

## INCIDENT MANAGEMENT SYSTEM AND TACTICAL OPERATIONS MANUAL

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SERIES 340

### OPERATIONAL GUIDELINE

## PASSPORT ACCOUNTABILITY SYSTEM

### PURPOSE

- I. It shall be the policy of the Pierce Co. Fire Districts to account for the safety and location of all personnel within an incident perimeter. Firefighters operating in hazardous areas at emergency incidents shall operate in teams of two or more. Participation by department members at applicable emergency scenes without entering the passport system is NOT authorized.

### RESPONSIBILITY

- I. Pierce County Fire Departments shall use the Passport Accountability System, as adopted by the Pierce County Fire Chiefs Association, in conjunction with an incident command system to identify individual members, their units, and their assignments at applicable emergency scenes.
- II. The Passport System shall be expanded to accommodate multiple alarm companies, task forces/strike teams, and volunteer/off duty responders.

### PROCEDURE

- I. Commanders at emergency incidents shall use the passport system to account for those commanders, companies, and divisions of various descriptions and personnel within their direct span of control.
- II. Commanders, company members, and others at the emergency scene shall maintain an awareness of each other's physical location and condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.
- III. Commanders, company officers and individual members are accountable for the safety of themselves and other members of their units. All members shall maintain an awareness of the position and function of all members working with them.
- IV. Members must always be in contact with each other through one of the following methods:
  1. Voice
  2. Vision
  3. Touch

- A. EXCEPTION: radio or phone contact is permissible for apparatus operators, Chief Officer, Commanders, etc. where the location of such personnel is constant and is known by the remainder of the response group.
  
- V. If a unit member or leader is in trouble, the other member of the unit shall take the appropriate steps to:
  - 1. Provide direct help
  - 2. Call for help
  - 3. Go get help
  
- VI. Unit members shall stay together when in the emergency incident perimeter and as otherwise directed by the Emergency Incident Commander until the incident termination.

### **MAINTENANCE OF SHIELDS AND PASSPORTS**

- I. Company Officers and individual members shall be responsible to supervise the maintenance and proper placement of the helmet shields and passports during the entire shift of duty and at emergency incidents.
  
- II. At the beginning of each shift, for all personnel changes during a shift, or when reporting directly to a station or incident, all members are responsible to maintain:
  - 1. The correct helmet shield on their helmets
  - 2. The name tags on the correct primary and back-up passports.
  
- III. Where staffing allows for two teams within a single company, company officers will pre-assign the members of the teams and assign a leader of "Team B".
  
- IV. Company Officers are responsible for members under their direct control. When a team member is split away from the company officer to a different commander, that commander and team leader are accountable for that team member.
  
- V. Individuals assigned to administrative functions, such as training, fire prevention, EMS etc., must have a helmet shield with the appropriate identification.
  
- VI. Materials and supplies for on-going support of the passport system shall be maintained by the Operations Division.

### **PASSPORT SYSTEM IMPLEMENTATION**

- I. Materials – The passport system utilizes removable helmet shields; primary, back-up and reserve passports; nametags; portable status boards; and make up kits.
  
- II. Helmet Shields – Each company or apparatus shall have a reflective helmet shield, or reasonable facsimile, for each assigned member on duty and for each member likely to respond to that unit. The purpose of the helmet shield is to identify the member as being a responder within the accountability system, and the type and number of his assigned unit.

1. All helmet shields are to be kept available in a secure location. For personnel assigned to apparatus, shields shall be available in the cab or passenger area of the vehicle; for personnel not assigned to apparatus, shields shall be available in the apparatus make-up kit compartment. Helmet shields shall be color coded as follows:
  - A. Officers – white with orange numbers/letters
  - B. Firefighters – orange with white numbers/letters
  - C. Aid/Medic – lime green with orange numbers/letters
    - (1). EXCEPTION: Make-up kits shall utilize blank orange or white shields, identification markings will be black grease pencil or some reasonable facsimile that is erasable.
- III. Passports – The purpose of the passport is to provide accountability of individuals and unit members after entering the emergency incident perimeter.
  1. Passports are a three –part card that contains the following information:
    - A. The top portion – The fire resource zone designator (first two digits), unit number designator (two to four digits).
      - (1). EXCEPTIONS: Command units, administrative units, stations, or special units may have a slightly different designation after the first two digits); and team designator (if applicable) Team “30” or Team “48” may appear in smaller letters. EXAMPLES: 70-E610, 80-M531, Team “47”, Team “48”
    - B. The middle portion holds the unit members name tags (Velcro).
    - C. The bottom portion is for recording notes such as time, arrival and assignment.
  2. Passport Color Codes
    - A. White Primary – Normally used to track everyone at the incident.
      - (1). There shall be one primary passport (flexible center) which shall normally be attached to the officers’ portable radio until used as a passport for entrance into an emergency incident perimeter.
    - B. Red Back-up – used when the primary passport is lost or the primary is unavailable.
      - (1). One red back-up passport (rigid center) is an exact duplication of the primary passport and is used as follows: identification of unit members when the primary passport is unavailable, and is normally stored on the mid-cab dash area of all vehicles.
        - (a) EXCEPTION: If no portable radio is assigned to a vehicle (such as support Type unit), the primary passport may be mounted in the mid-cab area with the back-up passport.
    - C. Green – reserve passport

- (1). Reserve passports (green) are identical to primary and back-up passports except in color. Reserve passports are used to replace lost primary or back-up passports. These passports may be used by members reporting for shift change at the incident. They will normally be kept in a secure location at the station where its unit is based (normally the vehicle response board) Blank green passports are carried in make-up kits in command and staff vehicles. They may be used for:
  - (a) Temporary replacement of reserve passports that have been placed in service.
  - (b) Additional make-up companies for individuals or crews responding to incidents without passports.

D. Nametags

- (1). Each responder shall maintain a minimum of six (6) Velcro names tags. Nametag colors shall be white, except Technical Rescue Team (TRT) members shall be blue and Haz-Mat Techs shall be red. A minimum of two (2) nametags are attached with Velcro to the underside of the rear brim of the member's helmet and are used for the following purposes:
  - (a) Immediate replacement of lost tags.
  - (b) Uses for special operations as designated by an officer or incident commander.
- (2). Two nametags (minimum) shall be maintained by the responder in a location (an assigned locker for on-duty personnel, or within helmet for personnel responding from home to the scene) designated by the fire department and shall be used for the following purposes:
  - (a) Placement on the primary and back-up passports of the apparatus assigned when coming on shift.
  - (b) Placement on the primary and back-up passports of the company or unit assigned when arriving from home at the emergency scene.
- (3). More than two (2) nametags will be required if responders cross-staff more than one vehicle. In such a case, their nametags will be removed from the passports in the remaining vehicle, and replaced with nametags from the members who eventually respond in it.
- (4). Company officer or assigned leader tags will be placed in the first position on the passport. Apparatus drivers are placed second on the passport and will be placed upside down when assigned as a pump or turntable operator.

- E. Company Nametags – Each company passport will have a company nametag (Red writing on White background) attached. This company nametag will be placed directly under the last member's nametag of the crew assigned to that apparatus. The company nametag may be removed and relocated on a status

board by an officer for easier identification of companies assigned to specific functions.

#### IV. Emergency Incidents

1. Reporting to the incident – When a company reports to an incident base, incident staging area, or commander, they will transfer their primary passport(s) to that commander, except as defined:
  - A. Primary passport(s) will remain with the company officer (usually on the portable radio) when they are the only unit at the incident, when they are committed as the first arriving unit(s) at an incident before the establishment of a command post or have passed command, and/or when they are directed to a remote side of an incident before the establishment of a command post or have passed command, and/or when they are directed to a remote side of an incident before the establishment of a division command for their area.
  - B. When first arriving units, who have not transferred their passports to a command function, leave a hazardous area, they will report their team status to the incident commander. The commander will direct the unit to a command function or new assignment where they will transfer their passport(s) or confirm roll call of all members before placing in service and releasing from the scene
2. During Emergency Incidents – Commanders will require the transfer and use of passports at every incident with established staging division or group commander, or multiple alarm. The incident commander may call for the implementation of the passport system at any time they determine the need.
  - A. Base area commanders will record the time that units report to Base.
  - B. When a commander (incident, division, or group) relieves a company, the commander will:
    - (1). Confirm with the company officer that all members are accounted for.
    - (2). Return the company's passport to the officer.
    - (3). Direct the company officer to Base staging, rehab, manpower
    - (4). Advise the designated commander that the specific company has been directed to report to him. The receiving commander will acknowledge and report that information on the status board. The receiving commander is responsible to maintain awareness of the unit en route and assure that the unit arrives within a reasonable time.
3. Return to Service
  - A. All companies assigned to return to service will confirm with their command function that all members are present before retrieving their passport from the commander and leaving the scene.
  - B. All make-up companies, individual responders that have been temporarily assigned to a regular company, or other responders that acquired helmet shields at

the scene, will remove them and return them to their assigned command function before leaving the scene.

- C. Volunteer or off-duty responders, who return to the stations with vehicles or apparatus, shall remove their helmet shields and take nametags off of the vehicle passports prior to leaving the station. Anyone off-duty shall not have a helmet shield on their helmet and a nametag on a passport in any vehicle, except certain chief or staff officers with individually assigned vehicles.

### **VOLUNTEER PARTICIPATION IN PASSPORT ACCT.**

- I. Nametags – Each volunteer responder shall be issued four (4) nametags (rather than the usual six (6) and maintain them normally under their rear helmet brim for use.
- II. Helmet Shields – Volunteer personnel shall be issued helmet shields from the make-up kit by a command function, when assigned to a make-up unit or fireground company after reporting to the emergency scene or, they may apply a shield from the vehicle or company that they respond with directly from a station.
- III. Passports – Volunteer personnel may have their name tags placed on the passports of a company or make-up company by a command function after reporting to an emergency incident scene, or they will apply their own nametags to the passport(s) of the unit or company that they respond with directly from a station. If no company officer is present, the volunteer personnel will select a company officer themselves and their nametags will be placed in the first position on the passports.
- IV. Reporting to the Incident Scene – All volunteer, support, booster, auxiliary or other personnel who are normally not a part of the on-duty response group shall report immediately to the appropriate command function (Base or Staging Commanders) and make their presence at the scene known. Volunteers shall take all steps required prior to participating in any emergency related activities. Steps to initiate at the scene:
  - 1. Transfer of nametags to a passport will be accomplished by the volunteer via a command function upon assigning them to a company.
  - 2. Transfer of passport(s) to a command function (if volunteers are already assigned to a company upon arrival to the scene) will occur as soon as possible upon arriving at the emergency scene.
  - 3. Helmet shields will be acquired from the command function at the same time as the company assignment is given to volunteers at the scene. Volunteers who are already part of a company upon arrival will already have a helmet shield.
    - A. EXCEPTIONS: Volunteer personnel performing support functions outside the emergency incident perimeter (or the area outside of where access to civilians is restricted) may not be required to participate in the Passport Accountability System as long as the Incident Command is aware of their location and function.

4. **Observer/Ride Along Personnel** – Persons participating in observer or ride along programs will have their names added to the unit passport utilizing the make-up kit. If the rider is in civilian clothes, a helmet with a shield should be provided for temporary use.