

CONTRA COSTA COUNTY OPERATIONS AREA

POLICY and PROCEDURE

POLICY #14

SUBJECT: Personnel Accountability System			
Revision Date <i>June 2015</i>	Replaces <i>September 2012</i>	Approved By Executive Chiefs	Pages 4
DISPOSITION: XCC OP Area Policy Manual			

INTRODUCTION

Accountability is an essential component of a safe and effective fire ground operation.

To provide an enhanced level of fire ground accountability, the XCC Executive Fire Chiefs have adopted the passport accountability system.

PURPOSE

The passport accountability system assists the IC and tactical level supervisors in maintaining a constant awareness of the status, location, and function of the personnel and/or companies under their command.

POLICY

GLOSSARY

- 1. Accountability Officer** - Person(s) assigned to monitor status, location, and assignment of all personnel in the hazard zone. Depending on the nature, type, and complexity of the incident, the accountability officer may be the incident commander (IC), division/group supervisor (DIVS), safety officer (SOFR), or other person(s) assigned by the IC to fulfill this role.
- 2. Hazard Zone** - Any area requiring personal protective equipment, self-contained breathing apparatus, or area in which a firefighter may be at risk of becoming lost, trapped, or injured by the environment or structure.
- 3. Point of Entry** - The designated area at an incident or within a division where companies enter and exit the hazard zone.

SYSTEM COMPONENTS

The Passport Accountability System consists of the following components:

1. **Nametag** - Constructed of 2-inch by 3/8-inch rigid plastic tag engraved with the employee's first initial and last name (i.e. "J. Smith). Personnel shall be issued six nametags as part of their personal protective equipment. Additional nametags shall be carried with turnout gear. All personnel are responsible for these items.
 - a. At the beginning of the shift the oncoming member will assure that his/her nametag(s) are affixed to the appropriate passports.
 - b. If nametags from off-duty personnel are found on the rig or Passports, the member shall remove the nametag(s). For off-duty personnel regularly assigned to the station, place their nametag(s) on the Station Collection Board. For personnel not regularly assigned to that station, return their nametag.
 - c. **The proper order for attaching nametags to the passport shall be the company officer at the top, followed by the engineer, and then the firefighter.**
2. **Passport** - A 2-inch by 4-inch piece of plastic with a permanently affixed unit identifier at the top, a Velcro nametag collection area in the center. The system will utilize three different colored passports, each with a specific purpose. The company officer is responsible to ensure the accuracy of the passports at all times.
 - a. **Engine 2-CON** (White) – The Primary Passport shall be located on the Officer side of each apparatus. The Officer shall carry the passport in their PPE at all times.
 - b. **Engine 31-SRM** (Red) – The Secondary Passport is attached to the inside of the captains door. It is collected by the IC or designee and used when the primary passport is unavailable.
 - c. **Engine 75- RDO** (Green) – The Reserve Passport serves as a temporary replacement in the event the primary or secondary passport is lost or damaged. It is stored at the fire station adjacent to the fire station radio console and can be used by an oncoming crew to relieve a crew assigned to an incident at shift change.
3. **Command Board** - The command board is used at the Incident Command Post to manage the incident and track resources by location and assignment. All command vehicles will have a command board as part of the vehicle inventory.
4. **Accountability Kit** - A kit designed to supplement or expand the accountability system in a mutual aid situation or to provide for the immediate temporary replacement of lost or damaged components. These kits shall be carried in all command and support vehicles and include blank nametags, blank passports, marking pens and status boards

5. **Station Collection Board** – A Velcro collection point for Reserve Passports, Unit Passports that are out-of-service and found Nametags of personnel not currently on-duty and not normally assigned to that station. Board is located in the apparatus room near the living quarters man door.

MAINTAINING SYSTEM COMPONENTS

1. Passports are part of the apparatus inventory. An inspection of the accountability system components shall be included as a part of the daily apparatus check.
2. If nametags or passports become lost or damaged, replacement items shall be obtained as soon as possible based on Agency policy. Temporary items shall be obtained from an Accountability Kit. Company officers shall ensure that replacements are ordered as soon as possible.

ACCOUNTABILITY LEVELS:

1. This system shall consist of two levels of personnel accountability.
 - a. **Level I Accountability** -The minimum level of accountability used to track personnel without a transfer of passports. At the beginning of each shift the company officer shall ensure:
 - All assigned personnel have their Nametags
 - Unit specific Primary & Secondary Passports are on the apparatus
 - SCBA company identifiers are accurate
 - Shift Rosters kept on the apparatus per Agency policy

During Level I accountability, the primary passport shall remain with the company officer and the secondary passport shall remain attached to the inside of the Captain's door. The Company Officer shall have primary responsibility for personnel accountability.

- b. **Level II Accountability**-Involves the tracking of personnel in the hazard zone utilizing a transfer of passports. Level II accountability enhances the ability to rapidly identify company members, current assignments, and current location at the incident. Level II passport accountability may be used on, but not limited to the following incidents:
 - **At all second alarm or greater alarm incidents when sufficient overhead personnel are present to support the Accountability Officer duties.**
 - **At the discretion of the Incident Commander. The IC shall notify Dispatch that Level II Accountability is in effect. Dispatchers shall echo the transmission for all responding units.**
- c. **Level II Implementation-**
 - When Level II accountability is implemented, all red passports shall be collected from apparatus and brought to the IC.

- When a company reports to a group, division, or other area with a supervisor they will transfer their primary passport to that assigned supervisor. When a company departs that assignment they shall retrieve their passport. It is the responsibility of the area supervisor to notify the IC when companies move in and out of their assigned areas.
- In the event a unit assigned to the incident does not have a passport, the IC or designated accountability officer shall fill out a blank passport and nametags to identify the company, jurisdiction, and personnel assigned.
- When a company reports to the IC, DIVS, or Staging Area Manager (STAM), they will transfer their passport to the assigned supervisor.
- For tracking purposes, the company officer should notify the IC or DIVS by radio or face-to-face communication to provide the fixed location of the engineer, and the engineers name should be turned upside down on the passport.
- Company Officers are responsible for personnel under their direct control. When a member of their company is temporarily reassigned to another company, the officer of that company is accountable for the member reassigned to them.

d. Terminating the Passport System

- The IC will determine, based on situation and risk, when to terminate use of the passport system.

USE OF PASSPORTS DURING TRAINING

To provide practice and continual reinforcement of the principles of the passport accountability, the system shall be implemented for all multi-company drills