

## **STANDARD OPERATING GUIDELINE - 4.1.1**

### **TOPIC - PASSPORT ACCOUNTABILITY SYSTEM - GENERAL**

#### **PURPOSE:**

To gain an understanding of the basic concept of the PASSPORT system, its components and their relationships within the system.

#### **GENERAL:**

The general principle of the PASSPORT accountability system is to provide a method of tracking the location, activities, and movement of all personnel. The concept involves the development and retention of teams who stay together under all circumstances or until such time that they are reassigned into other teams.

#### **GUIDELINE:**

##### **BASIC CONCEPT**

1. Teams and/or partners stay together anytime they are in an area requiring protective clothing.
2. Team members must always be in contact with each other through one of the following methods:
  - a. Voice (Not Radio)
  - b. Visual
  - c. Touch

**EXCEPTION:** Radio or phone contact is permissible for apparatus operators, chief officers and commanders, or others where the location of such personnel is constant and is known by the remainder of the team.

3. Continuous contact of team members permits the fire fighter to:
  - a. Provide help for another team member.
  - b. Call for help whenever the team or other members need help.
  - c. Go to get help for others.
4. The PASSPORT system is designed to be used at the point of entry into an emergency condition, upon assignment to apparatus, or assignment to a task group.
5. The Passport follows the team throughout their activity on the emergency scene, tracking all members of the team.

## COMPONENTS

Name Tags Each individual will be issued three (3), Velcro backed, name tags to be stored on the underside of the rear brim of the helmet.

Passport Passports are divided into three (3) sections: Top - team or unit designator. Middle - holds team member name tags. Bottom - blank area to record times or assignment information.

1. There are three basic types of passports:
  - a. Primary Passport (flexible center)[white] attached to the officer's radio, when a team is assembled, until used as a passport for entrance into an emergency incident perimeter.
  - b. Back-up Passport (rigid center)[white] an exact duplicate of the primary passport and is used for identification of team members when the primary passport is unavailable. Back-up passports are kept at the point of origin for that Passport on the apparatus. **NOTE:** There may be a different location based upon the apparatus and/or team designator.

There will be extra primary and back-up passports available on each first assignment structural engine designated as the second team on that engine. There is also the capability to form a second team on rescue 1118.

- c. Make-up Passports (flexible center) [white] blank team and assignment designator areas. These Passports will be kept in a Make-up Kit located in each staff vehicle. Make-up Passports are used for companies who respond to the incident without passports. Make-up Passports may also be used as temporary replacements for lost or damaged passports.

Helmet Shields Helmet shields are designed to provide easy identification of different teams.

Helmet shields are to be placed on the team member's helmet before participating as an in-service member.

Each team will have its own designated identifier.

Shields are color coded : White - Staff functions, Red - Fire fighter team, Blue - Rescue unit.

Helmet shields, for "A" team members, are stored on the dash board of the apparatus and/or at individual seating positions. "B" team helmet shields are stored at the location of "B" team Passports.

**Status Board** A large rigid plastic board with velcro strips to hold individual passports of assigned teams and to take notes. Status Boards are kept on each staff vehicle, engine, and rescue.

Status boards are used by the incident commander and all other commanders assigned to track personnel in areas and/or functions.

**Make-up Kit** Make-up kits contain extra, blank, Passports (2), Name Tags (8), and Helmet Shields (8). Make-up kits are kept on each staff vehicle.