

STANDARD OPERATING PROCEDURE

Adopted by Jeff. Co. Fire Chiefs 5/16/2002

Scope:

It shall be the policy of this fire district to account for all members while working at emergency incidents. The fire district has adopted the "Passport System" as the Personnel Accountability policy.

The fire district has adopted a Personal Accountability System (PAS) in accordance with national standards that is to be utilized in conjunction with the Incident Command System (ICS) to provide the maximum level of personnel safety while operating at emergency incidents.

The fire district is committed to making all members understand that the protection of one's own safety, as well as the safety of all members, is the district's highest priority. Personal Accountability requires all members to have a commitment to safety. Every member is responsible to play a role in their own safety and the safety of others.

Purpose:

This procedure identifies a standard accountability system used to account for all personnel during emergency incidents.

All members shall use the Passport System. It's intended for use by members in all divisions, whether they are civilian employees or emergency responders.

It is to be used in conjunction with The Incident Command System, Rapid Intervention Team & MAYDAY Procedures, PASS Devices, and Emergency Evacuation Policy.

Definitions:

Personnel Accountability:

- A systematic accounting of all personnel.

Accountability Officer:

- Incident Commanders, Company Officers, RIT Leaders, Division and/or Group Leaders, or any other member designated by the Incident Commander can be assigned the role of Accountability Officer. The Accountability Officer is responsible for maintaining an awareness of the location and function of members at an emergency incident. If an Accountability Officer is not assigned then the Incident Commander assumes the role of the Accountability Officer.

PAR: (Personnel Accountability Report):

- A communication, either by radio or face to face, between members within an IDLH condition and the Incident Commander or their designee. A roll call (PAR) of on-

scene members shall be completed periodically or upon orders by the Incident Commander or Safety Officer.

- When conducting PAR reports transmissions need to give consideration to radio traffic, completed in small groups and with short pauses for other radio traffic.

Buddy System:

- The practice of working in teams of at least two emergency personnel with a transceiver. These teams, when working in an IDLH condition, shall remain in visual or voice contact with each other at all times. Radio contact between team members shall not be a substitute for visual or voice contact. Companies divided into separate teams are designated by their company designation followed by a “W” or an “X”. (e.g. 3332W, 3332X)

Rapid Intervention Team: (RIT)

- A team consisting of a minimum of two trained members whose duties are to track, and rescue if needed, emergency personnel that enter a structure involved in fire beyond the incipient stage (IDLH condition), or the rescue of emergency personnel who fall victim to an unstable situation (e.g. confined space, collapse) at a emergency scene (IDLH).

MAYDAY:

- A verbal notification to the Incident Commander that immediate action is required to rescue or assist emergency personnel operating in emergency incidents.

IDLH: (Immediately Dangerous to Life or Health)

- Oxygen level below 19.5% or above 23%.
- Lower Explosive Limits in excess of 10%.
- Toxins in excess of the Permissible Exposure Level.
- Confined Space, collapse or any other situation recognized to be unstable and could cause injury or death.
- A condition that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual’s ability to escape from a dangerous condition. The interior of a structure involved in fire, beyond the incipient stage, is considered an IDLH condition.

PASS Device:

- Personal Alert Safety System

Passport:

- A Laminated photo identification tag issued to each member.

- Member's cards will be white in color with the exception of recruit firefighters, which will be yellow in color.
- Member's certifications will be on the Passport. (Haz-Mat Level: IC, Spec, Tech, Ops, Awar), (Trench Level: Tech, Ops), (Confine Space: Tech, Ops), (Water Rescue: Tech, Ops), (Wildland Certified), etc.)
- Vital personal and medical history of the member may be contained in the folded section of the Passport and sealed in a plastic laminate. This information can be accessed by medical personnel and can provide vital medical information during a medical emergency. This information cannot be obtained unless the Passport is cut open. All medical information is to be kept confidential.

Personal Identification Tag Layout:

Front of Card:	Fire Dept. Name and Insignia Members Picture Members Name and Rank Dept. Internal ID Firefighter Number Instructor Number Paramedic/EMT/FR and Number Certifications (<i>see list above</i>)
Inside Card: <i>back of front</i>	Members Name Members Address and Phone Number Emergency Contact and Phone Number SSN-Optional Date of Birth Religion-Optional Allergies Physician and Phone Number Medical History Blood Type
Inside Card: <i>front of back</i>	Worker's Compensation Information Companies Name Address and Phone Numbers Policy Number Where to send bills
Back of Card:	Chiefs Signature Property of (fire dept. name address and phone numbers) County Number and Fire Dept. Number (example: 056-288)

- When a member is transported to the hospital, their Passport is to accompany them.

Metal Accountability Rings and Clips:

- Metal Rings and Clips used to carry and/or separate Company Passports into assignments.

Vehicle Identification Tags:

- Color-coded tags assigned to identify company designation. Carried on the Accountability Ring and Clip. The tag should have the type of unit spelled out on the Vehicle Identification Tag. Example: Sqrts 3333 would be on a Red Vehicle Identification Tag, Quint 1257 would be on a Black Vehicle Identification Tag.

Chief's Staff.....White
Engines, Sqrts,Red
Tankers, Rescue, Brush, Haz-Mat.....Red
Trucks, Quints, QuadsBlack
Med Units.....Green
Support & Service Units.....Blue

- Blank Vehicle Identification Tags may be used as temporary replacements for lost originals. White tags will indicate fire apparatus and blue tags will indicate non-firefighting apparatus. Blank tags shall be marked using dry erase markers or grease pencils.

Status/Accountability Board:

- A device kept on each apparatus used for tracking and to affix a set of Passports.

Implementation:

- The Passport shall be attached to the member's personal protective equipment (example: Helmet) when the member is not assigned to an apparatus. Civilian employees are responsible to secure their Passport in a location designated by their Supervisor.
- Should civilian personnel be requested to respond to an emergency incident, they are responsible to bring their Passport with them. Upon arrival, they shall turn their Passport over to the Accountability Officer.
- Upon boarding the apparatus, each member shall place their Passport on the Accountability Clip attached to the Vehicle Identification Tag located in the cab of each apparatus or service vehicle.
- Vehicle Identification Tags are to be located in a visible area inside the cab of all fire department vehicles.
- Company Officers are responsible to see that all firefighters place their Passport on their assigned apparatus.
- No member shall be allowed to board the apparatus without his/her Passport.
- A member assigned to a service vehicle or another apparatus shall carry their Passport with them.

Splitting a Company

- A company may be split into separate groups as long as the “Buddy System” is followed. Each group must have a transceiver. If a group is split the Vehicle Identification Tag identifies the call number of the new group. For example if unit 3352 splits it’s company into two different groups the new call numbers would be indicated as 3352W and 3352X and the Vehicle Identification Tag would indicate the same.

Stolen/Damaged/Visitors:

- Anytime a Passport is lost or stolen, it shall be reported immediately through the normal chain of command.
- If a member loses their Passport, he/she is to notify their Supervisor immediately who shall issue the member a temporary Passport. The Supervisor and member will make every effort to retrieve the member’s missing Passport. If the Passport is not located, the Supervisor shall, through the chain of command, request a new Passport. The temporary Passport shall be returned to the Supervisor when the member retrieves the missing Passport or when a new Passport is issued.
- Any visitor approved to ride out in a fire department vehicle will be issued a temporary Passport (yellow in color) during their stay.

Outside Agencies:

- All agencies (LG&E, MSD, Railroad, Jeff.Co.Arson, State Fire Marshal, etc.) shall report to the command post, check in, and turnover their Personal ID Tag (Accountability Tag) this ID Tag will serve as their own Passport. The Accountability Officer will issue the individual a blue scene pass that shall be worn on the person in a visible location. The scene pass will allow the agency representative access to their specific area but not an IDLH area.

Incident Scene:

- Accountability is ongoing at all emergency incidents, from small trash fires to large-scale incidents.
- The first arriving company to a structure fire, or any other emergency incident, before making entry into an IDLH atmosphere shall follow Rapid Intervention Team & MAYDAY Procedure.
- All members are to activate their PASS devices before entering an IDLH condition and/or while operating on a scene of an emergency incident.

Level I Accountability

- This is the lowest level of accountability and will be sufficient for most responses, including single engine company responses, false alarms, non-emergency responses, trainings, details, etc.

- Accountability at this level will be maintained to ensure that all members can be accounted for in the event of an unexpected accident and/or to be prepared should an emergency grows in complexity.
- Before boarding the apparatus, each member shall:
 1. Remove their Passport from their PPE and,
 2. Have it affixed to the Vehicle Identification Tag.
- Each member is individually responsible to ensure his/her Passport is attached to the Vehicle Identification Tag.
- The company officer shall ensure that each member present has attached their Passport to the Vehicle Identification Tag and any members not present have their Passports removed from the Vehicle Identification Tag.
- At this level the Incident Command or designated accountability officer feels that accountability can be accomplished by leaving the Passports on all apparatus in the initial stages.
 - Incident Commanders have the right to collect Passports on any incident regardless of type and size.

Level II Accountability

- At any point and for any reason the Incident Commander or designated Accountability Officer may call for Level II Accountability.
- The Incident Commander may initiate Level II Accountability in the event that a Level II Rapid Intervention Team is in place, Hazardous Materials Incidents at level 2 or greater, fires involving extra equipment, large area fire that involves divisions to control, and scenes involving the potential for immediate/catastrophic change.
- Upon initiating Level II Accountability, the Incident Commander may:
 1. Appoint an Accountability Officer.
 2. Establish a Command position (post).
 3. Collect or cause to be collected, the Vehicle Identification Tags from each apparatus at the scene and secure them at the Command position (post).
 4. Establish the location and function of each unit operating at the scene and document.
 5. Periodically request situation reports from company officers, divisions, or groups and personnel accountability reports (PAR's) until control is established.
- Personnel Accountability Reports (PAR's) shall be initiated by the Incident Commander or Accountability Officer and may be conducted in the following events:
 1. At the discretion of the Incident Commander or Accountability Officer.
 2. Any report of a missing or trapped firefighter.
 3. Changing from offensive to defensive operations.
 4. After a sudden hazardous event, such as flashover, back draft, collapse, BLEVE, etc.
 5. Any time a structure is evacuated.
- The company officer shall ensure that the Vehicle Identification Tags with the correct Passports are delivered to the command post.
- The purpose of collecting the Vehicle Identification Tags with the appropriate Passports is to provide the Incident Commander with ready access to identify each person operating on the scene.

- Incidents involving several companies such as 2nd, 3rd and 4th alarm fires, Haz-mats, High-Rise incidents or any other tactical incident involving the use of several fire departments and civilian resources may necessitate the need for additional Accountability Officers. Each Accountability Officer will be assigned a designation by Command. (e.g. Side #3 Accountability Officer)
- Teams entering into an IDLH atmosphere shall notify the Incident Commander via radio or face to face when they are entering and exiting.
- A team operating out of visual contact with the Incident Commander or operating inside of an IDLH atmosphere shall notify the Incident Commander whenever they make significant changes in their location that would cause RIT a delay in search and rescue.
- Companies that are re-assigned to rehabilitation during an incident are responsible to notify the accountability officer of the change of their status and location. The Company Officer will notify command when their company has completed rehab and is ready to be reassigned.
- Companies assigned to staging will keep their Company's Passports on the apparatus. Company Officers are responsible to keep their members at the apparatus while in staging.
- Members assigned to support units (e.g. Air/Light Units, Rehab Bus, Mobile Command Posts, etc.) shall report to the Accountability Officer to turn in Vehicle Identification Tags and Passports.

Level III Accountability

- Level III Accountability shall be initiated when the Incident Commander determines the need for point of entry identification (examples: Confine Space, Hazardous Materials Hot-Zone, Trench, Criminal Investigations, etc).
- The point of entry shall be identified as the Entry Control Point (ECP).
- The Incident commander shall establish an Entry Control Officer at the point of entry.
- The Entry Control Officer may:
 1. Log the name, assignment, quantity of air contained in their SCBA cylinder and time of entry. An agency may or may not have an additional Passport for this tracking.
 2. Ensure the member has a partner, appropriate PPE, and an operating PASS device.
 3. Establish an estimated exit time, based on their quantity of air.
 4. Monitor each member/team's location and activity.
 5. Notify each member/team's, as their exit time occurs.
 6. Ensure each member/team exits within their individual time limits.
 7. Notify Command and Rapid Intervention at any point a member/team cannot be accounted for, regardless of the reason.
 8. Send each exiting member to the Rehab area.

Termination of Level III Accountability:

- Level III accountability is an extension of Level II Accountability. As the Incident Commander determines point of entry accountability is no longer needed, the accountability system automatically falls back to the Level II system. Level II Accountability shall be maintained until

discontinued by the Incident Commander.

Termination of Level II Accountability:

- When an IDLH atmosphere no longer exists, or if a hazardous incident not involving an IDLH atmosphere becomes stable, the Incident Commander may determine it is no longer necessary to collect Passports.
- Companies will be allowed to retrieve their Passports when the Incident Commander determines the Level II Accountability is no longer needed.
- The Incident Commander may transfer accountability back to the Company Officer once an incident becomes stable and/or an IDLH atmosphere no longer exists.
- Before leaving the incident scene, all members are responsible to retrieve their Vehicle Identification Tags with Passports from the Accountability Officer.

Termination of Level I Accountability:

- Upon the order the Incident Commander gives to release a unit from the scene, the implementation procedure is followed in reverse order. Each company officer shall collect their respective Vehicle Identification Tag with Passports from the Accountability Officer and return it to the apparatus. Upon return to the station, each member shall remove his/her Passport from the Vehicle Identification Tag and affix it to their personal protective equipment (example: Helmet).