

<p align="center">Crown Point Fire Rescue Department Standard Operating Guidelines</p>	<p>DATE OF ISSUE 2-22-02</p>	<p>AMENDED</p>	<p>No. 118</p>
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Purpose

The Crown Point Fire Rescue Department often responds to incidents that present a high risk to firefighter safety. This procedure identifies a system of firefighter accountability. The purpose is to account for all firefighters, at any given time, within a small geographic area, within the “Hazard Zone” of an incident. Use of the system provides enhanced safety for individual firefighters, and provides the Incident Commander with a means to track and account for all personnel working in a Hazard Zone.

The Hazard Zone is defined as an area that requires an SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or the structure. This includes, but is not limited to, a structure reported to be on fire, and the area in close proximity to the structure during exterior operations.

Accountability

Accountability involves a personal commitment to work within the safety system at an incident.

- Command shall maintain an accurate tracking and awareness of where personnel are committed at an incident.
- Command is to be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- Sector Officers shall maintain an accurate tracking and awareness of crews assigned to them. This requires the Sector Officer to be in his assigned area and to maintain close supervision of assigned crews.
- All crews will work for Command or Sector Officers - **FREE-LANCING IS NOT ALLOWED.**
- Crews arriving on scene should remain intact for all intents and purposes. A minimum crew size will be considered to be two or more members; and a radio is required of all crews.
- All crews entering the hazard zone must be supervised by an officer or other assigned higher ranking individual.
- All crews will enter together, stay together, and come out together. Reduced visibility and increased risk will require **very tight togetherness.**
- If a radio fails while in the hazard zone, the crew will exit unless there is another working radio

with the crew.

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Passports

To enhance accountability and to improve the tracking of firefighters in the hazard zone, the passport system will be used. Passports involve a color coded plastic tag with the members name and department.

Passport Equipment

The passport system equipment involves a 1 ½" X 3" ORANGE tag with a 2" ring attached. This ORANGE tag identifies Apparatus assigned. The Passport is to be located on a hook in the passenger compartment.

Each firefighter will be issued 2 individual color coded name tags. Name tags will be kept attached to the D-ring on the radio pocket when not on-duty.

Color Codes

Orange - Apparatus

White - Officers

Blue - EMTs and Paramedics

Red - Firefighters

Green - Part-time and Students

All Engines will be equipped with a 12" X 17" Status Board. The Status Board will be located in the cab.

The Status Board is equipped with clips to attach the Apparatus Accountability Rings of all apparatus operating on the fire-ground. The Status Board will be maintained by the 1st Due Engine Company until turned over to Command or an assigned Accountability Officer.

Implementation

Implementation of the passport system will occur at any incident that requires the use of an SCBA or if a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. The objective of the passport system is to always have the crew passports at the point of entry, and that passports are accurate, reflecting only those members entering the hazard zone.

All members shall attach one of their Passports to the Apparatus Collection Ring immediately upon mounting the apparatus. When all personnel have mounted the apparatus, the collection ring shall be passed to the Driver or Officer.

For single company incidents, the Apparatus Collection Ring remains on the apparatus dash hook. The driver/operator will assume accountability sector responsibilities.

For multi-unit assignments, the passport system will function as follows:

- The first engine at the incident becomes the initial accountability location for all later arriving companies.
- The Apparatus Collection Ring of the first engine will be moved to the Status Board.
- The driver/operator becomes the initial Accountability Officer until the Passports are collected later by the Incident Commander or an assigned Accountability Officer.
- The Officer of later arriving apparatus will deliver their Apparatus Collection Ring to the accountability location and await crew assignment.
- The initial Accountability Officer will collect the Apparatus Collection Rings of these additional companies and mount them to the Status Board at the accountability location.

Point of Entry Control

All Points of Entry shall have an Accountability Officer assigned to the Point of Entry into the Hazard Zone. This Accountability Officer may be the Sector Officer or any member assigned to that function by the Sector Officer or Command. Upon entry to the Hazard Zone, crews will turn in their second Passport to the assigned Accountability Officer. Upon exit from the Hazard Zone, the crew must retrieve their Passport.

Crews exiting at a different location than the original point of entry, must immediately notify their Sector Officer and/or the Accountability Officer, and the Passport must be retrieved.

Rules of thumb:

- Passports shall NEVER be taken into the Hazard Zone.
- Passports must be maintained at the entry point to the scene and at the Point of Entry to the Hazard Zone.
- Passports must reflect only those personnel presently in the Hazard Zone.
- Each crew must turn-in the Passport upon entering and must retrieve the Passport upon exiting from the Hazard Zone.
- All personnel operating at the scene, but outside the Hazard Zone, should have only one Passport attached to the radio pocket D-ring.
- All personnel operating within the Hazard Zone should have no Passports in their possession.

Lost/Missing Firefighter

An absent member of any crew will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Sector Officers or Accountability Officers shall immediately report any absent members of the sector to Command. Command shall initiate an immediate PAR of all companies assigned to the scene. Command will initiate Lost Firefighter procedures (see SOG 116) and shall assign the Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter.

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Terminating the Passport System

Passport accountability will be maintained until units are released by Command. Upon termination and release from the incident, the Company Officer shall retrieve the Apparatus Collection Ring from the accountability location. The Apparatus Collection Ring shall be returned to the hook in the cab of the apparatus until the apparatus has returned to quarters, at which time crew members will retrieve the second Passport and return the Apparatus Collection Ring to the hook in the passenger compartment.