

STANDARD OPERATING GUIDELINE - 4.1.2

TOPIC - PASSPORT ACCOUNTABILITY SYSTEM - APPLICATION

PURPOSE:

To establish a standard for the implementation and application of the PASSPORT Accountability System.

GENERAL:

The purpose of the PASSPORT Accountability System is two fold; to increase the overall safety during emergency operations, and to ensure survivability for all personnel operating at the scene. To assure the highest degree of success we must consistently apply the concepts and tools of the PASSPORT system each time we respond to an emergency incident.

GUIDELINE:

REPORTING TO DUTY

PASSPORTS

1. Each fire fighter must attach one of their name tags to each of two Passports, primary and back-up, as soon as they are on board a piece of apparatus, or upon receipt of an assignment at the incident.
2. The company officer and/or team leader name tag is the first name tag on the passport, at the top.
3. To identify the driver/operator, who remains with the apparatus, on the passport, their name tag is to be placed up-side-down on the passport. Whenever the driver/operator abandons the apparatus he/she simply become a team member with no other designator.

HELMET SHIELD

1. Each team member must attach the appropriate helmet shield to their helmet as soon as they are assigned to a team.
2. Confirm that the Helmet Shield and Passport team designators match.

REPORTING TO THE INCIDENT

1. When a team or company reports to an incident, staging, division , or group, the team leader or company officer must transfer their primary passport to that commander. Exceptions are as follows:
 - a. The primary passport will remain with the officer or team leader whenever they are the only unit at the incident, or

- b. They are the first arriving unit committed to an operation prior to the establishment of a command post or prior to their ability to transfer command, or
 - c. They are located at a remote side of an emergency incident prior to the establishment of a division command. Under this circumstance whenever a team or company leaves the hazardous area, they will report the team status to the incident commander by radio or personal contact.
2. Whenever a team or company is relieved, or reassigned, the commander will:
 - a. Confirm with the team leader or officer that all members are accounted for;
 - b. Return the primary passport for that team or company;
 - c. Direct the team leader or officer to the new assignment or command function;
 - d. Advise the receiving commander that the team or company is being assigned to their location. The receiving commander will acknowledge and record that information on their status board.
 3. Whenever the team or company is reassigned to another division, group, or command function, the team leader or officer must transfer the primary passport to the commander of that division, group, or command function.

Note: Command functions related to the Passport system are issues such as rehabilitation, staging, and like assignments where tracking individuals and teams adds to the overall safety of the incident even though that duty may not be within the hazard zone.

4. Staging area commanders will record the time that teams or companies report to staging and the time those teams leave the staging area.
5. As companies and teams are released from duty at the incident primary passports will be returned to the team leaders and/or officers.
6. Roll call procedures will be conducted using the communication order model as identified in Communication S.O.G. 2.2.1.
7. Roll call procedures will be initiated under each of the following conditions:
 - a. Whenever a team is relieved of duty, or transferred to another commander, the current commander will confirm that the team leader has conducted a roll call of all members.

- b. Whenever a commander presumes a fire fighter or team is missing or trapped, the commander will initiate rescue efforts as soon as possible at the last known location.
 - c. Before there is a change from an offensive to defensive fire ground strategy, notice to all teams to withdraw from the structure or area of involvement must be included in the order for a roll call.
 - d. Whenever there is a catastrophic change in the incident such as building collapse, explosion, backdraft, release of a vapor cloud, etc.
 - e. Whenever the incident commander or team leader determines that a need for a roll call exists.
8. At the conclusion of the incident all passports, helmet shields, and other related materials must be returned to the proper location on the appropriate apparatus.
9. Name tags will be returned to individuals as soon as they are released from duty.