideline as each situation arises.

RESPONSIBILITY:

1. All Officers are responsible for the training of firefighting personnel and for ensuring proper compliance with this guideline.
2. All members have the responsibility to adequately learn this guideline and to carry out this policy.
3. All members shall show reasonable judgment in their use of this guideline.

GUIDELINE:

PASSPORT ACCOUNTABILITY SYSTEM

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PASSPORT SYSTEM - HARDWARE

A. NAME TAGS (P.A.T.)

Each firefighter is issued four plastic PAT's (Personal Accountability Tag's) with his/her name on them. Two will be yellow and two will be green. Each company officer will be issued three red PAT's with his/her name on them.

Color coded:

- BLACK** - Chief Officers
- RED** - Company Officers
- GREEN** - Driver/Operators
- YELLOW** - Firefighters

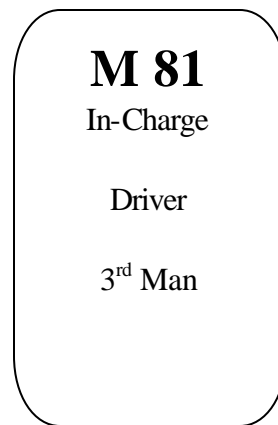
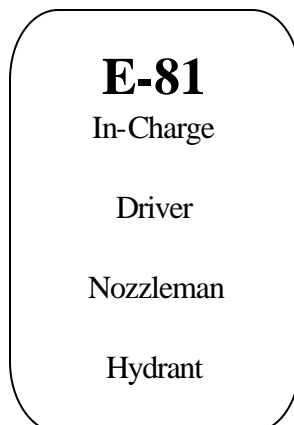
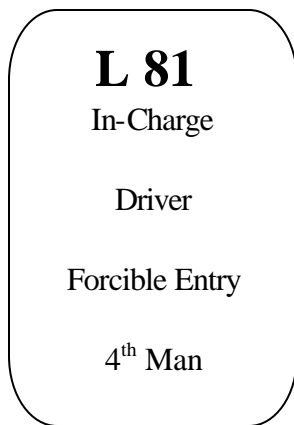
Size is 2-1/2 x 1/2 inch
 Each tag has a velcro strip.

All tags are attached to the underside of the rear helmet brim by a velcro strip.

B. PASSPORTS

Each apparatus will be equipped with 2 plastic cards, 2-3/4 x 3 3/4 inches, white in color, black lettering or etching at the top with the apparatus designation (i.e. "E-81") at the top. Velcro strips on front which will allow for the attachment of the assigned members PAT's and on the back of the passport for the attachment of the passport to the dash of the vehicles while not in use.

The In-Charge person of each apparatus shall ultimately be responsible for establishing two identical passports. Each passport will display assigned members PAT's as in the following examples;



C. STATUS BOARDS - SMALL

A plastic board, 12 x 8 inches, white in color, black lettering/etching.

Velcro front and back

Position for eight Passports

Located on the engine cover inside the cab of all Engine and Ladder Companies.

Used by driver/operator, Sector Officer, or Accountability Officer to manage Passports at point of entry.

D. STATUS BOARD - LARGE

A plastic board, 16 x 12 inches, white in color, black lettering/etching.

Velcro front and back.

Position for 12 Passports.

Carried in Chief Officer's vehicles.

Used by Chief Officers, or Accountability Officers, to manage PASSPORTS at point of entry.

E. HELMET COMPANY IDENTIFICATION MARKINGSHelmet Markings

- ! Each helmet will bear the individuals name in one-inch (1") letters across the rear brim of the helmet.
- ! Each helmet will be equipped with a front plate bearing the department name and a velcro center patch to accept an equipment identification tag.

Equipment Identification Tags

- ! Equipment Identification Tags shall be maintained for each member assigned to the apparatus and located on the Unit Assignment Board.
- ! When personnel are assigned, Company Officers will insure 1 of each member's PATs are attached to the appropriate apparatus area and distribute the corresponding equipment identification tags back to each member. Each member will affix the equipment identification tag to the front plate of their helmet.
 1. Personnel will ensure these equipment identification tags are returned to the Unit Assignment Board before being relieved of equipment assignment, or at the end of the duty shift.

I. PURPOSE

- ! The *PASSPORT* Personnel Accountability System gives Incident Commanders a fast and efficient means to account for all fire/rescue personnel that are working within a small geographic area, within the "hazard zone" of an incident.

- ! Use of the system will provide enhanced personal safety for the individual firefighter, and will provide the Incident Command Organization staff an improved means to track and account for all personnel working in the hazard zone.
- ! The hazard zone will be defined as any area that requires a SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment of the 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, etc.

II. ACCOUNTABILITY

Accountability involves a personal commitment to work within the safety system at an incident.

- ! Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
- ! Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- ! Sector Officers will always maintain an accurate tracking and awareness of crews assigned to them. This will require the Sector Officer to be in his assigned area and maintaining close supervision of crews assigned to them.
- ! All crews will work for Command or Sectors - no free-lancing.
- ! Crews arriving on the scene should remain intact for all intents and purposes. A minimum crew size will be considered two or more members and a radio will be required.
- ! All crews entering a hazard zone must be supervised by a designated supervisor or other ranking individual.
- ! All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness.
- ! If a radio fails while in the hazard zone, the crew will exit unless there is another working radio with the crew.

III. RULES OF ACCOUNTABILITY

PASSPORT implementation should consider the following basic rules:

- ! PASSPORTS never enter the hazard zone.

- ! PASSPORTS must be maintained at the point of entry to the hazard zone.
- ! PASSPORTS should reflect **all personnel assigned to the crew or apparatus.** **However, Driver/Operators** whose name tags are on the PASSPORT, may not actually be in the hazard zone. Accounting for Driver/Operators working at their apparatus shall be the responsibility of the person assigned to Accountability.
- ! Driver/Operators green PATs will be placed on the PASSPORT inverted when they are not functioning with their crew and placed upright when assigned with their crew in the hazard zone.
- ! Crews must turn in their PASSPORTS upon entering and must retrieve their PASSPORTS upon exit from the hazard zone.

IV. PASSPORT IMPLEMENTATION - THE INCIDENT

The objective of the PASSPORT system is always to have the crew members PASSPORTS near the point of entry and they be accurate, reflecting only those members entering the hazard zone. For those situations where it is not clear-cut as to when and where to turn in their PASSPORT, crews should consider the above-cited objective for their decision.

Implementation of the PASSPORT system will occur at any incident that requires the use of *Self Contained Breathing Apparatus*.

A. Level I Accountability

- ! Level I accountability begins with each member passing two of their PATs to the in-charge person. The in-charge person will post the PATs, one on each of the two PASSPORTS.
- ! For single company incidents, the PASSPORTs remain on the apparatus. The Pump Operator will assume accountability responsibilities.
- ! Any personnel arriving via private auto, as well as Administrative staff personnel and command officers shall report to the Incident Commander. The Incident Commander shall have the option of:
 - a. Collecting the member's PAT and assigning the individual as part of the Incident Command Structure, or
 - b. Assign the member to a specific piece of apparatus on the scene, at which the member shall affix their PAT to the specified apparatus PASSPORT.
- ! Personnel arriving prior to the Command post being established shall establish a command post per SOG's.

B. Level II Accountability - "A" Assignment Response (Residential)

- ! The first arriving apparatus shall become the Accountability Location.
- ! The status board will be located on the engine cover in the cab of the apparatus where it is easily accessible.
- ! One PASSPORT from each apparatus shall be brought to the Accountability Location and placed in the bag attached to the driver's door. The other PASSPORT shall remain on the original apparatus.
- ! The driver/operator becomes the initial Accountability Officer. The driver, once he has time, or the Sector or Accountability Officer once assigned, will take the passports from the bag and place them on an Accountability Board and will assume accountability responsibilities.
- ! At any time during the course of an incident, the Incident Commander has the option of directing units to account for the number of personnel operating with that company by means of PASSPORTS.
- ! At the order of the Incident Commander, one PASSPORT from each apparatus will be brought to and maintained at:
 1. Command Post
 2. designated accountability location.
- ! The PASSPORTS will be organized on the appropriate status board.

C. Level III Accountability - "B" Assignments and Greater (Commercial Structure & Complex Incidents)

Level III PASSPORTS Accountability System will function as follows:

- ! The first engine or ladder to each geographic side of the incident becomes the initial accountability location for all later arriving companies to that side of the incident.
- ! The status board will be located on the engine cover in the cab of the apparatus where it is easily accessible.
- ! One PASSPORT from each apparatus shall be brought to the Accountability Location and placed in the bag attached to the driver's door. The other PASSPORT shall remain on the original apparatus.

- ! The driver/operator becomes the initial Accountability Officer. The driver, once he has time, or the assigned Sector or Accountability Officer will take the passports from the bag and place them on an Accountability Board and assumes accountability responsibilities.
- ! Apparatus designated by the Incident Commander to be accountability locations shall communicate, via radio, their geographic position on the fire ground.
- ! Crews entering the hazard zone shall place their PASSPORT in the passport bag of the accountability apparatus (or given to the accountability person) for their point of entry.
- ! As the incident escalates, and Sector Officers and/or Accountability Officers are assigned, all PASSPORTS will be collected by these officers prior to your entry into the hazard zone.
- ! Where the Sector Officer is operating within the hazard zone, PASSPORTS must remain outside the zone with a designated Accountability Officer (i.e. initial driver/operator or staff officer) serving as an Accountability Officer. A Sector Officer operating within the hazard zone will not have PASSPORT accountability responsibilities.
- ! Command must maintain an awareness of which engine companies are serving as accountability locations, and provide this information to companies being assigned to each geographic side of the incident (sector).

D. Level IV Accountability - High-Rise

Multi-story or high-rise incidents present only a minor modification in the standard approach to PASSPORT accountability.

Companies with the potential for High-Rise responses should consider the use of a second PASSPORT. One PASSPORT is maintained at the "Lobby Sector®. The second PASSPORT will be taken to the "Resource Sector® or designated accountability location, a minimum of two floors below the fire.

- ! All companies assigned to enter the building shall take both PASSPORTs from their apparatus to the lobby. In addition, any Battalion Captains entering the building should take their Sector Status Boards in with them.
- ! The Company designated as Lobby Control shall take their Small Status Board with them into the building. If the incident escalates, a Large Status Board may be needed. Lobby Control will be Accountability location for all crews in the building.
- ! Any Company advancing beyond the lobby level shall leave a PASSPORT reflecting each crew member assigned to the Company, with Lobby Control.

- ! Once a Resource Area has been established (a minimum of two floors below the fire), a secondary accountability point will be established by the ranking officer in the area. This officer will need a Large Status Board. Any company advancing beyond the Resource floor shall leave a PASSPORT with the designated Accountability Officer. This will be accountability for crews in the hazard zone. If the driver/operator is not working with his crew, his PAT must not be on the PASSPORT that will be used at the Resource Area accountability point.
- ! PASSPORTS for crews assigned to the Lobby Sector, or any Support Sectors within the building, (non-hazard zone crews) will be maintained by Lobby Control.
- ! Chief Officers and other personnel without PASSPORTS shall leave one of their extra Name Tags (PAT) with Lobby Control, and if advancing beyond the Resource Area shall leave another PAT with the designated Accountability Officer in the Resource area.

V. PERSONNEL ACCOUNTABILITY REPORT (PAR)

Several accountability benchmarks are included in tactical operations. The *Personnel Accountability Report* (or "PAR") involves a roll call of personnel assigned. For the Company Officer, a "PAR" is a confirmation that members assigned to his crew are visually accounted for. For the Sector Officer, A "PAR" is an accounting for all crew members of all companies assigned to his sector. In addition to accounting for all members operating in a hazardous area, a PAR report should also include the current location and operations being performed at the time of the report. Example: "Engine 81 to C Sector, I have a PAR (all members accounted for) on the 2nd floor conducting secondary search.

Reports of PAR's should be conducted face-to-face within the company or within the sector whenever possible.

The importance of PAR cannot be overstated. The person leading each crew must know who he has with him, not just the number of people. If you can not account for your crew a **NEGATIVE PAR** must be called immediately and followed by announcing the name, assignment, and last known location of the missing firefighter.

If you have more people with you than you originally had, you now have a situation of **APAR plus 1@!** At this time identify who the **Aplus 1@** member is and announce the name of this person and their original assignment so a **NEGATIVE PAR** can more quickly be accounted for.

A Personnel Accountability Report (PAR) will be required for the following situations:

- ! Any report of a missing or trapped firefighter (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, back draft, collapse, etc., (a PAR is initiated by Command).
- ! By all crew(s) reporting an "all clear" (Company Officers of crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report an all clear).
- ! At 15 minute elapsed time.
- ! At a report of ~~A~~Situation Contained@.
- ! At any other time the Incident Commander deems it necessary.

VI. POINT OF ENTRY CONTROL

When the Incident Commander determines that the incident requires more stringent accountability, he will implement Point of Entry Control.

- ! PASSPORTS will remain with the designated Accountability Officer near the "point of entry" to the hazard zone. Upon entry, crews will turn in their PASSPORT. Upon exit, the crew must retrieve their PASSPORTS. The accountability status board will contain only the PASSPORTS of those crews in the hazard zone.
- ! To implement Point of Entry Control, the designated Officer(s) will monitor all points of entry into the structure, confined space, or areas involved.
- ! Entry Control will ensure that each member's name, company number, current level of air supply (p.s.i.), time of entry, and assignment is recorded on an Entry Control Chart.
- ! Entry Control shall ensure that members are relieved as appropriate.
- ! As members exit a control point, the time of exit shall be recorded. Members who must exit at a point remote from the control point shall inform Entry Control personnel of their exit from the building.
- ! Entry Control shall notify Incident Command of unaccounted for personnel.

VII. RAPID INTERVENTION CREWS

At all working incidents Command will assign "*Rapid Intervention Crews*" to each point of entry. These crews will serve as stand-by rescue teams during all operations.

- ! A Rapid Intervention Crew (RIC) shall consist of at least two members and shall be available for rescue of a member or crew if the need arises. Rapid Intervention Crews shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation underway.
 - A. The Rapid Intervention Crew composition shall be flexible and its structure shall be at the discretion of the Incident Commander, based on the type and complexity of the incident.
 - 1. The RIC may be made up of on-scene personnel who are dedicated as RIC and who perform no other functions; or
 - 2. The RIC may be made up of personnel who are performing other functions outside the Hazard Zone but are ready to deploy as a RIC.
 - a. If this type of RIC is created, the IC must notify these personnel that they will be the RIC until further notice.
- ! Rapid Intervention Crews shall be fully dressed and equipped, and standing by ready for immediate deployment. The standby location of this crew shall be at the discretion of the Incident Commander, but close to the Command Post will usually be appropriate.
- ! Rapid Intervention Crews shall be maintained at least until a **Situation Contained** is reported. After the situation is contained the Incident Commander shall determine when a Rapid Intervention Crew is no longer needed.
- ! If the Rapid Intervention Crew is used, the Incident Commander must immediately make arrangements to replace them. If on scene resources are not adequate to accomplish this, additional companies must be requested.
- ! On multiple alarms and complex incidents, more than one Rapid Intervention Crew may be needed. The Incident Commander shall maintain as many Rapid Intervention Crews as they determine to be necessary.
- ! The Fire Alarm Office/Radio Dispatcher will automatically dispatch an additional Engine Company to all working incidents, unless otherwise directed by the Incident Commander.

VIII. LOST, MISSING, OR TRAPPED FIREFIGHTER

- ! An absent member of any crew will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe.

- ! Company Officers must immediately report any absent members to Sector Officers or Command.

- ! Upon receiving a report of a lost, missing, or trapped Firefighter the Incident Commander must initiate the following:
 1. Request the next greater alarm.
 2. Initiate a **PAR** of all companies assigned in the hazard zone.
 3. Send the Rapid Intervention Crew to the last reported working area of the lost firefighter to begin a search.
 4. Adjust on-scene strategies to a priority search-and-rescue effort while maintaining fire control.

IX. ACCOUNTABILITY OFFICERS

Accountability officers may be driver/operators, Sector Officers, or personnel specifically assigned to sectors to serve as Accountability Officers for the Sector Officer.

The first firefighting apparatus to each geographic side of the incident will serve as the initial accountability location. The pump operator will serve as the initial Accountability Officer. All crews entering the incident will deliver their PASSPORTS to the accountability location closest to their "point of entry" prior to entering the hazard zone. As sectors are implemented, Sector Officers will manage PASSPORTS only if he/she is not entering the hazard zone (i.e., defensive operation). PASSPORTS will remain on the first engine (accountability location). As staff officers arrive on the scene and stage, they will be assigned accountability responsibilities for given sectors. These officers will report to their assigned Sector Officer to manage accountability for that sector (i.e., mini lobby sector).

As the incident escalates and staff officers fill accountability positions for each sector, these Accountability Officers will be assigned to a radio channel designated by Command. Accountability Officers will report to Command.

At incidents with a critical need for Accountability Officers to assist Sector Officers, Command may choose to split up a company and distribute the crew members to different sectors to act as Accountability Officers.

X. ACCOUNTABILITY SECTOR

As the incident escalates to the level that Accountability Officers are assigned, command should implement an Accountability Sector to coordinate Accountability Officers.

The Accountability Sector will be assigned to either Command or Operations Sector and will operate on the assigned radio channel. The Accountability Sector Officer should be located in or at the Command Post.

The Accountability Sector Officer's responsibilities include:

1. Develop and implement a plan designed to track and account for all personnel working in the hazard zone.
2. Ensure that Accountability Officers are implemented in each sector as necessary.
3. Request and manage sector resources as needed.
4. Provide progress reports to Command.
5. Initiate PAR's upon benchmarks or as needed.

XI. TERMINATING THE "PASSPORT" SYSTEM

PASSPORT accountability will be maintained through a report of "*Situation Contained*," at which time a PAR for all crews must be obtained. Command will determine at that time, based on the situation and risk, as to whether to continue with the PASSPORT system. If visibility is still impaired or a significant hazardous condition still exists, Command may choose to extend the PASSPORT system further.

Upon termination and release from the incident, Company Officers and crew members will ensure that the PASSPORT is returned to the dash of their apparatus and that the PASSPORT is accurate.

POINT OF ENTRY CONTROL SHEET

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