

LORAIN COUNTY FIRE DEPARTMENT

Standard Operating Guidelines

Command - Personnel Accountability System Program	SOG: 011 Effective Date: September 24, 2009 Supersedes: February 26, 2004 Approved: _____ President, Lorain County Fire Chiefs Association Page 1 of 8
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.10 PURPOSE

- .11 The PASSPORT Personnel Accountability System gives an Incident Commander 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*.
- .12 The *hazard zone* shall be defined as “any area that requires an SCBA, a charged hoseline and protective clothing, or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure”. This includes entry into a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescues, etc.

.20 DIVISIONS AFFECTED

All Lorain County Fire, Rescue, and EMS departments and agencies.

.30 RESPONSIBILITIES

- 3.1 All officers/supervisors are responsible for complying with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
- 3.2 All personnel have the responsibility to learn and follow this guideline.

.40 PROCEDURES

- .41 Accountability involves a personal commitment to work within the safety system at all times. Accountability is an accurate roster, officers keeping crews together, working in pairs, and using proper PPE. The following principles will apply:
- 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.
- Division/Group Supervisors will always maintain an accurate tracking and awareness of crews assigned to them. This will require the supervisors to be in their assigned area and maintaining close supervision of crews assigned to them.
- All crews will work for Command or assigned areas - no freelancing.
- Crews arriving on the scene shall remain intact. A minimum crew size will be considered two or more members and a radio will be required for each crew.
- All crews entering a *hazard zone* should have a supervisor.
- 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.

.50 ACCOUNTABILITY EQUIPMENT

- .51 To enhance accountability and to improve tracking of fire fighters in the hazard zone, the "PASSPORT" system will be used. The PASSPORT system equipment involves a 2" x 4" plastic card with the apparatus unit's ID etched on it and shall contain the name tags of all personnel assigned to that crew. PASSPORTS are turned into an Accountability Officer, who may be an apparatus operator, a Division/Group Supervisor, or a designated Accountability Officer, depending on the nature, type, and complexity of the incident.
- .52 A PASSPORT will be located in each apparatus, affixed to the dash and easily removed.
- .53 Each firefighter will be issued three individual name tags, which shall be affixed on the underside of their helmet.
- .54 Each engine, ladder, rescue and specialized equipment will be equipped with an 8"x12" status board and each command vehicle shall be equipped with a 16"x12" status board. These will be used to collect PASSPORTS.
- .55 Each company officer will be responsible for ensuring that the PASSPORT roster always reflects only currently assigned personnel. When entering a *hazard zone* with a partial crew (i.e., operator remains at the engine to pump lines), the Company Officer must remove name tags of those members not entering the *hazard zone*. The name tags of these members may be returned to the member, placed on the company officer's helmet velcro strip or placed in their coat pocket.

.56 All PASSPORTS and status equipment will be considered safety equipment and shall be inspected at least once annually. It will be repaired or replaced as soon as possible on a priority request. Materials and supplies for the ongoing support of the system (spare ID tags, etc.) shall be the responsibility of each department.

.60 ACCOUNTABILITY OFFICER OR SUPERVISORS

.61 Accountability Officers may be apparatus operators, Division/Group supervisors, or personnel specifically assigned to serve as Accountability Officers for the Branch/Division/Groups.

.62 The first engine to each geographic side of the incident or point of entry will serve as the initial accountability location, managed by the apparatus operator. All crews entering the incident will deliver their PASSPORTS to the accountability location closest to their "point of entry" before entering the *hazard zone*. As Command implements divisions or groups, Supervisors will manage PASSPORTS only if they do not enter the *hazard zone* (i.e., defensive operation). PASSPORTS will remain on the first engine (accountability location). Command may assign other officers to given areas to perform accountability. These officers will report to their assigned Division/Group Supervisor to manage accountability for that area (i.e., Lobby Group).

.63 As the incident escalates and Command fills accountability positions for each area, these Accountability Officers may be assigned to a radio channel and will report to Command.

.64 At incidents with a critical need for Accountability Officers to assist Division/Group Supervisors, Command may choose to divide a company and distribute the crew members to different divisions to act as Accountability Officers.

.65 As the incident escalates to the level where Accountability Officer(s) is/are assigned, Command shall implement an Accountability Group to coordinate Accountability Officers. The Accountability Officer shall be assigned to either Command or Safety Officer and may operate on an assigned radio channel.

.66 The Accountability Officer's responsibilities include:

- a. Develop and implement a plan designed to track and account for all personnel working in the *hazard zone*.
- b. Ensure that Accountability Officers are implemented in each division as necessary.
- c. Request and manage area resources as needed.

- d. Provide progress reports to Command.
- e. Initiate PAR's upon benchmarks or as required.

.67 Individual Responsibilities

- a. All arriving personnel shall be responsible for immediately updating the company PASSPORT as they arrive for duty.
- b. Each firefighter shall be responsible for supervising the maintenance, use, and proper placement of their ID tags during emergency incidents.
- c. Company officers are responsible for ensuring that the PASSPORTS, unit roster, and helmet ID's always remain current. PASSPORTS must reflect only those members presently assigned to the company and only those crew members about to enter the *hazard zone*.

.70 IMPLEMENTATION

.71 For single department incidents, the PASSPORT system should be implemented at any incident that requires the use of SCBA, but shall be mandated for all incidents involving use of mutual aid.

.72 The objective of the PASSPORT system is to collect crew members' PASSPORTS near the point of entry and to insure that PASSPORTS are accurate, reflecting only those members inside the *hazard zone*.

.73 PASSPORT implementation shall 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 shall reflect all personnel assigned to the crew or apparatus. However, pump operators or drivers who name tags are on the PASSPORT may not actually be in the *hazard zone*.
- Crews must turn in their PASSPORTS upon entering and must retrieve their PASSPORTS upon exiting from the *hazard zone*.

.74 Level I Accountability

- a. For single company incidents, the PASSPORT remains on the apparatus dash and the apparatus operator will assume accountability responsibilities.

- b. Personnel arriving via personal vehicles and all other administrative and command officers shall report to the Incident Commander who shall have the option of:
 - Collecting the member's name tag and assigning the individual, or
 - Assign the member to a specific apparatus or crew on the scene, at which the member shall affix their name tag to the specified PASSPORT or a spare yellow passport.

.75 Level II Accountability (Mutual aid)

- a. The first engine or ladder to each geographic side of the incident becomes the initial accountability location for all later-arriving units to that side of the incident.
- b. The apparatus operator of the first engine to each geographic side of the incident becomes the initial Accountability officer until the Division Supervisor or Accountability officer who assumes accountability responsibility collects PASSPORTS later in the incident.
- c. During water shuttle operations, PASSPORTS from tanker units will be collected by the Water Supply Officer as tankers initially report on the scene.
- d. All crews will take their PASSPORTS to their assigned accountability location before entering the *hazard zone*.
- e. As the incident escalates, and Division Supervisors and/or Accountability officers are assigned, all PASSPORTS will be delivered to these officers before entry into the *hazard zone*.
- f. Where the Division/Group Supervisor is operating within the *hazard zone*, PASSPORTS must remain outside the zone with a designated Accountability officer (i.e., initial apparatus operator or officer).
- g. Command must maintain an awareness of which apparatus are serving as accountability locations, and provide this information to companies being assigned to each geographic side of the incident (division).

.76 POINT OF ENTRY (POE) CONTROL

- a. 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 company officer must retrieve their

PASSPORT. Both the Company Officer and Accountability Officer will be responsible to see that PASSPORTS are retrieved. The accountability status board will contain only the PASSPORTS of those crews in the *hazard zone*.

- b. Crews exiting at a different location other than the original point of entry, must immediately notify their original Supervisor and/or Accountability Officer of their changed status. The PASSPORT must be retrieved before reassignment.
- c. Where physical distance/barriers prevent retrieval of the PASSPORT, and where the crew is being reassigned to another area, a "make-up" PASSPORT must be assembled. Crew members will provide the new Division/Group Supervisor another name tag. Where another "make-up" PASSPORT is not available, the individual name tags will be placed on the accountability status board.
- d. The original Division/Group Supervisor and/or Accountability Officer must be advised of the change.

.77 Multi-story/High-rise Operations

- a. Multistory or high-rise incidents present only a minor modification in the standard approach to PASSPORT accountability.
- b. The first engine to each geographic side of the incident remains the accountability location.
- c. A Lobby Group shall be established and all crews reporting to the building will deliver their PASSPORTS to the Lobby Group.
- d. Once a Resource Status Unit is established, the Resource Unit Leader will collect the PASSPORTS of all crews assigned to fire combat positions. The Resource Unit will assign Accountability Officers at each point of entry to stairwells, etc.
- f. PASSPORTS for crews assigned to the Lobby Group or any support areas within the building (non-hazard zone crews) will be maintained by the Division/Group Supervisors.

.78 Personnel Accountability Report (PAR)

- a. Several accountability benchmarks are included in the tactical operations. The Personnel Accountability Report (PAR) involves a roll call of personnel assigned. For a company officer, a PAR is a confirmation that members

assigned to their crew are visually accounted for. For the Division/Group Supervisors, a PAR is an accounting for all crew members of all companies assigned to their area. Reports of PAR's shall be conducted face-to-face within the company or with the area whenever possible.

Example: "Interior to Command, I have a PAR." (all members accounted for)

- b. A Personnel Accountability Report (PAR) or roll call will be required for the following situations:
- Any report of a missing or trapped firefighter
 - Any change from offensive to defensive mode of operations
 - Any sudden hazardous event at an incident - flash-over, backdraft, collapse, etc.
 - By all crew(s) reporting an ALL CLEAR - Company officers/crew leaders in search/rescue will ensure they have a PAR for their members at the time they report an "All clear".
 - At every 30-minute elapsed time during the incident.
 - At a report of "FIRE UNDER CONTROL".

.79 Terminating the PASSPORT system

- a. PASSPORT accountability will be maintained through a report of "Fire Under Control," at which time a PAR for all crews must be obtained. Command will determine at that time, based on the situation and risk, 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.
- b. 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 up-to-date.

.80 Lost/Missing Firefighter

An absent or unaccounted 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 Supervisors or Command. For any reports of missing firefighters, Command shall:

- Request the next greater mutual aid alarm.
- Initiate an immediate roll call (PAR) of all companies assigned to duty within the emergency incident perimeter.

- Dispatch the Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to initiate a search.
- Simultaneously, adjust all on-scene strategies to a priority search and rescue effort.

.90 Summary of Accountability Responsibilities

FIREFIGHTER	Responsible for staying with his/her crew at all times and ensuring that their name tag is on the PASSPORT.
OPERATOR	Apparatus operator of first engine to each geographic side of incident become the initial Accountability Officer. Must collect PASSPORTS from crews assigned to their side of incident.
COMPANY OFFICER	Responsible for keeping crew intact all times and that PASSPORT is current and accurate. PASSPORT must be turned in at point of entry and retrieved upon exit.
DIVISION SUPERVISOR	Responsible for accounting for all crews in their assigned divisions. Works closely with Accountability Officers to ensure accurate PASSPORTS and tracking of crews in hazard zone.
ACCOUNTABILITY OFFICER	Responsible to work with Division/Group Supervisors and manage Accountability for those areas. Must collect all PASSPORTS from apparatus operators or Division/Group Supervisors.
COMMAND	Responsible for tracking location of all crews. Must advise crews which apparatus is serving as accountability location for PASSPORTS.