

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## MISSION

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Procedure

## OPERATIONS

OPS-GEN – 401.1

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Passport Accountability System

Issued: September 9, 2014

## PURPOSE:

To establish a process for maintaining accountability of all personnel operating on scene of an emergency incident.

## REFERENCES

1. NFPA 1500 6-1.6
2. NFPA 1561
3. Oregon OSHA standards for firefighters

## DEFINITIONS

### COMPANY OFFICER:

- Officers and acting officers in charge of apparatus and/or work groups.

### EMERGENCY INCIDENT PERIMETER:

- Any area where the public is not allowed access for safety reasons.

### HELMET SHIELD:

- A plastic, Velcro-backed shield that attaches to the front of member's helmet. The helmet shield has letters and numbers identifying a command, company, unit, or administrative assignment, e.g.: E-42, R-4, BR-4

### INCIDENT TERMINATION:

- The conclusion of the fire department operations at the scene of an incident, usually by the departure of the last unit from the scene.

### NAME TAG:

- A plastic, Velcro-backed tag with the members last name inscribed, e.g.:  
JENSEN, B

### NAME TAG – BLANK:

- A plastic, Velcro-backed tag which is blank to provide a surface to (with the use of a grease pencil) write in the name of a responder who does not have an inscribed name tag.

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### PASSPORT:

- A 2" x 4" Velcro and plastic card that is a receiver for the nametags. The passport provides a means to track where the members are, what they are doing, & how long they have been assigned.
  - a. Primary Passport: pre-printed (with unit identifier) flexible plastic passport kept on the dashboard of the apparatus, until placed in use. This passport becomes "mobile" as the crews checks in and out of command (function) areas.
  - b. Back-up Passport: White, pre-printed, rigid plastic passport kept on the dashboard, of the apparatus, in proximity of the Primary Passport. This passport is left in the cab of the apparatus while the crew is assigned and serves as a secondary means to track the crew. This passport may also serve as a replacement for the Primary Passport.
  - c. Make up Passport: Orange, non-printed, rigid plastic passport used to identify members which did not arrive on an apparatus or used to identify crews that are split from an originally assigned apparatus. Kept in the make-up kit.

### PASSPORT ACCOUNTABILITY SYSTEM:

- A procedure that utilizes helmet shields, passports, name tags, and status boards to track the assignment of commanders, companies, teams, groups, and individuals at an emergency incident.

### MAKE-UP KIT:

- A kit designed to expand the PASSPORT Accountability System at large incidents and provide immediate replacement for lost or damaged system materials, carried in the Command Units.

### ROLL CALL:

- A poll of all teams/groups at an emergency incident to account for all personnel at that incident.

### STATUS BOARD:

- A large (9" x 11") hard plastic board with Velcro strips that hold passports of assigned teams and/or name tags of command staff members. Utilized by those accounting for teams/groups that are working in their area of authority.

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### TEAM/GROUP:

- A group of two or more members who work together with a common purpose/goal and are responsible for each other's safety. Must remain in contact with each other through voice, touch, or visual means.

### TEAM/GROUP LEADER:

- Usually, a company officer or member assigned or selected as the team/group leader. Team/group leader designation must occur prior to the team/group being committed to the incident.

### REQUIRED HARDWARE

When members are made aware that Accountability hardware is missing or damaged, they shall contact the Fire Chief or designee who is responsible to order materials and supplies to maintain the PASSPORT Accountability System as follows:

1. Two engraved Green or White passports for each possible team of two or more persons from a company, command vehicle, special unit, or reserve apparatus.
2. One helmet shield for each officer and fire fighter position on the apparatus.
3. Replacement (blank) name tags for the make-up passports.
4. Velcro
5. One status board for each first due vehicle.
6. Grease pens for each status board.
7. Make-up supplies (to include blank helmet shields, passports, and name tags) to be stored in the Make-up kits.

### PROCEDURE

The district shall use the EMERGENCY INCIDENT ACCOUNTABILTY (PASSPORT) system, in conjunction with the Incident Command System, to identify individual members of a team, their assignment, their general location at the incident, and how long they have been assigned to the task.

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The PASSPORT Accountability System shall be expanded to accommodate multiple-alarm companies, mutual aid companies, and/or volunteer response companies and individuals.

## RESPONSIBILITY

1. Commanders at an emergency incident shall use the PASSPORT Accountability System to account for those commanders, companies, and teams within their direct span of control, as outlined in this procedure.
2. Commanders, team leaders, and fire fighters 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.
3. Company officers, team leaders, and individual fire fighters 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.

Team members must always be in contact with each other through one of the following methods:

- a. Voice
- b. Visual
- c. Touch

Exception: Radio or phone contact is permissible for apparatus operators, chief officers and commanders, lobby control teams, etc. where the location of such personnel is known by the remainder of the team for response.

If a team member is in trouble, the other member(s) of the team shall take appropriate steps to:

- a. Provide Direct Help
- b. Call for Help
- c. Go Get Help

Members will stay together as teams when in the emergency incident perimeter, and as otherwise directed by the incident commander, until the incident termination.

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Maintenance of helmet shields and passports

- a. Company officer and/or team leaders shall be responsible to supervise the maintenance and proper placement of helmet shields and passports during the entire time they are on duty and at emergency incidents. During apparatus checks, & immediately following the use of passport hardware, the Officer is responsible to ensure that the system is placed back in service.
- b. When entering the Accountability System (prior to leaving the facility on a response), ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:
  - i. The correct helmet shield on their helmet.
  - ii. Their name tags on the correct primary and back-up passports.
- c. Where staffing allows for two teams/groups, company officers will pre-assign the members of the teams and the team leader of the 2<sup>nd</sup> team.

E.g., 4 members arrive on R-4, but are split into two teams/groups, with the original team maintaining the designator of R-4 and the other team being known as R-4 A.
- d. Company officers are responsible for members under their direct control. When a team is split away from the company officer to a different commander, that commander and team leader are accountable for that team.
- e. Individuals assigned to administrative functions such as training, fire prevention, etc., must have a helmet shield for that division, and must check in and out of areas the same as teams/groups.
- f. Materials and supplies for the ongoing support of the PASSPORT Accountability System (spare tags, Velcro, etc.) shall be maintained by the Fire Chief. Each unit shall maintain a blank passport and at least 4 blank name tags. A large store of blank helmet shields, passports, grease pens, name tags, and status boards are carried in the Command Units.

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## IMPLEMENTATION

### Materials

The PASSPORT Accountability System utilizes removable helmet shields, primary and back-up passports, name tags, and portable status boards.

#### 1. Helmet Shields

- a. Each apparatus shall have reflective helmet shields affixed to the apparatus near all seats of the apparatus. The purpose of the helmet shield is to clearly identify the unit or team to which the member is assigned, and that the member is checked into the system.
- b. All helmet shields are to be kept in the designated position of the apparatus when not actually on a helmet.
- c. Helmet shields shall be in place on the member's helmet BEFORE participating as an in-service team member.

#### 2. Helmet shields shall be color-coded as follows:

- a. Officers or Team Leader – White
- b. Fire fighters – Lime or Yellow
- c. EMS – Blue

#### 3. Passports

- i. The purpose of a passport is to provide accountability of team members after entering an emergency incident perimeter.
- ii. Passports are designed to contain the following information: (inscribed at the top)
- iii. Apparatus type (Engine, Ladder, Rescue, Medic, Tender, etc.) Company # (41, 42, 43, etc.) example – Engine 42
- iv. Middle portion holds team member's name tags
- v. Bottom portion is for recording information such as "time of assignment", "type of work", and location

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4. Color codes
  - a. Green and White – Primary and back-up passports
  - b. Orange – make-up
5. Equipment Location:
  - a. The Primary Passport shall be attached to the apparatus dash until used as a passport for entrance into an emergency incident perimeter. (Flexible Green)
  - b. The Back-up Passport is (White rigid) found on the apparatus dash. Serves to allow for a 2<sup>nd</sup> means to track a team.
  - c. Blank Passports (orange) serve to allow members within the incident who have lost their name tags. Also allows for the splitting of members if need be. This passport is found in the Make-up Kit.
6. Name Tags
  - a. Each member of the fire department shall maintain a minimum of 4 Velcro name tags.
  - b. Four name tags are to be kept by everyone with their turnout gear. These name tags are the ones that are attached to the primary and back-up passports. **IMPORTANT: Name tags must be attached to the passports BEFORE RESPONDING WITH THE APPARATUS.**

## REPORTING TO THE INCIDENT

Until such time as formal divisions are established, the additional team leader(s) shall report to the driver of the first arrived unit and transfer their passport(s) to that driver. (In the event that the driver is committed with the rest of the apparatus members, and not readily available, the next firefighter on location is responsible to receive the passports of incoming units). When a company or team reports to an incident, staging, division or group commander, the members transfer their primary passport(s) to that commander except as defined below.

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Primary passport(s) will remain with the officer or team leader when:

- a. They are the only unit at the incident.
- b. They are a committed, first arriving unit, and the formal establishment of division, staging, etc. command elements are yet to take place.
- c. They are on or directed to a remote side of an emergency incident before the establishment of a division command.

When first arriving teams that have not transferred their passports to a command function leave a hazardous area, they will report their team status to the incident commander by radio or personal contact.

### The commander will:

- a. Direct the unit or team to a command function or new assignment where they will transfer their passport(s).

### During emergency incidents:

1. Commanders will require the transfer and use of passports at every incident with an established staging area, division or group supervisor, or a multiple alarm fire.
2. Division Supervisor will record the time that teams report to their areas. If tasks are assigned by the division supervisor, he/she will also log the assignment, and "remote" area if applicable.
3. When a commander (incident, division, or group) relieves a team, the commander will:
  - a. Confirm with the team leader that all team members are accounted for.
  - b. Return the team's passport(s) to the team leader.
  - c. Direct the team leader to staging or another command function, and.



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- d. Advise the commander, where the team is being transferred to, that (example) "Engine 42" has been directed to report to that Division Supervisor. The receiving Division Supervisor will acknowledge the transfer and appropriately record the action/information on the status board.

## Roll Call

Commanders and team leaders will conduct an emergency incident roll call using the PASSPORT Accountability System as follows:

When an IC presumes or is informed that a fire fighter or team is missing or trapped, the commander will start rescue efforts As Soon As Possible, starting at the last known location. The IC will then conduct a roll call of the emergency incident to confirm the status of missing personnel.

Example verbiage:

"Command to YCOM and all divisions, a distress call has been transmitted, conduct a roll call of your units, and report to me."

Before there is a change from an offensive to defensive fire ground strategy, Command will notify all division supervisors and inform them of the intent to change strategies.

Example verbiage:

"Command to all divisions we are setting up to change to a 'DEFENSIVE STRATEGY' Withdraw all units from the building and conduct a roll call and report to me".

When there is a catastrophic change in the incident such as building collapse, explosion, back draft, sudden flooding, release of vapor clouds, etc.

Example verbiage:

Command to all divisions, there has been collapse, conduct a roll call and report to me".

When the incident commander or team leader determines that a need for a roll call exists.

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Example verbiage:

“Command to all divisions, conduct a roll call and give me a report”.

Whenever possible, roll call will be conducted without the use of the radio to keep the frequency clear.

### SCENARIO EXAMPLE OF PASSPORT USE

Single unit response (electrical problem in a residence)

Prior to responding, the primary and back-up passport is loaded with team member names. On arrival at the scene, the officer takes the primary passport and keeps it with them. (The back-up passport is left in the unit) **AT THIS POINT THERE IS ONLY ONE PLACE TO RECEIVE PASSPORTS.** (Driver of the 1<sup>st</sup> unit)

Response goes to full response after the Officer conducts investigation

Officer of the next arriving unit reports to the driver of the first unit & transfers that teams “primary passport” to that driver. Officer of 2<sup>nd</sup> unit is advised to “take Command”. **THERE ARE TWO LOCATIONS TO RECEIVE PASSPORTS AT THIS TIME.** (Command & the driver of the 1<sup>st</sup> unit)

The Officer of the 2<sup>nd</sup> unit establishes “geographic command” and directs the 3<sup>rd</sup> arriving unit to establish “Staging”. **THERE ARE THREE LOCATIONS WHERE PASSPORTS ARE NOW RECEIVED.** (The first driver, Command, & Staging)

The 4<sup>th</sup> and subsequent arriving units report to staging & transfer their passport to the Staging Officer.

A Chief Officer arrives and is directed to report to Command. The Chief Officer transfers his/her passport to the IC.

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The 1<sup>st</sup> arriving team calls for relief. Command directs, staging to send a team for replacement of the first arriving unit. The relief team picks up their passport as they leave Staging and transfers their passport to the driver of the first unit. They replace the first arriving unit, which now withdraws, and checks in with the driver of the first unit. They are directed to report to Rehab (which is in Staging) and they transfer their passport to the Staging Commander.

The Chief Officer assumes Command & assigns the Officer of the second arriving apparatus (the former IC) to Division "A". The Chief now must maintain the status board & passports of those assisting in the Command structure. (Staging & Division "A" Commander)

Division "A" Officer relieves the driver of the first arriving unit of the responsibility of maintaining the status board of those passports previously tracked by that driver.

At this point, the IC would be tracking who the Staging & Division officer is.

The Division "A" Officer is maintaining the passports of those assigned in his/her area.

Staging is maintaining the passports of those in rehab, and those unassigned teams.

Work groups (ventilation, rescue, salvage, etc.) will transfer in and out of Divisions and Staging as assigned. Individuals (safety, fire investigator, information officer, etc.) will do the same.