

**FIRE CHIEFS ASSOCIATION DELAWARE COUNTY, OHIO  
STANDARD OPERATING GUIDELINE**

<b>SUBJECT</b>	<b>EFFECTIVE DATE</b>	<b>RESCINDS</b>
Passport Accountability	7/16/2008	N/A
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**SCOPE:**

The provisions of this guideline shall apply to all responders to any incident that has or has the potential of an “IDLH” atmosphere. The purpose of this guideline is to identify methods of personnel accountability at incident scenes to allow for the highest level of safety possible for personnel.

**DEFINITIONS:**

Immediately Dangerous to Life and Health (IDLH) - An "IDLH" zone is any area that requires a SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured. This will include entering a structure to search for a fire, operating in proximity to the structure during exterior operations, confined space, trench rescue, hazmat incident, etc. Or any other situation deemed appropriate by the Incident Commander.

Personnel Accountability Report (PAR) – A roll call of personnel assigned to the “IDLH” zone.

Accountability Officer (A.O.) – when assigned, will monitor scene accountability, location of various companies operating at the scene, and request further division of accountability by use of additional A.O.s through incident command, as the scope of the incident dictates.

**GUIDELINE:**

The Incident Commander shall be responsible for accountability on all incidents, but may delegate the function within the incident command structure.

- All crews shall work within the incident command system - no freelancing.
- All crews shall remain intact as much as possible.
- Personnel must work in teams of at least 2 while in the “IDLH” zone.
- All crews entering the “IDLH” zone shall first give their passport to the accountability officer.
- Passports should never enter the “IDLH” zone.
- Passports must be maintained near the point of entry to the “IDLH” zone.
- Crew leaders/company officers must inform the A.O. of any change of assignment or location on the incident scene, {Example: moving from first floor to second floor or moving to rehab, etc. }

### **Section 1: First arriving unit on scene**

- The identity and location of the accountability officer shall be transmitted as part of the initial radio report. {Example: “Engine 382 is on the scene of a 2 story residential structure, nothing showing, E382 will be accountability, Chief 380 will have command.”}
- If the first arriving vehicle is not a fire apparatus {officer with a radio for example} then the first arriving fire apparatus will be assigned accountability {transmitted over the radio} upon arrival to the scene.
- The **pump operator**, if not accompanying their crew, shall retrieve the status board and shall be responsible for maintaining accountability, until relieved.
- If accountability officer or location changes, this should be announced to the IC and over the radio.

### **Section 2: Mutual Aid Companies**

Mutual aid companies are also required to participate in accountability prior to entering the “IDLH” zone. Since our mutual aid companies possess the same, or compatible, passport system they can be incorporated into the scene and accounted for in the same manner as our companies.

### **Section 3: Personnel Accountability Report**

- For a crew leader/company officer, PAR is a confirmation that all personnel assigned to their crew have been visually or verbally accounted for.
- For a division or group supervisor, PAR is an accounting for all personnel of all companies in the “IDLH” zone assigned to their division or group.
- For an Incident Commander, PAR is an accounting for all personnel in the “IDLH” zone.
- When a personnel accountability report (PAR) is called for, each crew leader/company officer will account for **all** personnel of their company and notify the next level of supervision that they have PAR.
- On small incidents, crew leaders/company officers will report **PAR** directly to the Incident Commander.
- If Divisions or Groups have been established, crew leaders/company officers will report PAR to their Division or Group Supervisor. Division and Group Supervisors will report PAR to the Incident Commander, or A.O. if assigned, once all companies assigned to them have reported PAR.
- A personnel accountability report shall be initiated by the Incident Commander for the following situations:
  - a) Any report of a missing or trapped firefighter.
  - b) Any change from offensive to defensive modes.
  - c) Any sudden hazardous event at the incident - flash over, back draft, collapse, etc.
  - d) At least every twenty minutes. Dispatch center to track time intervals and advise IC at the appropriate times to initiate a PAR.

- e) At a report of Situation Contained.
- f) Any other time the Incident Commander feels is necessary.

#### **Section 4: Lost, Missing or Trapped Firefighters**

- Any absent personnel of any crew/company will automatically be assumed lost or trapped in the “IDLH” zone.
- Crew leaders/company officers must immediately report any absent personnel directly to the Incident Commander.
- Upon receiving a report of a lost, missing or trapped firefighter the Incident Commander must initiate the following.
  1. Declare a firefighter “MAYDAY”.
  2. Request the next greater alarm.
  3. Initiate a PAR, of all companies assigned in the “IDLH” zone.
  4. Send the Rapid Intervention Team to the last reported working area of the lost firefighter to begin a search.
  5. Adjust on-scene strategies to a priority search and rescue effort.
  6. Maintain present fire suppression operations.

#### **Section 5: Terminating the Personnel Accountability Reports**

After the situation is contained, the Incident Commander will determine when to terminate Personnel Accountability Reports.

- Upon release from the incident, crew leaders/company officers will ensure that the passports are returned to the dash of their vehicles and that the passport is accurate.

# APPENDIX

## **HARDWARE:**

### **Personal Accountability Tags (PAT)**

Each Firefighter and Officer will be issued color coded plastic tags (PAT) containing their name.

- a) Firefighters - 4 yellow tags with print.
- b) Pump Operators - 4 green tags with print.
- c) Lieutenants and Captains - 4 red tags and 4 green tags with print.
- d) Chief Officers - 4 black tags with print.
- e) EMS – 4 blue tags with print

PATs will be attached to underside of the rear of the helmet brim when not on a passport.

### **Passports**

Plastic cards approximately 3" X 4" with Velcro on front and rear {to be carried on all apparatus}.

- A name tag for each person of the crew shall be placed on each emergency run or the beginning of the shift and removed at the completion of the run or at the conclusion of the shift.
- The top name will always be the Crew Leader: Company Officer, or FFIC
- The second name will be the driver. Green tag or upside down tag
- Only the name tags of personnel actually responding with the company shall be on the passport. All personnel shall be responsible for placing or removing their name tags as appropriate.
- Crew leaders/company officers shall visually check the passports on each run to ensure accuracy.

### **Status Boards**

- Plastic boards with Velcro on front and rear with positions for passports.
- One carried on all "First Due" apparatus. (not required on support vehicles)
- Will be mounted on inside of apparatus.
- Used for accountability on all incidents.
- Correct type of Velcro on the board.