

# TOWNSHIP FIRE DEPARTMENT

## CHAPTER 2: STANDARD OPERATING GUIDELINES

Part 1: Response Guidelines

Subject: Identification Tags (Accountability)

Page 1 of 6

Section: 2-1-8

Effective Date: 02-26-90

Review/Revised Date: 03-01-11

- 8.01 Purpose. This policy is established to ensure accountability of all firefighters at the scene of an emergency.
- 8.02 Goal. These procedures will be in effect for all members of Township Fire Department operating at the emergency scene.
- 8.03 Definition. All members of Township Fire Department shall be issued a set of identification tags to be worn on his/her structural or wildland helmet.
- 8.04 Personal Accountability

Crew members **MUST ALWAYS** remain in contact with each other and their Company Officer/Crew Chief utilizing one of the following methods:

- Direct voice contact (no radio)
- Direct visual contact
- Touch

Where constant awareness of a position or function is known by the remainder of the crew, radio contact is acceptable for jobs such as the apparatus operator, hydrant person, or Incident Command Staff and Officers. (*Safety, Staging, PIO, etc.*)

**The success of this system will depend on the personal commitment of all Department personnel. All personnel are responsible and therefore accountable for their own safety as well as the safety of others. Each individual must ensure they are assigned to a supervisor. Individual team members report directly to their team leader.**

Each Incident Commander is responsible for the implementation of this system and shall utilize this system to account for all personnel working at the scene. Incident Commanders, Sector/Division/Group Officers, and Staff Officers shall maintain constant awareness of the location and function of all personnel assigned to their direct control.

Crews working in a hazard area or at an emergency scene shall comply with the following:

- No firefighter is to participate in, nor be assigned, to a hazardous tactical duty except as a member of a team of at least two (2) firefighters.
- Each team of firefighters shall have a designated team leader. Each team will have at least one (1) portable radio which shall be assigned to the team leader.

## **Subject: Identification Tags**

**Date: 07-26-04**

**Page 2 of 6**

- At all times, Total team integrity (*i.e., all firefighters assigned to an apparatus or crew and working as a unit*) shall be maintained whenever possible.

### **8.05 Passport Accountability System**

Township Fire Department participates in the Mutual Aid Box Alarm System (MABAS). Eau Claire County is designated as MABAS Division 126. MABAS utilizes the Passport Accountability System, in cooperation with adjacent fire departments and districts, which use a standardized system for tracking the location and assignment of crews, teams, equipment and individuals at an incident scene. This system is used by all fire departments in Division 126 as well as MABAS divisions throughout Wisconsin and other states.

#### **Nametags**

1. The Department issues each employee *six (6) 3/8" x 2"* plastic accountability tags. (Three (3) to be carried by the firefighter on their structural helmet and three (3) to be carried on their wildland helmet)
2. Each Nametag shall include the following:
  - a. Rank – abbreviated (*according to county standards*)
  - b. Last Name (*first initial and last name if two or more firefighters share the same name*)
3. Each nametag shall have Velcro attached to the back (hook side) to be placed on the passports.
4. Each firefighter shall store their nametags on the bottom brim of their helmet attached by Velcro and will keep these tags ready to use and in good condition.

Loss of these tags may result in the employee paying for the replacement cost of the lost tag(s).

#### **Passports**

1. All Department vehicles are required to have 2" x 4" plastic passports, including chief officers if they normally respond with POV's instead of a Department vehicle. This passport is used to attach the nametags of firefighters riding in the vehicle.
2. Each Department vehicle has three (3) passports of different colors.
  - WHITE – Primary
  - RED – Back up
  - GREEN – Spare (*can be used to make a second working crew from the same vehicle*)

These passports shall be in the cab of each vehicle attached to the visor near the Officer/Crew Chief position.

**Subject: Identification Tags**

**Date: 07-26-04**

**Page 3 of 6**

3. Each passport shall have the following information:
  - Agency Name
  - Vehicle type (*Engine, Tender, Brush, Squad, Truck, Chief, Ambulance, Boat, or Support*)
  - Vehicle number or designation
  - Vehicle qualifiers (*Pump size for engines, tank size for tenders, ladder length for trucks*)

Each passport shall have Velcro on the front (loop side) to attach nametags and Velcro on the back side of the passport (hook side) to be attached to the dash of a vehicle, Status Board or Command Board.

Each Command vehicle shall have a make-up kit containing blank nametags and passports with grease pens to “make up” or create the necessary nametags/passports of mutual aid crews if they don’t already have them or for lost items.

**IMPLEMENTATION**

All Personnel

1. Each firefighter is responsible to present two (2) nametags to the Officer/Crew Chief upon riding in a Department vehicle regardless of responding to an incident, for training, or any other activity. These nametags shall be placed on the primary (WHITE) and the back-up (RED) passport identifying the crew on that particular vehicle.
2. Passports shall reflect the crew currently assigned to the apparatus. Each firefighter shall be responsible to ensure that they give the Officer/Crew Chief their nametag to be placed on the company passport should they be relieving a firefighter or are assigned to that particular crew.
3. It will be the responsibility of each firefighter to reclaim their nametags from the Officer/Crew once they are reassigned to another crew, leave the scene in their POV, or arrive back at the station.
4. If a firefighter is directed individually to an emergency scene he/she shall provide the appropriate Incident Commander, Staging Officer, or Company Officer his/her Velcro nametag which in turn shall be placed on the appropriate passport as part of a working crew.

Company Officers/Crew Chiefs

1. It shall be the responsibility of the Officer/Crew Chief of to make sure each firefighter in the vehicle uses the accountability system.

**Subject: Identification Tags**

**Date: 07-26-04**

**Page 4 of 6**

2. Each Officer/Crew Chief shall maintain two (2) passports per vehicle. Passports are located in the cab near the officer seat attached to the visor with Velcro. The WHITE passport is the primary, the RED passport is the back-up. Both passports will be identical with the nametags of the firefighters of that apparatus or crew(s) assigned to him/her.

The order of nametags attached to the passports is as follows, from top to bottom:

- a. Company Officer/Crew Chief
  - b. Apparatus driver – UPSIDE DOWN (*regardless if at the pump or part of the crew*)
  - c. Crew nametags
3. The primary (WHITE) passport is kept by the Officer/Crew Chief, normally under the helmet brim attached with Velcro, and travels with them until the crew is assigned to a Division/Group Officer. The passport is then transferred to that particular officer.
  4. The back-up (RED) passport is to be kept in the vehicle. The Safety Officer will go to each vehicle, pick up the passport, and transfer it to the Incident Commander.
  5. When a firefighter is detailed elsewhere and is no longer part of a team's operational assignment, the Officer/Crew Chief shall return the nametag to the firefighter.
  6. Companies who have adequate personnel and portable radios may split the team into two or more teams of firefighters. If a company is split into two working teams of at least two (2) firefighters, the new team requires a new passport (GREEN passport) which the Division/Group Officer shall use to keep track of assignments. Each team shall have at least one portable radio and be given a call sign designator.
  7. It will be the responsibility of the Officer/Crew Chief of each vehicle to reclaim his/her primary crew passport from the Sector/Division/Group Officer and the back-up passport from Incident Commander upon clearing the scene. Once back at the station, the Officer/Crew Chief shall ensure each firefighter's nametags are returned.

**Emergency Incidents**

Incident Commander

The Incident Commander shall maintain a Command Board of all individuals, apparatus and crews on the scene as well as their presently assigned duties at all times. A Status Board may be used to attach crew passports for ease of keeping track of crews.

Incident Commanders shall create nametags and passports for crews who have lost them or for mutual aid companies who do not use the same system.

**Subject: Identification Tags**

**Date: 07-26-04**

**Page 5 of 6**

Safety Officer

At the scene, the Safety Officer will go to each vehicle and collect the back-up (RED) vehicle passport and give them to the Incident Commander for personnel accountability. The Company Officer/Crew Chief may deliver it from their vehicle to IC as well.

Sector/Division/Group Officers

Each Sector/Division/Group Officer is responsible to maintain the passport of the teams assigned under his/her direct supervision.

When a team is detailed elsewhere or is no longer part of the Division/Group's operational assignment, the Division/Group Officer shall return the passport to that Officer/Crew Chief.

Staging Officer

The Staging Officer shall collect the primary (WHITE) passport from each crew/vehicle as they report to the staging area and place the passport on a Status Board. Using the passports, the Staging Officer shall organize and maintain a resource list for the Incident Commander. When resources are assigned from or leave the staging area, the passport is returned to the crew/vehicle for later assignment.

**At incidents in other jurisdictions**

The Company Officer/Crew Chief shall maintain both the primary (WHITE) and the back-up (RED) passports as listed above and keep them in his/her possession until noted below.

1. Upon arrival at the staging area, the primary (WHITE) passport shall be transferred to the Staging Officer. When the vehicle is detailed out of staging for an assignment or to return to quarters, the Officer/Crew Chief shall reclaim their primary passport before leaving the staging area.
2. In the cases where no Staging Officer has been established and the vehicle arrives on scene, the Officer/Crew Chief shall deliver the back-up (RED) passport to the Incident Commander for accountability as soon as possible.
3. The primary (WHITE) passport shall be kept by the Officer/Crew Chief. The primary passport is transferred to the appropriate Sector/Division/Group Officer upon given an assignment, if established. Otherwise, the Officer/Crew Chief shall keep it in his/her possession.
4. Once units have been cleared from the scene, the Officer/Crew Chief shall reclaim his/her primary passport from their assigned Sector/Division/Group Officer, if assigned to one, and reclaim the back-up passport from the Incident Commander prior to leaving the scene.

**Subject: Identification Tags**

**Date: 07-26-04**

**Page 6 of 6**

### **PERSONAL ACCOUNTABILITY REPORT (PAR)**

The Incident Commander shall conduct a personal accountability report (PAR) at the following times:

- Any report of a missing or trapped firefighter
- Any change from an offensive to defensive mode
- Any sudden hazardous event at the incident such as flashover, back draft, collapse, etc.
- At **20 minute** intervals during the incident
- At the start/end of an operational period
- Any time a new Incident Commander takes Command
- Any time the Incident Command or Safety Officers feels necessary

**\*This system will continue to be utilized until all units have returned to the station.**