

Manhattan Fire Protection District

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Section 1: PURPOSE

This procedure identifies a system of personnel accountability. The purpose is to account for all personnel at any given time, within a small geographic area inside the Hazard Zone. Use of the system will provide:

Enhanced personal safety for the individual firefighter and an improved means for Incident Command staff to track and account for all personnel working in the Hazard Zone.

Section 2: SCOPE

This procedure applies to all members and employees operating at situations in which personnel are assigned or operate in a hazard zone. The Hazard Zone will be defined as any area requiring a SCBA or an area in which personnel are at risk of becoming lost, trapped, or injured by the environment or structure, i.e., entering a structure reported to be on fire, operating in close proximity to a structure during exterior operations, confined space, trench rescue, hazmat incidents and vehicle accidents.

Section 3: ENFORCEMENT

Primary responsibility for the adherence to this procedure rests with each individual. Command Officers, Company Officers and acting company officers are responsible for the enforcement of this procedure. Authority to deviate from this procedure rests with the Command Officer or acting command officer at the scene of the applicable situation.

Section 4: ACCOUNTABILITY RESPONSIBILITIES - DEFINITIONS

Accountability requires a strong personal commitment to the safety system to be successful. This commitment involves the following responsibilities:

- A. **Firefighter:** The term "Firefighter" refers to any personnel on the fireground, regardless of rank, i.e., "Firefighter down" means any personnel injured on the scene. They stay with the crew at all times, and ensures their name tag is given to the Company Officer to be placed on the PASSPORT.
- B. **Engineer:** The Engineer of the first engine to each geographic side of an incident becomes the initial Accountability Officer. The Engineer must collect PASSPORTS from assigned crews and apparatus to that sector and manage accountability until relieved by a Sector or Accountability Officer.
- C. **Company Officer:** The term, as used throughout this text, is meant to be interpreted as crew leader. This would preferably be an officer, but depending upon the situation and manpower available, could be anyone willing to accept responsibility for the

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crew. They are responsible for keeping the crew intact at all times and ensuring the PASSPORT is current and accurate. PASSPORT must reflect only those personnel entering the Hazard Zone. It is the responsibility of the Company Officer to see the PASSPORT is turned in at the Point of Entry and retrieved upon exit. The term "Point of Entry" will be **the location where the crew will leave their PASSPORT with an Accountability Officer before entering a Hazard Zone.**

- D. **Sector/Division/Group Officer:** They are responsible for accounting of all crews in their assigned sector, being aware of their location, and maintaining accurate PASSPORT of crews in the Hazard Zone. The S/D/G Officer may be relieved of the accountability responsibilities by the Accountability Officer. When the S/D/G Officer must enter the Hazard Zone, PASSPORTS will continue to be managed by the Engineer of the first engine to each side of an incident, or a designated Accountability Officer for their sector. Passports may be also used for accountability in "Rehab or Staging even though they are located outside of the hazard area.
- E. **Accountability Officer:** They team up with the assigned S/D/G Officer to manage accountability for that sector. The Accountability Officer must collect all PASSPORTS from engineers, apparatus, or the S/D/G Officer, and maintain close coordination with other Accountability Officers.
- F. **Accountability Sector Officer:** They are responsible for managing Accountability Officers and Accountability System, and causes Personnel Accountability Reports (PARs) to be initiated at tactical benchmarks or as needed.
- G. **Rehab Sector Officer:** A "Rehab Sector" is a designated area outside the Hazard Zone where firefighters may receive rest, nourishment, and SCBA replenishment. Crews surrender their PASSPORTS or individual name tags to the Rehab Sector Officer upon their arrival. Command may use the Rehab Sector for a manpower staging area for unassigned crews or individual firefighters.
- H. **Command:** Command is responsible for initiating the Accountability System for the tracking of all crews. Command must advise later assigned crews if an engine company or a S/D/G or Accountability Officer is accepting PASSPORTS at the point of entry.

Section 5: ACCOUNTABILITY

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

- A. Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
- B. Command will 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.
- C. S/D/G Officers will maintain an accurate tracking and awareness of assigned crews. This requires the S/D/G Officer to be in their assigned area and maintain close supervision.

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- D. All crews work for Command or S/D/G Officers. Freelancing (performing tasks without direct orders) is not allowed.
- E. Crews arriving on scene should remain intact for all intents and purposes.
- F. Personnel not arriving on scene assigned to a company shall report to accountability officer for assignment.
- G. All crews entering a Hazard Zone must have a designated Company Officer.
- H. All crews enter, remain and exit together. Reduced visibility and increased risk requires very tight "togetherness".
- I. If a radio fails while in the Hazard Zone, the crew will exit unless there is another working radio with the crew.

Section 6: PASSPORTS

To enhance accountability and to improve tracking of personnel in the Hazard Zone, the PASSPORT system will be used. A "passport" is a plastic card with the names of crew members affixed to it which is turned into an Accountability Officer. The Accountability Officer may be a Pump Engineer, Sector Officer, or a designated Accountability Officer, depending on the nature, type, and complexity of the situation.

Section 7: PASSPORT EQUIPMENT

- A. PASSPORT equipment includes a 2" X 4" plastic card with the company's ID etched on it. The PASSPORT contains the names of all personnel presently responding on a particular apparatus.
- B. The PASSPORTs will initially be located on the dashboard of the apparatus at the Officer's position or passenger side. The white passport with black lettering will be the primary passport at an incident. This passport will accompany the company to the hazard area and turned over to the accountability officer. The red passport with white lettering will be the backup passport designed to remain at the apparatus after the company has been deployed. Green passports may be available as temporary passports when the primary or backup passports have been lost. A Velcro strip will allow the PASSPORT to be affixed on the dashboard and easily removed.
- C. Where staffing allows for two teams within a single Company, Company Officers may be pre-assign the members of the teams and assign a leader of Team "B". Team leader should have portable radio assigned to them. Company officers are responsible for members under their direct control. When a Team Leader is split away for the company officer to a different commander, that commander and the team leader are accountable for that team.
- D. Each firefighter will be issued four individual name tags. These will be affixed to Velcro strips on the underside of their helmet. The name tags will be used on the PASSPORTS to indicate the S/D/G location of the firefighter. If a firefighter is reassigned to a S/D/G, not the same as the original location, communication to the first S/D/G will be required to remove their name tag from the first PASSPORT. Only one tag should be on any PASSPORT on the fireground at any given time. If

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the firefighter has no name tags, they will not be reassigned to the Hazard Zone until tags are located.

- E. All engines, ladders, and specialized equipment will be equipped with a status board, on which PASSPORTS will be placed. It will initially be located in the area of the inside door of the Engineer's/driver's position. The status board will be attached with velcro to permit easy removal.
- F. The Company Officer will be responsible for ensuring the PASSPORT always reflects only currently assigned personnel. When entering a Hazard Zone with a partial crew (i.e., engineer remains at the engine to pump lines), the Company Officer shall invert the name tags of those assigned members not entering the Hazard Zone.

Section 8: TACTICAL BENCHMARKS

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (PAR) confirms the presence of members assigned to a crew. For the S/D/G Officer, a PAR is an accounting for all crew members of all their assigned companies. Reports of PARs should be conducted face-to-face within the company or with the S/D/G Officer, whenever possible, and should include the number of personnel in that group. Example: "Alpha from Engine 81, I have a PAR of four", indicating all members are accounted for.

Personnel accountability report will be required for the following situations:

- A. Any report of a missing or trapped firefighter. (Command initiates a PAR of all crews on scene.)
- B. Any change from offensive to defensive. (Command initiates a PAR of all crews on scene.)
- C. Any sudden hazardous event at an incident, i.e., flashover, backdraft, collapse. (A PAR is initiated by Command.)
- D. By all crew(s) reporting an "all clear". (Company officers responsible for search and rescue will ensure they have a PAR for their crews at the time they report an "all clear".)
- E. At 30 minutes elapsed time.
- F. At a report of fire under control.

Section 9: ACCOUNTABILITY OFFICERS

- A. Accountability Officers may be engineers, S/D/G Officers, or personnel specifically assigned to sectors to serve as Accountability Officers.
- B. The first engine to each geographic side of an incident will serve as the initial accountability location. This Engine Company shall verbalize his accountability responsibilities with his follow-up size-up, i.e. 360 complete, no basement, Engine 81 will be Alpha side accountability.
- C. The engineer will serve as the initial Accountability Officer. All crews entering an incident will deliver PASSPORTS to the Accountability location closest to their point of entry prior to entering the Hazard Zone. As sectors are implemented, Sector

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Accountability Officers may be engineers, S/D/G Officers, or personnel specifically assigned to sectors to serve as Accountability Officers.

- D. As an incident escalates and staff officers fill accountability positions for each S/D/G, these Accountability Officers will be assigned to a radio channel designated by Command. Accountability Officers will report to Command.

Section 10: ACCOUNTABILITY SECTOR

- A. As an incident escalates to the level that **Accountability** Officers are assigned, Command should implement an **Accountability** Sector to coordinate all **Accountability** Officers.
- B. The **Accountability** Sector Officer will be assigned a radio channel; they may be located at the Command Post.
- C. The **Accountability** Sector Officer's responsibilities include:
1. Develop and implement a plan designed to track and account for all personnel working in The Hazard Zone.
 2. Ensure **Accountability** Officers are implemented in each sector, as necessary.
 3. Request and manage sector resources as needed to accomplish personnel accountability.
 4. Provide progress reports to Command.
 5. Initiate PARs upon benchmarks or as needed.

Section 11: "RULES OF THUMB"

- A. **PASSPORT** implementation should consider the following basic "Rules of Thumb":
1. **PASSPORTS** never enter the Hazard Zone.
 2. **PASSPORTS** must be maintained at the point of entry to the Hazard Zone.
 3. **PASSPORTS** will reflect all personnel presently in the Hazard Zone.
 4. Crews must turn in their **PASSPORTS** upon entering and must retrieve them upon exiting the Hazard Zone.

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Section 12: PASSPORT IMPLEMENTATION· THE INCIDENT

- A. Implementation of the PASSPORT system will occur at any incident that requires the use of SCBA or firefighters are at risk of becoming lost, trapped, or injured by the environment or the structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during defensive operations, vehicle accidents, hazardous material, confined space, trench, or building collapse emergencies.
- B. The objective of the PASSPORT system is to always have crew PASSPORTS at the point of entry and that they be accurate, reflecting those members entering the Hazard Zone. For those situations where it is not clear as to when and where to turn in PASSPORT, crews should consider the above-cited objective for their decision.
- C. For single company incidents, the PASSPORT system will function as follows:
 1. The first engineer of the first engine to each geographic side of an incident becomes the initial Accountability Officer, and a point of entry location for all later arriving companies to that side of the incident.
 2. The **PASSPORT** of the first engine to each geographic side of an incident will be attached to the engine Accountability Status Board.
 3. The engineer remains the initial Accountability Officer until **PASSPORTS** are collected later in the incident by the Sector or Accountability Officer who assumes accountability responsibilities.
 4. Crews of the initial assignment who have apparatus parked in close proximity to the initial engine deliver **PASSPORTS** to the first engine (accountability location), unless assigned a different point of entry.
 5. The Engineer of the first engine mounts **PASSPORTS** on the status board.
 6. As an incident escalates, and S/D/G Officers and/or Accountability Officers are assigned, all **PASSPORTS** will be delivered to these officers prior to entry into the Hazard Zone.
 7. When the S/D/G Officer is operating within the Hazard Zone, **PASSPORTS** must remain outside the zone with a designated Accountability Officer (i.e., initial engineer or staff officer.)
 8. A Sector Officer operating within the Hazard Zone will not have **PASSPORT** accountability responsibilities.
 9. Command must maintain an awareness of which engine companies are serving as accountability locations, and provide this information to companies being assigned to each geographic side of an incident (sector).

Section 13: POINT OF ENTRY CONTROL

- A. **PASSPORTS** will remain with the designated Accountability Officer at the "point of entry" to the Hazard Zone Upon entry, crews will turn in their **PASSPORT**. Upon exit, the crew must retrieve their **PASSPORTS**. The Accountability Status Board will contain only the **PASSPORTS** of those crews in the Hazard Zone.

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- B. Crews exiting at a different location than original point of entry must immediately notify their Sector/Accountability Officer. The **PASSPORT** should be retrieved.
- C. Where physical distance/harriers prevent easy retrieval of the **PASSPORT**, or the crew is being reassigned to another sector, a "make-up" **PASSPORT** must be assembled. Crew members will provide the new Sector Officer another name tag. If a "make-up" **PASSPORT** is not available, individual name tags will be placed on the Accountability Status Board. If this should occur, the original Sector/Accountability Officer must be made aware of the change, and remove the original **PASSPORT** from the status board.

Section 14: MULTI-STORY/HIGHRISE

- A. Multi-story or high-rise incidents present only a minor modification in the Standard approach to **PASSPORT** accountability.
- B. The first engine to each geographic side of an incident remains the accountability location.
- C. First-in crews parked in close proximity to the first engine will deliver **PASSPORTS** to the Accountability Officer.
- D. Once a lobby sector is established, all crews reporting to the building will deliver **PASSPORTS** to the lobby sector.
- E. The lobby sector will be responsible for collecting **PASSPORTS** of the initial companies as soon as possible and may use incoming crews reporting to the building to pick them up.
- F. **PASSPORTS** for crews assigned to the lobby sector or any support sectors within the building (non-Hazard Zone crews) will be maintained by the Sector Officers.

Section 15: TERMINATING THE PASSPORT SYSTEM

- A. **PASSPORT** accountability will be maintained through a report of "fire under control", at which time a PAR for all crews must be obtained. Command will determine at that time, based on the situation and risk, whether to continue with the **PASSPORT** system. If visibility is still impaired or a significant hazardous condition exists, Command may choose to extend the **PASSPORT** system further.

Upon termination and release from an incident, Company Officers and crew members will ensure the **PASSPORT** is returned to the dashboard of their apparatus and is up-to-date.

Section 16: RAPID INTERVENTION TEAM (RIT)

As an incident escalates, and/or crews are operating at a special hazard (i.e., confined space rescue), Command may assign Rapid Intervention Teams (RITs) at each side of the incident or point of entry. These crews will serve as stand-by rescue teams during all hazardous operations.

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Section 17: LOST/MISSING FIREFIGHTER

An absent member of any crew will automatically be assumed lost or trapped in the Hazard Zone until otherwise determined safe. Company Officers must immediately report any absent members to Sector Officers or Command. For any reports of missing firefighters. Command must initiate an immediate roll call (PAR) of all companies assigned to duty in the Hazard Zone, and announce the missing firefighters name over the air by stating "PAR not complete." Command must then request the next greater assignment or alarm (i.e., a first alarm goes to a second alarm, a second alarm goes to a third) .. and send the Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search. Simultaneously, Command must adjust on-scene strategies to a priority search and rescue effort.

Chief's Signature *Daniel Forsythe* Date 10/1/12