

SNOHOMISH COUNTY FIRE CHIEFS SUGGESTED OPERATING GUIDELINE

PERSONNEL ACCOUNTABILITY IN SNOHOMISH COUNTY THREE PASSPORT™ ACCOUNTABILITY SYSTEM

Purpose:

To provide a system that will standardize accountability for personnel and companies at all emergency incidents in Snohomish County. The Passport™ System is designed to assist those at the emergency scene with tracking the location of personnel and to promote accurate accountability of all personnel at an incident. This system is usable for mutual aid and make-up companies and will work for both volunteer and paid fire departments. This system is designed to be the personnel tracking portion of the Incident Management System.

References:

Incident Management System
NFPA 1500
WAC 296-305-05001
King County Passport™ Accountability System
Fire Command Incorporated
Snohomish County Fire/EMS Resource Plan

Policy:

Those agencies within Snohomish County electing to use a Personnel Accountability System (Passport™ System) shall utilize this procedure when operating at incidents where more than two of Fire/E.M.S. units respond. This policy excludes routine Aid/Medic responses. This system is recommended to provide better employee safety and tracking at all incidents.

Definitions:

Three Passport™ Accountability System (Passport™ System) - A system for identifying, tracking and accounting for all personnel at an emergency incident. The system uses Helmet Shields, Name Tags, Passports and Status Boards to account for the assignment of personnel at emergency incidents.

Name Tag - A Velcro backed plastic tag with a member's rank (when appropriate), name and personnel number.

Passport - Approximately a 2" x 4" board made of Velcro and plastic with the department/company identification on the top and a space at the bottom to write the time assigned. The Name Tags go on the Passport.

Primary Passport - A White Passport kept on a portable radio or inside flap of the coat assigned to a company or team.

Back-up Passport - A Red Passport kept on the door or dash of the apparatus which serves as a duplicate to the Primary Passport.

Reserve Passport - A Green Passport used for temporary replacement of lost passports, as a way to post in the station that is on an apparatus and as a make-up passport for those arriving at the scene.

Passport System Make-up Kit - A kit containing supplies to supplement and expand the Passport System. Also to provide materials for immediate temporary replacement of lost or damaged system materials. The kit is used for make-up companies/teams. Supplies included but are not limited to Helmet Shields, Passports, and Blank Name Tags.

Velcro Pad - A permanently attached Velcro pad on a portable radio, coat, the door or dash of the apparatus and the underside of the brim of each helmet. Passports or name tags are attached to these pads.

Status board - A large hard plastic board with Velcro attached. It is used to hold the Passports of assigned Teams and to make notes.

Helmet Shield - A shield made of plastics or leather that attaches to the front of the helmet. The helmet shield has letters and / or numbers that identify the county or department name and the unit or administrative assignment number as specified herein.

Team - A group of two or more firefighters who work together and are responsible for each other's safety.

Team Leader - The Company Officer or member assigned as the person in charge of a tactical unit, company, or team of firefighters.

Roll Call - A poll to account for all personnel at an emergency incident.

Routine Aid/Medic Call - Responses where Aid and Medic units are called to an incident for medical assistance, such as chest pain shortness of

breath. There is no need for the implementation of passport collection, accountability and tracking because of the nature of the incident.

Responsibility:

All Fire Departments in Snohomish County shall adopt a personnel accountability system as mandated by the Washington Stat Administrative Code 296-305-05001.

The Incident Commander at an emergency incident shall use the Passport™ Accountability System as adopted in Snohomish County to account for all personnel within their direct span of control as defined in this policy.

All personnel at the incident shall be aware of the physical condition of assigned members. All members shall use the command structure to request the relief and reassignment of fatigued or injured crews or members.

Company Officers, Team Leaders and individuals are responsible and accountable for their own safety and the safety of their team members. Team members shall maintain a constant awareness of the position and function of all members working with them.

All personnel at the scene shall be responsible to maintain the proper utilization of Passports, Name Tags and Helmet Shields during an emergency incident.

Procedure:

1. The Incident Commander at each emergency scene shall see that the Passport System is put into effect to ensure emergency Incident accountability. This system is used as part of the accountability system for Snohomish County.
2. Each member is responsible to maintain a minimum of three Name Tags for paid personnel and two Name Tags for volunteer. These are to be stored on a velcro pad located under the rear brim of the helmet.
3. Before responding to an alarm all Company Officers/Acting Officers shall be responsible for ensuring that all members of their crew have placed their Name Tags on the Primary (white) and Back-up (red) Passports. Members will also need to affix the proper Helmet Shield to their helmet.

4. For departments with paid personnel members are also responsible for placing a Name Tag on the Reserve (green) Passport at the beginning of each shift. This Passport shall be located in the station in a conspicuous common area.
5. Name Tags shall appear on all Passports in the following order: Officer or team leader first, crew members in the middle and driver on the bottom. If the driver is going to be the apparatus operator at the incident the Name Tag must be placed inverted on the Passport. All other Name Tags are placed on the Passport right side up at all times.
6. When a Company, Team, or individual responds to an incident they shall report to the Incident Commander or Staging Manager. They shall transfer their Passport or Name Tag to the Incident Commander or Staging Manager except when:
 - A. They are the only unit on the scene.
 - B. They are a committed first arriving unit which was assigned to emergency operations.
 - C. They are on a remote side of the incident, in which case they should transfer their Passport to the Division/Group Supervisor or Incident Commander as soon as possible. If a Division Supervisor or Incident Commander has not been established the Company Officer is responsible for keeping account of their company until accountability operations have been set-up.
7. It is the responsibility of the Incident Commander or Division/Group Supervisor to collect all Primary (white) Passports from those teams or companies that they are supervising. If it is not possible to get a first arriving company's Primary (white) Passport, the Back-up (red) Passport should be used for accountability until the Primary (white) Passport can be retrieved. Care should be given to make sure personnel are not double counted during an Emergency Incident Roll Call.
8. All members reporting to the Incident Commander or Staging Manager and are not already part of a company shall be assigned to a company or assigned as a two member minimum Phantom Company/Team. One member (designated Team Leader) is given a Passport with name tags and helmet shields for those personnel assigned to them. They then can be assigned to the emergency scene.

Incident Roll Calls:

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MUST BE APPROVED BY THE SNOHOMISH COUNTY FIRE CHIEFS ASSOC.

1. Two types of roll calls exist with the situation indicating the type of roll call needed.
 - A. Standard roll call
 - B. Emergency roll call
2. Standard roll calls shall be utilized any time deemed necessary by the IC. Standard roll calls do not close the air nor do they require the special announcement by the dispatch center. Common events triggering a standard roll call may be change in strategic strategy, roll call to determine number of personnel at scene and after a withdraw order.
3. Incident Commanders, Supervisors and Team Leaders shall request an emergency incident roll call when:
 - A. Any personnel at the emergency scene are possibly trapped or missing. (The roll call may be delayed while rescue efforts need communications to perform a known rescue)
 - B. After an emergency abandonment order.
 - C. When there is a catastrophic change in the incident such as building collapse, explosion, back draft, sudden flooding, or release of a vapor cloud.
 - D. The Incident Commander, Supervisor or Team Leader determines that an emergency need for a roll call exists.
4. To initiate an Emergency Roll Call the Incident Commander shall announce over the radio: **“Dispatch and all units at (Command Name), standby for an Emergency Roll Call.”** After the announcement, and until completion of the Roll Call, radio traffic shall be restricted to emergency information or calls necessary to confirm personnel safety when face to face confirmation cannot be made. After sufficient time to complete a count, the Incident Commander will ensure that all personnel are accounted for by the use of the radio or face to face contact.
5. After the announcement of an Emergency Roll call by the IC, the dispatcher shall use one “emergency” tone, with a 1 second pause, then announce **“All units at _(command name)_ incident standby for emergency roll call”**.
6. Whenever possible, roll calls will be done without the use of the radio. (Example - Company Officer would visually/verbally check on each crew member and report the company status face to face to the Division Supervisor.)

7. Whenever there is any doubt about the safety of anyone at the emergency incident, immediate steps shall be taken to locate and begin a coordinated search at the last known location. A roll call of all personnel on the emergency scene is then conducted.
8. Division/Group Supervisors shall attempt visual; confirmation, or at least make radio contact with Team Leaders under their command.
9. Team Leaders shall conduct a visual confirmation of their Team member's presence as part of an Emergency Roll Call. This shall not apply to drivers when assigned outside the incident perimeter. Drivers shall be contacted by the Division Supervisor.

Abandon the building order:

1. "Abandon the Building" is an emergency procedure to get all firefighters out of the building in the most expeditious manner, bringing only the equipment needed to escape. This order indicates an immediate potential exists for collapse, explosion, or other catastrophic event that may result in injuries and / or death to emergency workers in the building or in close proximity of the building.
2. To initiate an Abandon the Building order the Incident Commander shall announce over the radio: **"Dispatch and all units at (Command Name), abandon the building."** After the announcement, and until completion of the required Roll Call, radio traffic shall be restricted to emergency information or calls necessary to confirm personnel safety when face to face confirmation cannot be made.
3. Upon receipt of the announcement of Abandon the building, the dispatcher shall use an "emergency" tone, with a 1 second pause, then repeats the tone, 1 second pause and repeats the tone the third time, then transmits "Abandon the building" three times.
4. Following the transmission of the radio announcement by the dispatcher units at the scene in close proximity to the building with emphasis on all apparatus facing the building shall sound the following air horn blast sequence for thirty seconds, three second horn blast followed by a 2 second pause and repeat until 30 seconds has elapsed.
5. This notification sequence may be repeated upon request of the IC as many times as he / she determines is necessary.

6. An emergency roll call shall be required after an abandon the building order and the procedure for emergency roll call stated herein shall apply.

Fire personnel distress calls:

1. Two distress calls shall be recognized by all fire and police and dispatch personnel indicating an immediate threat to the life of a firefighter in the performance of his / her duties. The two calls recognized are:
 - a. May Day
 - b. Code Blue
2. "MAY DAY" – This distress call term shall be used only when a firefighter is trapped, out of air, or missing.
3. The sending of a "May Day" distress call shall immediately indicate a restriction of the radio traffic to essential transmissions. The incident Command Officer shall immediately respond to any "May Day" distress call. The ICO shall obtain all needed information and assign resources as he deems necessary to respond to this distress call.
4. "CODE BLUE" – This distress call term is normally used outside of a formal command structure. This term shall be used in situations where any fire personnel feel their life is in danger from a person or persons, who intend to assault, injure or physically obstruct them in the performance of their duties.
5. The use of "Code Blue" will result in the highest level of response by police agencies. Police will treat a Code Blue the same as help the officer. Multiple police units will likely be dispatched with the understanding that fire personnel lives are in immediate danger.
6. Code Blue – Is to be used only when fire personnel feel that using plain English requesting law enforcement and further defining the situation will further agitate or exacerbate the situation.
7. It is essential that each departments training program emphasizes these definitions and the explicit directions for the use of each term.

Passport/Name Tag Design:

1. Passport size shall be:
4" height
2" wide
2. Each Passport shall include:
Top - Department Name/Apparatus/Position Designator, and Station Assignment.
Middle - Velcro area for name tags
Bottom - Space must be provided for recording of information.

Example:

DEPT E9001

3. Name Tag size shall be:
2" wide
3/8" high
4. Each Name Tag shall include:
Member's rank (when appropriate)
Member's name
Personnel number

(Add Radio tag language)
White color for all name tags

SAMPLE Hughes, R. C 7801 (H)
Why do we have the personnel # Do we need

Example:

Lt. G. Thomas 901

5. Listed below are the abbreviations that shall be used for position Designator and apparatus number on the Passport or Name Tag.

<u>Name</u>	<u>Abbreviation</u>
Chief	CH
Assistant Chief	AC
Deputy Chief	DC
Battalion Chief	BC
Training	TN
Fire Marshal(Deputy Fire Marshal)	FM
Fire Investigator	IV
Inspector	IP
Safety Officer	SO
Medical Services Officer	MS
Captain	CP
Lieutenant	LT
Engine	E
Ladder (Aerial)	L
Water Tender	T
Aid Unit/Ambulance	A
Medic Unit	M
Services (Mechanic, Salvage)	SR
Haz-Mat Unit	HZ
Air-Unit	AIR
Command Unit	COM'D
Communications Unit	COMM
Technical Rescue Unit	T/RES
Automobile Rescue Unit	R
Brush Truck/Mini Pumper	BR
Utility Unit	U
Squad Unit	SQ
Foam Unit	FOAM
Boat/Water Craft	BT
Public Information Officer	PIO
Car	CAR
Chaplain	CL

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