
	STANDARD OPERATING GUIDELINE				
	OPERATIONS				
	PASSPORT ACCOUNTABILITY SYSTEM				
	Effective: 01/May/96	Revised: 28/Dec/2020	S.O.G. #: O-316	Page: 1 of 4	

1.0 Objective



- 1.1 The purpose of this Standard Operating Guideline is to account for the location and safety of all personnel within an Emergency Incident Perimeter at an emergency incident. Participation by members of the Highland Park Fire Department in emergency incident mitigation without entering the Passport Accountability System is unauthorized.

2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

3.0 Specifications

- 3.1 The following equipment will be utilized in the operation of the Passport Accountability System:
- 3.1.2 Helmet Shield - A small (4" x 2") leather insert that identifies the apparatus that personnel are assigned to.
- 3.2 Color Code for Helmet Shields:
- 3.2.1 Officers - White helmet shields with white inserts.
- 3.2.2 Firefighters - Black helmet shields with black inserts.
- 3.3 Name Tag - A plastic Velcro-backed tag with a member's rank, last name, and Department identification. Each department member will be issued six (6).
- 3.4 The name tags will be affixed to the passports in the following manner:
- 3.4.1 One is attached to the primary passport
- 3.4.2 One is attached to the back-up passport
- 3.4.3 One is attached to the reserve passport
- 3.4.4 Three spares will remain on the firefighter's helmet
- 3.5 Passport - A 2" x 4" Velcro and plastic card that identifies and accounts for members and teams. Members attach their name tags to the passports.
- 3.5.1 Primary Passport - **White, preprinted** with company I.D. numbers. Kept by the Company Officer on the portable radio when needed. Used to document team movement on the emergency scene.
- 3.5.2 Back-Up Passport - **Red, preprinted** with company I.D. numbers. Kept on the dashboard or other location on the Engine, Truck, Squad, Ambulance, or Staff vehicle. Used as an emergency replacement or as a secondary method of identifying a team when the team has not transferred the primary passport to the Incident Commander.
- 3.5.3 Reserve Passport - **Green, preprinted** with company I.D. numbers. Kept on the dashboard of Engine, Truck, Squad, or Ambulance. Used by relief crews and as a temporary replacement for lost or destroyed primary and back-up passports.
- 3.6 Make-Up Kit - A kit designed to expand the Passport System at large incidents and provide for immediate replacement of lost or damaged primary and backup passports. Also used for integrating non-participating departments into the system. The make-up kit will be carried on a Battalion 33.
- 3.7 Status Board - A 9" x 14" hard plastic board with Velcro to hold passports and space for writing notes. Used by Command and Sector Officers to track teams assigned to them. Status boards will be located in the make-up kit.
- 3.8 Team - A group of two or more firefighters who work together and are responsible for each other's safety. The team leader must be equipped with a portable radio.

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4.0 **Passport Accountability System Operations**



- 4.1 The Passport Accountability System shall be placed into operation in conjunction with the Incident Command System to identify individual members of a team and their assignment, and to account for the assignment of units at an emergency incident.
- 4.2 General Teamwork and Safety – Fire ground personnel shall:
 - 4.2.1 Use the Command structure to request help, relief, and re-assignment of fatigued or injured crews or individuals.
 - 4.2.2 Maintain a constant awareness of the position and condition of all team members.
 - 4.2.3 Maintain contact, as possible within the context of their assignment and conditions, with their team members through:
 - 4.2.3.1 Voice (not by radio), vision, and touch. Radio contact is permissible for apparatus operators, Chief Officers, Incident Commanders, and lobby control teams where the location of such personnel is constant and known by the remainder of the team or response.
 - 4.2.4 When a team member is reported in trouble personnel will:
 - 4.2.4.1 Provide direct help, call for help, or go get help
 - 4.2.5 When assigned to a team, stay together as possible within the context of their assignment, duties, and conditions, when in the emergency incident perimeter, and as otherwise directed by Command, until the incident is terminated.

5.0 **Shields and Name Tags - Pre-Incident**

- 5.1 Company Officers - The Company Officer will supervise the maintenance and proper placement of helmet shields and passports during the entire shift and at emergency incidents.
- 5.2 On-Coming Shift Personnel - At the start of each shift, each member will place their name tags on the appropriate passport and exchange helmet shields with the person they are relieving. The apparatus driver will place his name tag upside down on the passport.
- 5.3 Extra helmet shields will be carried on the Velcro provided in the jump seat area of that apparatus.
- 5.4 Other Divisions - Will employ the proper helmet shield.

6.0 **Passports - Emergency Use**

- 6.1 When a company or team reports to the Incident Commander, Staging Officer, or Sector Officer, the Company Officer or Team Leader transfers their primary passport to that Officer except as defined below:
 - 6.1.1 The primary passport will remain with the Company Officer or Team Leader when:
 - 6.1.1.1 They are the only unit at the incident.
 - 6.1.1.2 They are a committed, first arriving unit(s) at an incident before the establishment of a Command Post or have passed Command
 - 6.1.1.3 The unit is directed to a remote side or area before the establishment of a Sector Officer.
- 6.2 When crews exit in a sector other than that in which they are assigned they shall alert their original Sector Officer so they can be accounted for, given a new assignment, or ordered to return for their passport.
- 6.3 When a first arriving company that has not transferred its passport to a Sector Officer completes its initial assignment or leaves a hazardous area, it shall report its status to the Incident Commander to receive another assignment where the passport can then be transferred.

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7.0 Personnel Not Assigned to a Team

- 7.1 Any personnel not assigned to a team will:
- 7.1.1 Report to staging or the Incident Commander for assignment to an operational company. If they are assigned to a Company they will attach a spare name tag to the unit's primary and backup passports.
 - 7.1.2 Report to staging or the Incident Commander for assignment to a make-up company.
 - 7.1.3 Provide the Incident Commander with two name tags (from helmet) for attachment to the make-up company's primary and back-up passports.
 - 7.1.4 Utilize the helmet shields provided by the Staging Officer or Incident Commander (if available).
- 7.2 The make-up company Team Leader retains the primary passport, the Staging Officer or Incident Commander retains the back-up passport.

8.0 Companies or Individuals Not Part of the Passport System



- 8.1 Any Companies or personnel not part of the passport system will:
- 8.1.1 Report to Staging or Incident Command.
 - 8.1.2 Receive a brief overview of the passport system and duties.
 - 8.1.3 Receive passport hardware from the make-up kit.
 - 8.1.4 The Company Officer retains the green or white primary passport, the Staging Officer or Incident Commander retains the red back-up passport.

9.0 Command Personnel

- 9.1 Command personnel will control, on a status board, the passports of assigned sector officers, companies, and personnel in order to account for and manage those personnel.
- 9.2 Command personnel, when a crew has not returned or provided a status report after an appropriate amount of time, will request a roll call and then initiate a search if no response is received.
- 9.3 Command personnel will:
- 9.3.1 Account for personnel when relieving a team.
 - 9.3.2 Confirm with the Company Officer that all members are accounted for. Verify progress or completion of assigned task.
 - 9.3.3 Return the passport to the Company Officer.
 - 9.3.4 Direct the company to rehab or to another Command function and advise that sector officer of the specific company that has been ordered to report.

10.0 Incident Command

- 10.1 The Incident Commander will require the transfer and use of passports when a Staging Sector has been established, at multiple alarm incidents, and at any incidents where personnel accountability is important.
- 10.2 The Incident Commander will order a roll call when:
- 10.2.1 Any personnel are presumed missing
 - 10.2.2 Changing to a defensive strategy and withdrawing all personnel
 - 10.2.3 When a catastrophic change occurs at the incident (collapse, explosion, etc.). If this occurs, the Incident Commander will:
 - 10.2.3.1 Announce emergency traffic on the air.

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10.2.3.2 Advise all Sector Officers to conduct a roll call of units assigned to each sector.

10.2.3.3 Sector Officers obtain an accounting of members from company officers (direct reporting is preferable in order to keep the frequency clear) and report to the Incident Commander.


11.0 Name Tag Placement

11.1 As noted earlier in this document, the apparatus operator places his name tag on the passport upside down. The name tag will remain in the upside down position through-out the incident whenever the apparatus operator is remaining with that piece of equipment. In the event that the apparatus is going to remain staged and there is no need for the driver to remain with the equipment, he will function as part of the crew. **When the apparatus operator is functioning as part of the company, the Company Officer will place his name tag in the upright position, the same as the other company members.**

12.0 Reference

12.1 Highland Park Fire Department

12.2 NFPA 1710: 5.2.3 Deployment: Initial Full Alarm Assignment Capability: 5.2.1.2.5

Approved:  Fire Chief