

Effective: 01-08-1998

Revised: 06-13-2006

Section: 101.03

**STANDARD OPERATING
PROCEDURE**

Personnel Accountability

Purpose:

1. The purpose of this guideline is to establish a procedure for tracking and accountability of personnel at emergency incidents. The goal of this system will be to track the location and assignment of crews and individual members during a fire or other incident.
2. To provide a mechanism for controlling ingress and egress of personnel at emergency scenes.
3. To comply with the requirements of WAC 296-305-05001.

Scope: This guideline shall apply:

1. To all uniformed members of the College Place Fire Department.
2. To all emergency incidents where Passport Accountability is to be in effect.
3. The College Place Fire Department shall use a standardized system of personnel identification and accountability at the scene of fires or other emergencies.
4. This system shall be expandable and shall be used to include multiple alarm events, multi-jurisdictional events, mutual aid companies, auto-aid companies, and any/all make-up companies from other agencies that work under the Incident Management System with the College Place Fire Department.

Responsibility:

1. No member of the College Place Fire Department will participate in, nor be

assigned to hazardous tactical duty except as a member of a crew of at least two members.

2. Total Crew Integrity (i.e., all members assigned to an apparatus or crew and working as a unit) shall be maintained whenever possible.
3. 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.
4. All Company Officers shall be required to utilize three Passport Accountability Cards (Passport Cards) in conjunction with the Incident Command Board (Command Board) to account for crews and personnel under their supervision at emergency scenes. One Passport Card will be assigned to the Company Officer, one will be on the command board, and the other will be assigned to the apparatus or Staging Area Manager.
5. All Company Officers/Acting Officers shall be responsible for maintaining and updating their assigned Passport Cards, ensuring that all personnel responding on the apparatus are listed on the Passport Cards before they are allowed to respond with the unit.
6. All fire fighters are responsible to provide their Velcro name tag (for Passport Cards) to the Company Officer at the beginning of each shift or prior to responding.
7. 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.
8. If Staging has been established, the Staging Area Manager or his/her designee shall be responsible for gathering all passports from the vehicles. The Staging Area Manager shall be responsible for tracking all assigned crews as in service on the fire ground, in rehab or in staging. When tracking crews on the fire ground it may be necessary to track their location i.e.....crew 1 and crew 2 are assigned to the fire ground under Division C.

Procedure:

1. All Personnel:

- A. Each member shall be provided with Velcro backed name tags, to be kept on the right underside of the member's helmet.
- B. When a member reports individually to an emergency incident, he/she shall provide the appropriate Incident Commander, Staging Area Manager, 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.
- E. 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 name tags.

2. Company Officers/Acting Officers:

- A. Company Officers and designated Team Leaders shall keep the Company Passport Card current with the names of personnel responding on their apparatus or assigned to their crew.
- B. When a member is detailed elsewhere and is no longer part of a team's operational assignment, the Company Officer shall return the name tag to the member.
- C. Company Officers and Team Leaders shall maintain a current Company Passport Card in their apparatus identifying the crew of fire fighters on that apparatus or crew in addition to maintaining one on their person at all incidents until relieved of the card by the appropriate authority.
- D. Companies who have adequate personnel and portable radios to split a crew into two or more crews of firefighters may do so at IC discretion. A fire fighter may act as the crew leader and will be given a radio call sign designator.

3. Emergency Incidents:

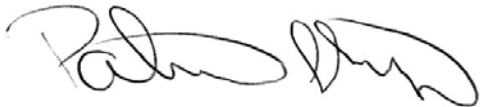
- A. On arrival at the scene of an emergency inside the City Limits, the Incident Commander shall initiate Passport Accountability as appropriate to the situation. The I.C. or a designee shall immediately begin tracking and logging the assignment of apparatus, crews, and functions. **It is important to initiate this process immediately upon arrival!**
- B. All Incident Commanders and Companies engaged in an incident shall utilize the Command Board and Company Passport Cards to ensure Emergency Incident Personnel Accountability.
- C. At incidents in other jurisdictions, the Company Passport Card shall be turned over to the Staging Area Manager 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 Accountability 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 initiate 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.

- D. When a company is assigned to report to an incident, Staging Area Manager, Division Supervisor, or Group Supervisor, the Company Passport Card will be given to the Commander of that division/group or incident.
- E. Incident Commanders shall track the status of individuals or crews under their supervision by placing the crews Company Passport Card on the Command Board, and updating it as needed.
 - 1) The I.C. or Crew Leader will record time entering the hazard area and other pertinent information as appropriate.
 - 2) When the Incident Commander, Operations Section Officer, Division Supervisors, or Group Supervisors (all known as Commanders) relieve a crew of fire fighters from an assignment, the Commander will return the crew's Company Passport Card to the crew leader, confirm the crew's status with the crew leader, and assign the crew to staging, rehab, or another command function. The crew leader will retain the Company Passport Card until the crew reports to the next Commander (i.e., Staging, Division, Rehab, etc.).

5. The Incident Commander and Crew Leaders shall conduct fire ground roll calls using the Personnel Accountability System as follows:
- A. **Immediately after an emergency “Abandon”, or “Withdraw” order and/or signal has been ordered.**
 - B. Crew 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 and Supervisors will confirm that Crew Leaders have conducted roll calls and verify the presence of the members assigned to that crew.
 - C. When a fire fighter or crew of fire fighters are reported missing or trapped.
 - D. Whenever there is a change from an offensive to defensive fire ground strategy.
 - E. When there is a catastrophic change in the incident such as building collapse, explosion, back draft, sudden flooding, release of vapor clouds, etc.
 - F. When the Incident Commander or Crew 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 and assignments of personnel on the scene with the relieving officer as appropriate! The passing of Incident Command shall not be announced until all necessary information regarding personnel and fire ground activities has been passed on!

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| Approved:  | Date: 06/13/2006 |
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