SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD	**ARTICLE:** II	**SOP: 2709**
OPERATING	**SECTION: 2700 INCIDENT COMMAND** **FIREGROUND OPERATIONS**	
PROCEDURES	**SUBJECT: PERSONNEL ACCOUNTABILITY,** **PASSPORT SYSTEM**	
DATE APPROVED:	**July 12, 2011**	
APPROVED:	*[signature]*	

Purpose: The purpose of this system is to assure firefighter safety by accounting for all firefighters in an IDLH (Immediately Dangerous to Life and Health) atmosphere at all times and to track personnel operating at the scene of an emergency incident.

Scope: All personnel will utilize the passport accountability system to assure firefighter safety.

- Provide tracking for personnel entering an atmosphere that is immediately dangerous to life and health (IDLH).
- Provide tracking for personnel operating at the scene of an emergency incident.

Procedure:

System Description

The PASSPORT Accountability System utilizes identification tags to track all personnel operating at an emergency incident. An ID tag will be attached to the primary and back-up PASSPORT upon reporting to duty; an apparatus identifier helmet shield(s) will also be attached to the helmet. The primary PASSPORT will be collected when entering an IDLH atmosphere or checking-in with a supervisor at an emergency incident. The PASSPORT will be returned when the assignment is completed and the crew is re-assigned or released from the incident.

System Hardware

Several pieces of hardware make up the accountability system as follows:

Individual ID Tags

- Each firefighter is issued ID tags with his/her name, and agency on the tag.
- Issued ID tags will be color coded for rank.

  - **Chief Officer- white**

- **Company Officer- red**
- **Engineer/Firefighter- yellow**

ID tag format:

- 1st line: Three letter MACS designator, rank, first initial, last name

PASSPORTS

- A PASSPORT is a device that is used to hold the ID tags. ID tags are placed on the PASSPORT when reporting to duty.

- The agency's three-letter designator and the apparatus identifier are placed across the top.

- The primary (white) PASSPORT is carried by the officer and shall be immediately available on the incident. The secondary (white) PASSPORT is mounted near the passenger door of the apparatus or the driver side visor of overhead vehicles.

- When a company enters an IDLH without the "two-out" personnel on the outside, such as in the situation of "Rescue in Progress", the secondary (white) PASSPORT will be used for initial fire ground accountability.

- Volunteer or Paid-call personnel responding directly to the scene may use a blank PASSPORT from the make-up kit and be organized into "phantom companies" using number generated at the ICP (example: 2418, 2816), be made part of a "split crew" (an existing "on-scene" company with a separate fire ground function and PASSPORT) or assigned/added to an existing company/PASSPORT after briefing the supervisor.

Status Board

- Status boards are intended to be used by individuals tasked with IDLH accountability or supervisor responsibility (Incident Commander, Division Supervisor on a multi-story or large commercial occupancy, or the Accountability Officer at a single family dwelling fire).

- The Status board is used to mount PASSPORTS to track personnel or companies operating on the fire ground. The supervisor will note the time, assignment and location of each resource.

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Helmet Identifiers

- Helmets identifiers will reflect the apparatus or department overhead number (example: 3112, 3403). Identifiers will be attached to the helmet upon reporting to duty. Volunteer or Paid-call personnel, who respond directly to the scene, will don blank helmet identifiers from the make-up kits which have been modified with identifying numbers to create teams.

SCBA Identifiers

- Standard Nomex sleeves with the apparatus or overhead identifier will be placed on the cylinder retainer at the rear of the SCBA and the right shoulder strap at the front.

Pre Incident Procedures

PASSPORT Set Up

- Crew members are responsible for immediately updating the PASSPORT on the unit as they arrive for duty, including shift change, transfer from another station, call back or trade.

- ID tags are to be placed on the passport in the following order:

    1. Company Officer
    2. Apparatus Operator/Engineer
    3. Firefighter/Firefighter-Paramedic

    Note: The Apparatus/Operator ID tag is inverted to indicate that he/she is assigned to this company but separated, remaining with the apparatus. If the operator/engineer travels with the company, the officer will turn the tag upright.

- Company Officers are responsible for ensuring that the passports are current and accurate.

Emergency Incident Procedures

Implementation at an Incident

- Officers will carry the PASSPORT with them and have it immediately available.

- The Accountability Officer, or overhead, providing immediate supervision will collect and manage the PASSPORT using their status board.

- The Accountability Officer, or overhead, will maintain the PASSPORT(s) on a status board that indicates the assignment of all personnel working under their supervision.

- He/she must also maintain a constant awareness of the number and identity of the firefighters, their location and function via direct voice or radio contact.

- Those people without ID tags or helmet identifiers will be issued temporary identifiers at the ICP or Staging.

Implementation upon entering an IDLH atmosphere or reporting for an assignment

- The Accountability Officer, or overhead, will collect a PASSPORT from each person or company under their supervision, place the PASSPORT on the status board and note the time, identifier, function and location.

- Upon exit of the IDLH or transfer to another assignment, the PASSPORT will be returned to the Team Leader/Company Officer.