



# ABINGTON TOWNSHIP FIRE DEPARTMENT

OG – 400-102

## Passport Accountability Guidelines

### BACKGROUND

The capability to identify the location of firefighters at the scene of incidents, whether in buildings or over large areas, is essential to the mission of the Abington Township Fire Department's Firefighter Safety Programs. This capability takes greater importance in the event of a catastrophic failure of a building or when other unforeseen events occur requiring an accounting of personnel at the scene.

### **1.0 PURPOSE**

This guideline identifies a passport system of incident site accountability. The purpose of this guideline is to account for all firefighters operating at the scene of an emergency. Use of this system will increase firefighter safety and provide the Incident Management Team, Sector Officers, and Company Officers a means to track the location and function of firefighters on the scene.

- 1.1** Definitions: Personnel Accountability Report or Roll Call (PAR) – a term used to track the location, status, and welfare of personnel assigned to a given crew.

### **2.0 RESPONSIBILITY**

Accountability is a critical element in maintaining the safety of all firefighters working on the fire ground. Each person involved in an incident, whether at the strategic, tactical, or task level must make a strong personal commitment to follow all policies and procedures regarding accountability.

#### **2.1 Command- Strategic**

- 2.1.1 Command/Strategic- addresses the strategic level of accountability by the tracking of all crews and sectors by location and function on a tactical worksheet or passport accountability board.
- 2.1.2 Command must know who is in charge of each sector, crews assigned to each sector, where each sector is geographically located, and what each sector is assigned to complete.
- 2.1.3 Command will include accountability as a major element in strategy and tactic planning, and must consider and react to any barriers to effective accountability.
- 2.1.4 Command will consider air supply when making tactical assignments including rotation of crews.
- 2.1.5 Command must obtain personnel accountability reports (PAR) from sector officers and crews.

#### **2.2 Sector Officer- Tactical**

- 2.2.1 Addresses the tactical level of accountability by tracking the crews assigned to their sector.
- 2.2.2 Sector Officers must know the location and function of assigned crews.
- 2.2.3 Sector Officers must be in their assigned area to maintain close supervision of assigned crews.

### **2.3 Company Officer- Task**

- 2.3.1 Addresses the task level of accountability and must know where each firefighter is located and what each firefighter is doing.
- 2.3.2 Company Officers must ensure that all crew members have the proper number of passport accountability tags before leaving the apparatus.
- 2.3.3 Company Officers must obtain PAR's for their crew. A PAR is confirmation that all members assigned to his/her crew are accounted for and have an adequate exit air supply.
- 2.3.4 Company Officers must keep crews intact and maintain an awareness of the crews exit air supply.
- 2.3.5 Company Officers must ensure that passport accountability tags are properly left with the OIC or with an Accountability Officer prior to entering a hot zone and retrieved upon exiting the hot zone.

### **2.4 Firefighters**

- 2.4.1 Must have proper accountability tags with them before boarding apparatus.
- 2.4.2 Ensure that an accountability tag is left on the apparatus passport board.
- 2.4.3 If entering a hot zone, ensure accountability tag is given to an Accountability Officer
- 2.4.4 Stay with their crew at all times.
- 2.4.5 Maintain constant awareness of exit air supply.

### **2.5 All Members**

- 2.5.1 Ensure accountability tags are with turnout gear at all times.

### **2.6 All Crews**

- 2.6.1 Work for a command or sector- NO FREELANCING
- 2.6.2 Crews arriving on scene should remain intact. A minimum crew will consist of two or more members.
- 2.6.3 Each crew must have a portable radio.
- 2.6.4 All crews entering the hot zone must have an officer or portable radio.
- 2.6.5 All crews will go in together, stay together, and come out together.
- 2.6.6 The entire crew will exit if a self-contained breathing apparatus, radio, or any equipment that could compromise safety fails while in the hot zone.

## **3.0 PROCEDURE**

### **3.1 Personnel Accountability Tag**

- 3.1.1 Each firefighter shall be supplied three (3) accountability tags. The tags shall be *color coded* based on the color assigned to the fire companies by the Abington Township Fire Department.
- 3.1.2 The tags shall indicate the following information: First Name, Last Name, Fire Company.

### **3.2 Apparatus Passport Accountability Board/Rings**

- 3.2.1 Passport Accountability Boards will be carried in the Officer's position on all apparatus.
- 3.2.1 Accountability equipment for each piece of apparatus shall consist of Passport Accountability Boards identifying the unit, driver, officer, 6 firefighter positions.
- 3.2.2 An accountability board shall be available for placement at the incident scene to collect passport accountability boards/tags.
- 3.2.3 Company Officers will bring the Apparatus Passport Board with tags to Command upon arrival.
- 3.2.4 On Scene Safety Officer will retrieve first arriving unit Passport Boards as needed.

### **3.3 Passport Accountability System Implementation at Emergency Scene**

- 3.3.1 Implementation of the passport accountability system will occur at any incident and will commence when the first unit arrives on the scene.
- 3.3.2 Each member will leave one accountability tag on the apparatus passport board.
- 3.3.3 Members will leave one accountability tag with the Accountability Officer at the entry point or other identified collection point, if this has been established. Initial arriving units' point of accountability are established with the passport board inside the apparatus.
- 3.3.4 Members arriving in their personally owned vehicle (POV) shall leave one accountability tag with assigned unit by command.
- 3.3.5 Upon exiting, crews will retrieve their accountability tag from the location they originally entered or from an Accountability Officer.

### **3.4 Accountability Tracked by Sectors/Divisions**

- 3.4.1 In the event of a complex incident and as additional officers are assigned to manage sectors/divisions, the officers will assume accountability for the sector.
- 3.4.2 In some instances, accountability may be tracked in a sector/division within a building or large area and assigned to a sector/division officer. In this case, the third accountability tag would be left with the sector/division Accountability Officer.
- 3.4.3 Upon exiting, crews will retrieve their accountability tag from the location from which they originally entered the sector/division.

### **3.5 Termination of Accountability**

- 3.5.1 Accountability will be maintained throughout the incident. A Personnel Accountability Report (PAR) must be called for prior to terminating accountability.
- 3.5.2 All apparatus officers must ensure a PAR and return accountability tags before the apparatus restores to an available condition with the County.

### **3.6 Multi-Story/High Rise Incidents**

- 3.6.1 The use of an accountability system will commence as the first unit arrives on the scene. All crews reporting to the building will leave their second accountability tag in the lobby with an Accountability Officer.
- 3.6.2 Crews will leave their accountability tags on a passport board in the apparatus in the event lobby command has not been established.
- 3.6.3 The third accountability tag will be left with an Accountability Officer established on an upper floor.
- 3.6.4 Upon exiting, crews will retrieve their accountability tag from the location they originally entered the sector/division and then at the lobby.

### **3.7 Personnel Accountability Report (PAR)**

- 3.7.1 The Personnel Accountability Report (PAR) involves a roll call of all personnel assigned to crews and sectors that are working at an incident. The PAR is a confirmation that all members are accounted for and have an adequate exit air supply.
- 3.7.2 A Personnel Accountability Report will be required for the following situations:
  - 3.7.2.1 Any change from offensive to defensive tactics.
  - 3.7.2.2 Any sudden hazardous event at the incident- flashover, backdraft, collapse, Mayday, etc. Any report of a missing or trapped firefighter.

(NOTE: BELOW AS CONDITIONS WARRANT)

3.7.2.3 As companies report an all-clear.

3.7.2.4 As companies report a fire under control.

3.7.2.5 At every twenty-minute (20) mark as announced by the Montgomery County Communications Center.

3.7.2.6 Any time command feels it is necessary.

3.7.2.7 Prior to terminating accountability for the incident.

#### **4.0 RECORDS**

##### **4.1 Master Document Listing**