

Elgin Fire Department



Operations

**Safety – Personnel
Accountability System
(PASSPORT)**

Policy# 2023.05

Issued: 10/30/06

Subject: Personnel Accountability System (PASSPORT)

Purpose: This policy establishes the use of the PASSPORT personnel accountability system at emergency incidents and training sessions. This policy is written to comply with Occupational Safety & Health Administration (OSHA) regulation 29 CFR 1910.134 and NFPA standards 1500 and 1561.

Scope: This policy applies to all uniformed personnel of the Elgin Fire Department.

Philosophy:

Accountability involves a personal commitment of all personnel to work within the accountability system at all times. Accountability is more than an accurate passport. Accountability is an accurate roster, companies keeping together, staying on the hoseline, working in teams, leaving when low on air, having your portable radio, and knowing what to do if in trouble or separated from your crew.

Basic concepts of accountability

- All department members are responsible to utilize the accountability system
- The minimum size team when operating in an IDLH shall be two (2) persons
- All teams will go in together, stay together and come out together
- Team members operating in an IDLH shall always be in contact through either voice, vision, or touch. Radio communications is not an acceptable method of maintaining contact with the exception of apparatus operators, command or sector officers or other situations where the location of such personnel is constant and known by the rest of the team.

Definition:

Hazard zone

The hazard zone is defined as any area that requires use of SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or the structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior fire attack, cause and origin investigation, confined space, trench rescue, etc.

Procedure

The Elgin Fire Department has adopted the PASSPORT accountability system as the standard system for tracking personnel at emergency incidents and training sessions. This system shall be used at:

- All fire incidents at the full still alarm level or above
- All hazardous materials, water rescue, or technical rescue incidents
- Any multi-company training exercise

Components of the PASSPORT system

Each engine, truck and ambulance shall be equipped with the following items:

- (1) Primary PASSPORT – white
- (1) Backup PASSPORT – red
- (1) Officer helmet shield insert
- (4) Firefighter helmet shield inserts
- (1) PASSPORT status board – located near the driver's door
- Reserve ambulances are equipped with a status board only

Each staff or command vehicle or other apparatus (i.e. Brush Truck) shall be equipped with the following items:

- (1) Primary PASSPORT – white
- (1) Backup PASSPORT – red
- (1) PASSPORT status board – located near the driver's door
- Appropriate helmet shield insert(s)

Each member is issued individual name tags which are to be stored on the underside of the fire helmet. A passport supply kit is to be carried on Battalion 1 and the backup battalion vehicle. Each apparatus and vehicle shall have the primary and backup passport affixed to the dashboard on the right (officer) side of the vehicle.

Basic concepts

Checking into the passport system shall take place at shift change by the individual affixing the appropriate insert on their helmet shield and placing their name tags on the primary and backup passport(s) of their assigned apparatus. Personnel assigned to dual staff a truck and ambulance company shall use the shield inserts for the truck on their helmets. Their name tags shall be placed on the primary and backup passports of both apparatus.

When utilizing reserve apparatus in place of a front line company, the helmet shield inserts and passports of the front line apparatus shall be used. When an ambulance company transfers to staff a truck, they shall replace their ambulance shield inserts with those from the truck. They shall also place their nametags on the vehicle passports of that truck.

Anytime personnel will not be responding with their company, their name tags and helmet shield are to be removed.

Name tags are to be affixed as shown:

ENG 1	ELGN
Officer	
Firefighter	
Firefighter	
Driver	

A driver/operator's name tag upside down indicates that they are outside of the structure or hazard zone. If assigned to enter with the company, they shall place their name tag right side up.

Emergency incidents

- The first engine company to arrive at the **point of entry** to a structure/hazard zone shall function as the initial point of entry accountability location. The driver/operator shall be the accountability officer until formal accountability is established.
- Later arriving apparatus shall place their primary passport on the status board of the point of entry engine
- When an exterior command is established, all passports are to be relocated to the command post. If necessary primary or backup passports are to be retrieved from the apparatus
- Any later arriving Chief or staff officers or other personnel are to deliver their passport to the IC or accountability officer
- Sectors/Groups
 - When sectors/groups are established the sector officer shall maintain accountability
 - Company officers shall maintain sector integrity by working only within their assigned sector. Moving to another sector is only as directed by the IC or Operations Section. When a company changes sectors it is the responsibility of the two sector officers to ensure that the crew has reported to their new sector safely.
 - Crews exiting a structure/hazard zone at a different location than the original point of entry must immediately notify their original sector officer and retrieve their passport
 - When a sector officer is operating within the structure/ hazard zone, the passports must remain outside with a designated accountability officer (i.e. apparatus driver or staff officer). A sector officer operating within the hazard zone will not have passport accountability responsibilities.
 - Passports will be used for all sectors including rehabilitation
- **PASSPORTS do not enter the structure/hazard zone**

Off-duty personnel arriving at an incident

- Personnel arriving at an incident scene prior to the establishment of an exterior command shall place their name tag on the status board of the point of entry engine. ***At this time these personnel shall only perform duties on the exterior of the structure*** (i.e. assisting with supply lines). These duties shall be under the direction of the apparatus operator (for water supply related functions) or an officer.
- Once an exterior command is established, personnel shall then report to the Incident Commander. If the IC elects to assign them to an operating company, the individual shall obtain the appropriate passport helmet shield and have their name tag placed with the appropriate company. ***No personnel shall begin functioning with a company until properly checked into the passport system.***

High rise incidents

High rise incidents present a minor modification in the standard approach to passport accountability. Note: Lobby Control is a division and, therefore, initiates the passport accountability system.

- Once Lobby Control is established, all crews reporting to the building will deliver their passports to the Lobby Control Officer.
- Once Staging is established, usually two floors below the fire floor, the Staging Officer or Operations Officer will collect the passports for all the crews assigned to fire combat positions, and relocate the passports from Lobby to Staging. As the incident escalates and Operations or Divisions/Groups are established, Division/Group Officers will collect the passports and maintain the tracking of crews assigned to them.
- Passports for crews assigned to Lobby Control or any support functions within the building (non hazard zone crews) will be maintained by the appropriate Division/Group Officers.

Personnel Accountability Reports (PAR)

A personnel accountability report shall be initiated:

- Any report of a missing or trapped firefighter
- Any change from offensive to defensive
- Any sudden hazardous event – i.e. collapse, explosion, back draft, etc.
- After a building evacuation
- When the fire is declared under control
- At every 30 minutes of elapsed time
- Any time the IC believes it is necessary

Terminating the passport system

The passport system will remain throughout the time that companies are functioning in an IDLH atmosphere or hazard zone. Command will then determine based on the situation and risk, whether to continue use of the passport system.

By Order Of: Michael W Falero
Fire Chief

Date: 10/30/06