

Effective: 01-08-1998

Revised: 08-16-2006

Section: 2.03

Rules and Regulations

Passport Accountability

Purpose:

To establish a procedure for tracking and accountability of personnel at emergency incidents, and;

To provide a mechanism for controlling access and egress of personnel at emergency scenes, and;

To comply with the requirements of WAC 296-305-05001.

Scope:

These Rules shall apply to all uniformed members of the College Place Fire Department, and;

To all emergency incidents where Passport Accountability is declared to be in effect.

Effect:

A. It shall be the policy of this Department, in coordination with adjacent Fire Departments and Districts, to use a standardized system of personnel identification and accountability at the scene of fires or other emergencies.

The goal of this system will be to track the location and assignment of crews, teams, and individual members during a fire or other incident.

B. This system shall be expandable and shall be used to include multiple alarm, make-up and mutual aid companies, and outside agencies.

C. It shall be the policy of this Department that no member participate in nor be assigned to hazardous tactical duty except as a member of a team of at least two members.

D. It shall be the policy of this Department that Total Team Integrity (i.e., all members assigned to an apparatus or crew and working as a unit) shall be maintained whenever possible.

Responsibility

- A. The Training Officer shall develop and present a complete program of training on Passport Accountability for all members. Training shall include all aspects of Passport Accountability, and the application of the program under the Incident Command System.
- B. All officers shall be required to use the Company Roster Cards and Incident Command Board to account for crews and personnel under their supervision at emergency scenes.
- C. All Company Officers/Acting Officers shall be responsible for maintaining and updating their Company Roster Card, ensuring that all personnel responding on the apparatus are listed on the Company Roster Card before they are allowed to respond with the unit.
- D. All Fire fighters responsible to provide their Velcro name tag (for Company Roster Cards) to the Company Officer at the beginning of each shift or prior to responding or at emergency scenes.

At the scene of any emergency where Passport Accountability is declared to be in effect, the Incident Commander, or a designee shall be responsible for the maintenance and update of the Board for the duration of the emergency. All personnel movements and assignments are to be tracked and recorded on the Board.

Procedure:

- A. All Personnel:
 - 1. Each member shall be provided with Velcro backed nametags, to be kept on the right underside of the member's helmet.
 - 2. Each member shall present a Velcro name tag to the Company Officer at the start of each shift or work period, or, (for call-back personnel), before they respond to the scene.
 - 3. Each member shall be responsible to ensure that the company passport and Command Board are updated should they be reassigned or have another member work for them.
 - 4. When a member reports individually to an emergency incident he/she shall provide the appropriate Incident Commander, Staging Officer, or Company Officer with his/her Velcro name tag which in turn shall be placed on a Company Roster Card. Under no circumstance shall any individual begin on-scene operations prior to being assigned to a crew or a tactical function.
 - 5. Staff vehicles and Command vehicles will be equipped with an

accountability system kit for use in creating passports for call-back or mutual aid companies, or outside agencies operating on the scene.

The accountability system kit will contain blank Company Roster Cards, Velcro tape, scissors, and cloth markers for manufacturing nametags.

B. Company Officers/Acting Officers:

1. Company Officers and designated Team Leaders shall keep the Company Roster Card current with the names of personnel responding on their apparatus or assigned to their team.
2. When a member is detailed elsewhere and is no longer part of a teams operational assignment, the Company Officer shall return the nametag to the member.
3. Company Officers shall maintain a current Company Roster Card in their apparatus identifying the team of Firefighters that apparatus or team.
4. Companies who have adequate personnel and portable radios to split the team into two or more teams of firefighters. Firefighters as the team leader and will be given a radio call sign designator.

C. Emergency Incidents:


1. On arrival at the scene of an emergency inside the City Limits, the Incident Commander shall initiate Passport Accountability as appropriate to the situation. The I.C. or a designee shall immediately begin tracking and logging the assignment of apparatus, teams, and functions. **It is important to initiate this process immediately upon arrival!**
2. All Incident Commanders and Companies engaged in an incident shall utilize the Command Board and Company Roster Cards to ensure Emergency Incident Personnel Accountability.
3. At incidents in other jurisdictions, the Company Roster Card shall be turned over to the Staging Officer or the Incident Commander immediately upon arrival of responding City units. Company Officers on responding City Units shall take no action at emergencies in neighboring jurisdictions without proper assignment, and incorporation into the Passport System of the Department being assisted.

Should a City of College Place Unit be first arriving at an emergency outside of the City, the first arriving Company Officer shall assume command, and initiate the Passport System as part of the Incident Command System. He or she shall remain in command until such time as he or she passes command, or is relieved of command by a senior officer.

4. When a company is assigned to report to an Incident, Staging, Division or Group Commander, the Company Roster Card will be given to the Commander of that division/group.
 5. Incident Commanders shall track the status of individuals or teams under their supervision by placing the teams Company Roster Card on the Command Board, and updating it as needed.
 - (a) Commanders will use the lower portion of the Company Roster Card to record time entering the hazard area and other pertinent information as appropriate.
 - (5) When the Incident Commander or Operations Officer relieves a team of Firefighters from their assignment, the Commander will return the team's Company Roster Card to the team leader, confirm the team's status with the team leader, and assign the team to staging, rehab, or another command function. The team leader will maintain the Company Roster Card until the team reports to the next Commander (i.e., Staging, Division, Base, etc.).
- E. The ICS Commanders and Team Leaders shall conduct fire ground roll calls using the Personnel Accountability System as follows:
1. **Immediately after an emergency evacuation signal has been ordered.**
 2. Team Leaders shall conduct a roll call whenever they are relieved of a duty assignment and transferred to a different assignment or dispatched to a separate incident. Fire ground Commanders will confirm that Team Leaders have conducted roll calls and verify the presence of the members assigned to that team.
 3. When a firefighter or team of fire fighters are reported missing or trapped.
 4. Whenever there is a change from an offensive to defensive fire ground strategy.

5. When there is a catastrophic change in the incident such as building collapse, explosion, back draft, sudden flooding, release of vapor clouds, etc.
6. When the Incident Commander or Team Leader determines a need for a roll call exists.

Any time command of an incident is passed from one officer to another, the officer being relieved shall review the status of all personnel and assignments on the scene with the relieving officer! The passing of Incident Command shall not be announced until all information regarding personnel and activities has been passed on!

Approved: 	Date: 08-16-2006
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