

Augusta County Emergency Services Officers Association

*Augusta County Government Center
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Fire-EMS

Standard Operating Guideline

Section:	4 Fire Operational Information
Title:	Accountability System Guidelines
Date:	May, 2013

ACCOUNTABILITY SYSTEM GUIDELINES

Developed through a joint effort by Rockingham County Fire & Rescue, City of Waynesboro Fire Department, City of Harrisonburg Fire-Rescue, City of Staunton Fire-Rescue and Augusta County Fire-Rescue. (Revised May 2013)

Accountability System

Purpose

- I.** The Passport Accountability System is designed for the accountability, safety, and assuring the location of all personnel operating within the perimeter of an emergency incident within the following localities: Augusta County, Rockingham County and the Cities of Harrisonburg, Staunton and Waynesboro. The agencies operating within these localities are responsible for training, implementing, enforcing, and maintaining this accountability system, for it to function properly and efficiently. With a strong incident command system, continued quality training, and consistent adherence to this accountability system, it will dramatically decrease on scene freelancing and ultimately increase firefighter safety.
- II.** It is the intent of this system to be able to identify and track individuals, their units, and their assignments at applicable emergency scenes and incidents.
- III.** This system is also designed to be expandable to accommodate multiple alarm companies, task forces/strike teams, and volunteer and off duty responders.
- IV.** This system shall also be able to be expanded to include non-fire suppression rescue squads.
- V.**

Procedure

I. PASSPORT® – The purpose of the Passport® is to provide the accountability of individuals and unit members after entering the emergency incident perimeter.

1. **Passport®** (also known as Passport® Collectors) are a two part card (made of an approximate 2”x4” plastic with Velcro® hook back and loop front) containing the following information:

A. The top portion – is the fire department or EMS agency designator (department name), unit number designator (apparatus or unit information). **EXCEPTIONS:** Command units, administrative units, or special units may have a slightly different designation.

EXAMPLE:

**HARRISONBURG FD
ENGINE 28**

B. The middle portion holds the unit members’ name tags (Velcro® area).

2. **Passport® Color Codes**

A. **RED** (Fire Apparatus) Passport® – Normally used to track apparatus and personnel at the incident and used as the Apparatus Passport® for all types of fire apparatus (i.e. engine company, truck company, brush truck, SERV, etc.).

a. There shall be two Apparatus Passport® (flexible center recommended) which can be attached to the area of the officer’s seat (side by side) until used as a Passport® for entrance into an emergency incident perimeter. EXAMPLE:



B. WHITE – (Back-up) Passport®

a. Back-up Passports® (white) are identical to Apparatus (**RED**) Passports® except in color. The Back-up Passports® are used to replace a lost Apparatus Passport® or when out of area apparatus arrive on scene. These Passports®

may also be kept in a location on the administrative staff vehicles or designated apparatus.

C. Make-up Kits

- a. These kits will contain a compliment of Apparatus, Back-up Passports®, and white name tags along with grease pencils. These kits will normally be stored in secure locations on apparatus and may be used for:
 - i. Temporary replacement of any of the accountability items listed above.
 - ii. Additional make-up companies for individuals or crew responding to incidents without the accountability items listed above.
 - iii. Each locality will determine the number of make-up kits they will need and where they will be kept. Each locality will need at least one make-up kit.

D. Name tags

- a. Each responder shall maintain a minimum of two (2) Velcro® name tags 3/8” standard size. Name tag colors shall be as follows:
 - i. **Orange**- Junior Firefighter or any firefighter that does not have Firefighter I.
 - ii. **Yellow**- Firefighter I or above.
 - iii. **Red**- Company Officer (Lieutenant or above).
 - iv. White- Chief Officer.
- b. If responders cross-staff more than one vehicle, their name tags will be removed from the Passport® in the remaining vehicle and replaced with name tags from the members who will eventually respond on it.
- c. Company officer or assigned supervisor will be placed in the first position on the Passport®. Apparatus drivers are placed second on the Passport® and will be placed upside down when assigned as a pump or turntable operator.
EXAMPLE:



- d. The remaining company members shall place their Passports® below the apparatus operators.
- e. Ride-along personnel shall be placed below the last person assigned to the company. If this person does not have a Passport®, one shall be provided from the make-up kit.
- f. The Passport Tags will be stored on the Velcro of the turnout coats. One will be placed on the collector in the apparatus and the other will remain on the turnout jacket. At no time will they be stored on the structural firefighting helmet due to the potential of melting. The Passport tag may be stored on the underside of the brim of the Technical Rescue helmets.
- g. Passports utilized by non-firefighting Rescue Squads will utilize the Make-up Kits for their name tags.
 - a. The members of the Rescue Squad, who respond to an incident, will fill out the make-up tags, place them on a collector and bring them to the Command Post.
 - b. The information to be put on the collector is the unit number:
 - i. HRS Medic 49
 - ii. SARS
 - c. The information to be placed on the name tags:
 - i. Last name and first initial
 - ii. Provider level
 - 1. EMT-P (Paramedic)
 - 2. EMT-I (Intermediate)
 - 3. EMT-E (Enhanced)
 - 4. No level beside the name indicates a basic level provider
 - iii. Color codes will not be used for non-firefighting Rescue Squads

E. Command Boards

- a. The back of each Command Board will be retrofitted with Velcro to hold the Passport Collectors and will be the responsibility of the locality to ensure this is complete.
- b. Command Boards shall be easily accessible
- c. Each locality shall determine the best location for their Command Boards in regard to number and placement on apparatus and staff vehicles
- d. Once the Incident Command System has been implemented on a regional response, Passports shall be collected from the companies on scene and brought to the Command Post and added to the Command Board.
- e. Companies arriving to the scene shall bring their Passports to the Command Post, unless they receive an assignment that prevents them from doing so, the Passport shall be collect when time allows and added to the Command Board.
- f. At the end of an Incident, a digital picture of the Command Board shall be taken to be included with the IAP as necessary