

**MABAS Division 144 Marinette County Passport Accountability**

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Revisions: \_\_\_\_\_

**Section 1: Scope**

It is the responsibility of all personnel on the fire ground to ensure that all personnel are accounted for. No personnel on any scene shall engage in any activity that could be viewed or perceived as freelancing at any time. This guideline shall apply to any incident in which any member is operating in a hazard zone. The primary objective is to account for the location and safety of all personnel at an incident scene while maintaining the highest degree of safety within the Hazard Zone.

**Section 2: Terms and Definitions**

1. Hazard Zone: Any area that requires an SCBA, charged hose line, personal protective clothing; or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure.
2. Individual Accountability Tag: A 2"x 1/2" Velcro Tag that has your name printed on it. Each member affixes their tags to the company passports prior to leaving the station on a response.
3. Company Passport: A 2" x 4" Velcro Card that has your fire department designation and rig identifier engraved or printed on the top of it. They come in the following types:
  - a) Primary Passport: WHITE, it is used to document the movement of a team within an emergency incident
  - b) Back Up: RED, it is left as an emergency back-up or replacement if the primary passport is lost. It can also be utilized as a point of entry passport if the incident calls for point of entry accountability.
  - c) Reserve: GREEN Kept in the station for incidents involving shift changes. It also can be used as a back-up in the event the Primary passport AND the Back-up passports are lost
  - d) Blank: GREEN, Passport is kept blank on top. It is maintained in the make-up kit kept in your fire departments designated incident command vehicle. Commanders can use a marker or grease pen to customize a Blank passport for the creation of a new company. It can also be used as a temporary replacement for a preprinted passport that has been lost or damaged.
4. For Interoperability Purposes Departments that make their own Tags, Cards, and Boards you MUST USE THE VELCRO BRAND attaching materials, with material attached as follows:  
TAGS= Have the Hook side on them (Hard Side)  
PASSPORT CARDS= Have Hook side (Hard Side) on the BOTTOM and Loop (Fuzzy Side) on the TOP of the passport card were the tags attach.  
ACCOUNTABILITY and or TACTICAL BOARDS= Have the Loop (Fuzzy Side) on the

board for the cards to attach.

5. Make-up Kit: These kits contain materials and supplies for integrating any nonparticipating department into the Passport Accountability System and for replacing lost or damaged hardware. Each kit contains an inventory of required materials, including extra incident status boards. The make-up kits should be carried in your fire departments designated incident command vehicle for ease of access and location during an escalating incident.

Passport Make-up Kit: These kits contain materials and supplies for integrating any nonparticipating department into the Passport Accountability System and for replacing lost or damaged hardware. Passport system make-up kits for vehicles are to contain materials as follows:

- A) Twelve (12) blank green passport cards
- B) Accountability board
- C) Four (4) feet of 2" wide Velcro for making name tags
- D) One (1) pair of scissors
- E) Two (2) permanent marking pens
- F) Four (4) extra grease pens
- G) Four (4) extra pencils
- H) One (1) roll of 2" wide medical tape

6. PAR: Personnel Accountability Report, a systematic ROLL CALL report of ALL TEAMS at an emergency incident to account for all PERSONNEL at that incident.

### **Section 3: General Safety Rules**

1. All personnel MUST be under direct supervision of a company officer. ALL company officers will be under the direct supervision of the incident commander or division/group supervisor. No freelancing will be permitted
2. Span of control will be 1 to 7 members under usual circumstances for all company officers
3. Company officers are responsible for maintaining crew integrity and must be able to immediately account for all members under their direct supervision throughout the incident.
4. Companies not assigned a task will be assigned to staging or rehab. Company officers will keep Incident Command updated with any change of status of their crew, which will be logged by the Resource Unit Leader.
5. All teams or companies will be equipped with a radio. If the radio fails while in a hazard zone, the company will immediately exit. Incident Command will then immediately be informed of the problem, and the company SHALL NOT be reassigned to the hazard zone until a replacement radio is obtained.

#### **Section 4: Communications**

1. Communications is a key element of an effective accountability system. The company officer must keep the incident commander or supervisor and the Resource Unit Leader aware of the company's:
  - a) Entry into the building/area/hot zone
  - b) Task and location
  - c) Significant findings and observations
  - d) Exit from the building/area/hot zone

#### **Section 5: Equipment**

- 1) Passports
  - a) All fire department vehicles will be equipped with a minimum of one (1) white and one (1) red passport that will have the company's identification on them. These will be located in a highly visible location inside the cab of the apparatus/vehicle.
  - b) All members will be issued with (4) to (6) tags that will contain the member's name and employee number. These will be affixed to the underside of the firefighters helmet brim.
  - c) Upon a members arrival at the fire station for a response the member will place two (2) of their tags, one (1) on the white passport located in very highly visible location in the cab of the apparatus and (1) on the red passport that is located next to the white. Every effort should be made to reserve the top spot on BOTH the white and red passport boards for the company officer and the second spot (placed upside down) for the equipment operator/driver.
- 2) Status Display boards
  - a) Each company will have the passports on the apparatus/vehicle so the Resource Unit Leader can easily track crews working in the hazard zone.
  - b) A resource status board that the passports will be affixed to will be located in the designated department command vehicle.
  - c) A second status board will also be located in the designated department command vehicle for use as a point of entry accountability board. This board shall be utilized by the Resource Unit Aide located at the point of entry.

#### **Section 6: Accountability System Implementation Procedure**

- 1) The Passport system shall be expanded to accommodate multiple-alarm companies, mutual aid companies, and other response companies, agencies, and individuals.
- 2) Commanders at an emergency incident shall use the Passport System to account

for those Commanders, Companies, and Teams within their direct span of control, as outlined in this procedure.

- 3) Commanders, Team Leaders, and Firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members. Contact shall be by the following methods:
  - a) Voice (not by radio)
  - b) Visual
  - c) Touch
  - d) Exception:
    - I) Radio or telephone contact is permissible for apparatus operators, Chief Officers and Command Staff, Lobby control teams, etc. where the location of such personnel is constant and is known by the remainder of the team or response.
    - II) When Command or Resource Unit Leader adds an additional member to a short team, until that team member makes contact with the team leader.
- 4) Company officers, Team Leaders, and individual firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of all members working with them.
- 5) Maintenance of Passports:
  - a) Company officers/team leaders shall be responsible to supervise the maintenance of the Passports during the entire emergency incident.
  - b) When reporting directly to the station or incident, **ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:**
    - I) the name tags on the correct Primary and Back-up passport
    - II) The name tags are turned over to the Resource Unit Leader and logged into the incident
    - III) When a member is added to a crew, the member will add the name tag to the Company Officers and/or Team Leaders red passport for point of entry accountability as soon as possible.
  - c) Placement of tags on Passport
    - I) Company officer/Team Leader name tags shall be the first name on the Passports
    - II) Drivers remaining with their apparatus shall be designated by turning their name tags upside down, in the second spot on the primary and back-up passports
- 6) Guidelines at emergency incidents:
  - a) When a company reports to the incident or staging area they transfer their Primary White passport to the Commanders Resource Unit Leader except as

defined below:

- I) First in companies: They are the only unit at the incident. The primary (white) passport stays with the vehicle until collected by the Resource Unit Leader.
  - II) They are a committed first arriving unit at an incident before the establishment of a Command Post or have passed command.
  - III) They are on or directed to a remote side of an emergency incident before the establishment of a Division Command.
- b) Firefighters who report to an incident from home will report directly to the resource unit leader. If the Resource unit has not been established, then set up the board and acquire a portable radio. The Resource Unit Leader or the Incident Commander may assign a reporting firefighter to an operational company or make up another operational team comprised of responding firefighters.
- c) All teams will be equipped with a portable radio.
- d) When first arriving Companies have not transferred their passports to a command function, leave a hazard area they will report their company/team status to the Incident Commander by radio or personal contact. The Commander will direct the unit or Team to the Resource Unit Leader prior to a new assignment where they will verify the transfer of their passports.
- e) When departments or agencies not part of MABAS or that do not utilize the Passport Accountability System are a part of the incident response, utilize the make-up kits to integrate them into the accountability system of the incident. At NO TIME SHALL ANY ENTITY ON AN INCIDENT SCENE NOT BE PART OF THE OVERALL INCIDENT ACCOUNTABILITY SYSTEM.
- f) When a Commander of the Incident or a Division relieves a team, the Team Leader will confirm that all members of his/her team are accounted for then advise command:
- I) as to the progress or completion of their assigned task
  - II) Obtain the teams red Back-up passport from the Resource Unit Assistant at the point of entry
  - III) Team is moving to Rehab or another function per command.
- 7) Fire Ground Emergency Operations:
- a) Commanders will require the use of Passports at every incident with an established Level 1 Staging Area being the first in Engine. Level 2 Staging, will be used for all multiple alarm fire. On small incidents, the use of the Passport System is required, but may be limited in scope. Primary (white) passports will be used in staging and Back-up (red) passports will be used in rehab.
  - b) Level 2 Staging Area Commanders will record the time that Teams report to Staging. Staging and – Rehab Areas Commanders will utilize Status Cards to track Teams. Rehab Sector Commanders will enter times on the Team's (red)

Back-up Passports to assure proper rotation of crews occurs.

- c) When utilized, Point of Entry Control Leaders will collect the Team's (red) Back-up Passports and record the time that Teams enter a zone. Entry Point (Lobby Control) Leaders will utilize Status Cards to track Teams. Upon exiting the zone, the team leader will obtain the Team's (red) Back-up Passport from the Point of Entry Control Leader.

## **Section 7: Accountability System Implementation**

- 1) Resource Unit Leader
  - a) The Incident Commander shall assign a member to perform the duties of the Resources Unit. This assignment may vary by size or complexity of the incident.
  - b) The Incident Commander may assign a member to perform the duties of the Resource Unit Leader Aide. This member may be assigned to the Point of Entry.
  - c) Locations
    - The first engine to each geographic side will serve as the initial accountability location.
    - (1) First alarm companies shall leave their passports on the apparatus. The Resource Unit Leader will collect the White Passports before going to the Incident Commander. The passports will then be affixed to the Status display card.
    - (2) Whenever possible the Resource Unit Leader will be located in a position that has a clear view of the primary point of entry.
  - d) Point of Entry Control.
- 2) When collected, passports will remain with the Resources Unit Leader. The Status display cards will display the status (location and task) of all companies assigned to the incident.
  - 1) When a member is assigned to the Point of Entry this member shall have the point of entry status card. They shall be informed by the company officer of their task and location. They shall then write the information on the status display card. When the company exits the building their information shall be removed from the card.
  - 2) The Incident Commander, when incident dictates, may request that the Red Passports be used at the Point of Entry. When this takes place only the names of the individuals actually entering the Hazard Zone shall be on the Passport. The members of the companies that are not entering shall be left on the apparatus or the names may be turned upside down on the passports indicating that the member did not enter the Hazard Zone. The Company Officer shall then give the Resource Unit Aide the Red Passport when entering. This passport shall then be affixed to the Status Display Card with the task and location. When exiting the Passport shall be returned to the company officer.

### **Section 8: Tactical Benchmarks**

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (PAR) involves a roll call of members assigned to the incident. For the company officer, a PAR is a confirmation that members assigned to his/her crew are visually accounted for. For command or division/group supervisor, a PAR is an accounting for all crew members of all companies assigned to him/her. Report of PAR should be made face-to-face within the company or within the division/group whenever possible.

- A) A PAR will be initiated by command in the following situations:
  - a) Any report of a missing or trapped firefighter.
  - b) Any change from offensive to defensive attack mode.
  - c) Any sudden hazardous event at the incident (flashover, back draft, collapse, etc.).
  - d) By crew(s) reporting “primary search completed” (company officers of the crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report all clear).
  - e) At the report of fire under control.
  - f) Any time command requests.
  - g) No more than 20 minutes of elapse time shall pass without a PAR.
- B) Missing or Trapped Firefighters.
  - a) In the event a firefighter or crew is determined to be missing, trapped, or a MAYDAY is broadcast, command shall be notified immediately. Command will immediately request an extra alarm assignment through the dispatch center. A situation assessment must be performed prior to re-assigning resources.
  - b) The dispatch center will be ordered to transmit a 5-second alert tone on the tactical channel and the main dispatch channel, clearing the way for emergency radio traffic. A brief description of the emergency should be transmitted by command. Crews operating at the incident may expect to be reassigned. This may include evacuation or a change in attack modes.
- C) Terminating the Passport System.
  - a) The passport system will be maintained throughout the incident. The company officer will collect the passport after they have been cleared from the incident but prior to leaving the scene.

### **Section 9: Terminology**

All companies shall use proper company identification when enroute to an incident or when talking to dispatch. Once on scene the Incident Commander will give task orientated identifiers to companies once assigned a task. These will be used throughout the incident.

- A) The following are the Task orientated identifiers. These will be followed by a number assigned by the incident commander if a given identifier is assigned more than once. (Example: “Attack” is the initial fire attack unit, “Attack 2” is the second attack team assigned.)
- 1) Command - The Incident Commander in charge of the incident
  - 2) Attack - Crews that are assigned the role of fire attack.
  - 3) Back-Up - Crews that are assigned the duties of the back-up line.
  - 4) Search - Crews that are assigned to search
  - 5) RIT - Crews that are assigned RIT
  - 6) Vent - Crews that are assigned to vent along with the other tasks that are normally assigned to the ladder crew initially. (Utilities, laddering etc.).
  - 7) Staging - Crews that are in the staging area.
  - 8) Truck - Used for ladder companies when doing outside operations. (Rescue, Aerial Operations etc.).
  - 9) Salvage - Crews assigned to salvage work.
  - 10) Overhaul - Crews when they are assigned to overhaul duties
  - 11) Rehab - Crews that are in rehab.

#### **Section 10: Summary of Accountability System Responsibilities**

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

- A) Firefighter: Responsible for staying with his/her crew at all times and ensuring that his/her passport is on the company passport at all times.
- B) Engineer/Driver: The engineer of the first engine to each geographic side of the incident becomes the initial Resource Unit Leader. The engineer must manage accountability until relieved by another Resource Unit Leader.
- C) Company Officer: Responsible for keeping his/her crew intact at all times and that the passport is current and accurate. The passport should reflect only those members operating in the hazard zone.
- D) Division or Group Supervisor: Responsible for maintaining an awareness of their location and status of all resources in his/her division/group.
- E) Resource Unit Leader: Reports to the planning Section Chief or the Incident Commander, tracking location and status of all assigned resources. Maintains a master list of all resources committed to incident operations.
- F) Command: Responsible for maintaining an awareness of the location and status of all resources assigned to the incident through regular communications with the Resources Unit Leader or Planning Section Chief.