

FIREFIGHTER ACCOUNTABILITY		TROY FIRE DEPT. TACTICAL PLAN 211.02	
<i>Issue</i>	<i>04/99</i>	<i>Revised</i>	<i>12/13</i>
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Policy

- It shall be the policy of the Troy Fire Department to account for the location and safety of all personnel at an emergency incident through use of the Passport system as adopted by MABAS Division 3201.

Procedure

- At an incident scene, the Passport System shall be used, in conjunction with the Incident Command System, to document the location and assignment of Crews within the incident perimeter.
- The Passport System can be expanded to accommodate multiple alarm units, mutual aid resources, and/or outside response agencies and individuals.

Responsibility

- Officers, Crew leaders, and individual firefighters are responsible for the safety of themselves and other members of their Crew.
- Officers at an emergency incident shall use the Passport System to account for those resources (apparatus and Crews) within their direct span of control.

Firefighter Accountability

- Crew members shall maintain a constant awareness of the position and function of all members working with them.
- All personnel are responsible for maintaining their individual name tags and providing them to the Incident Commander or Staging Area Manager when reporting to an incident.

Name Tag

- A 3/8" x 2", Velcro-backed plastic tag with a member's last name, first initial, three letter MABAS Fire Department name designator (TRF), and badge number/radio call sign.

Firefighters' Tag (Yellow)



Officers' Tag (Red)



- All probationary firefighters will have either a black dot (has not completed the academy) or a green dot (completed the academy) placed on their tags.
- Name tags (2+2 extra) shall be attached to the underside of the rear brim of the member's helmet.

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- The officer/Crew leader name tag shall be the first name tag on the Passport along with the orange apparatus/Crew ID tag.
- Apparatus Operators remaining with the apparatus may be designated by individual placement and notation on the Command/Staging Status Board.

Passport

- Three-part 2" x 4" Velcro pad that contains the following information:
 - Department, apparatus, and Crew
 - Crew member name tags
 - Apparatus & Crew ID
 - MABAS Division ID
- These passports shall be kept in a standardized location on each apparatus (typically the left rear cab door).
- On the incident scene, the passport is used to document the location/assignment of a crew within the incident perimeter.
- The passport is given to the Staging Area Manager, or a Group/Division Supervisor when the crew is given an assignment.
- Five (5) Passports are assigned to each engine and ladder and identified as CREW 1 – 5.
- Make-Up kits contain enough components for three (3) apparatus and can be used for individuals who do not have a tag, for some reason, or for outside resources within the incident perimeter:
 - 24 blank name tags
 - 6 blank unit identifiers
 - 6 blank Passport collectors (3 white, 3 red)
 - 2 grease pencils

TRF – ENGINE 2 CREW 1
TRF ENGINE 2/CREW 1
JONES T TRF- LT
SMITH J TRF-230
BELL R TRF-225
WILEY D TRF-219
OAKLAND MABAS 3201

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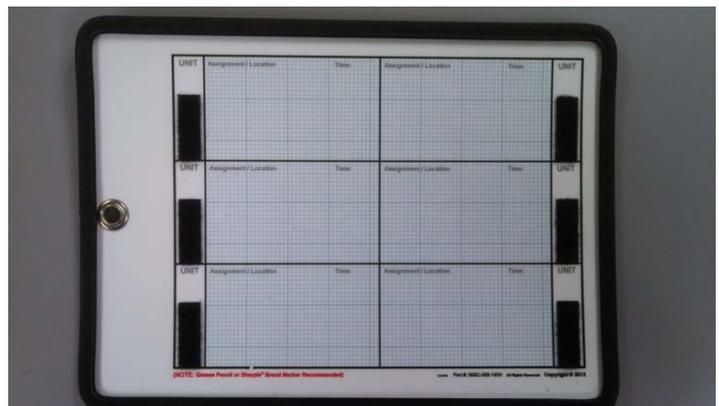
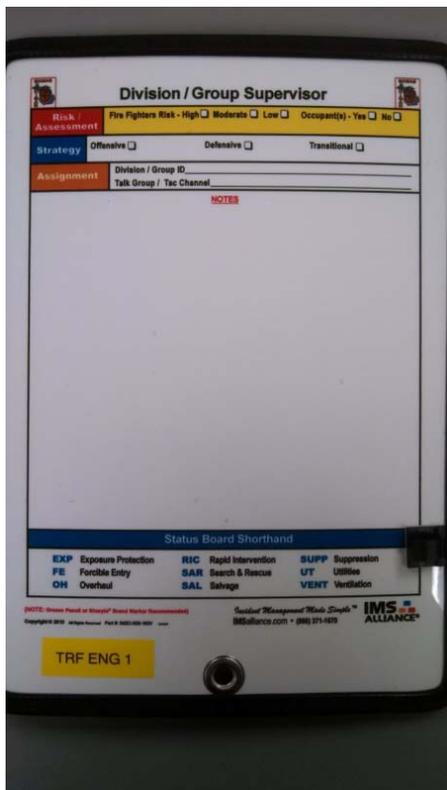
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Division/Group Status Board

- A 9" x 12.5" hard plastic board with Velcro strips on one side and position specific information the other side.
- These boards are used Division/Group Supervisors to track Crews and assigned tasks within their function or area of responsibility when those Divisions or Groups are established.
- The Passport shall be given to the Division or Group supervisor by the Crew leader upon arrival of the Crew for the assignment.
- Additional boards may be utilized based on the complexity and size of the incident.



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Reporting to Division/Group

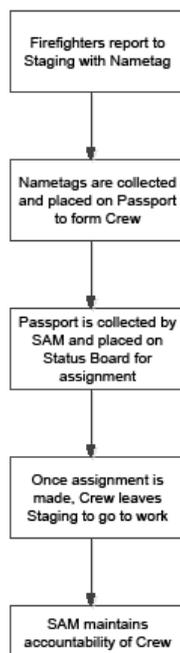
- Once the Crew is formed and assigned to a Division or Group, the Passport shall be given to the Crew leader by the SAM to take to the Division/Group supervisor.
- The Crew will transfer their orange ID tag from their Passport to the Command/Staging Status Board with the SAM before leaving Staging.
- Once a Crew reports to the Group or Division, they then transfer their Passport to the Group/Division supervisor who will maintain it during their assignment.

Operating at the Incident

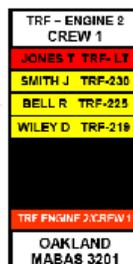
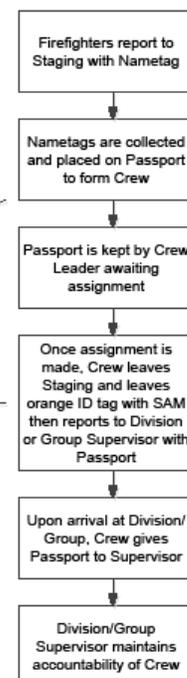
- Incident Commanders and/or Staging Area Managers will require the transfer and use of passports at every incident with an established staging area.
 - On small incidents, the use of the Passport System is not required, but is recommended.
 - Name tags can remain on the Command/Staging Status Board individually.
- The Staging Area Manager will record the time that Crews leave Staging.

Passport Sequence

Crew Assignment



Division / Group Assignment



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Rehab

- Crews being assigned to Rehab shall carry their Passport to Rehab.
- When a Crew clears Rehab, they will report to the SAM with their Passport for re-assignment.
- Members that must remain in Rehab shall leave their name tag on the Passport.
 - Upon arrival to the Staging Area, the Crew leader will give name tags of those left in Rehab to the SAM.
 - Those name tags will be placed in the “Rehab Area” of the Command/Staging status board.
- Once clear of the Rehab Area, those firefighters will report back to Staging to be re-assigned to a Crew / Passport.
- Staging and Rehab will coordinate Crew & personnel status and keep the IC informed.

Personnel Accountability Report (PAR)

- Group/Division supervisors and Crew Leaders may conduct a PAR using the Passport system.
- When a Group/Division supervisor cannot contact a Crew, and/or presumes a Crew member is missing or trapped, that supervisor will initiate a MAYDAY at the last known location.
- The IC will then conduct a PAR, or direct the SAM to conduct a PAR, while the Group/Division supervisor continues attempts to contact the missing Crew or Crew member.