



1.0 POLICY:

- 1.1 It shall be the policy of MABAS to account for the location and safety of all personnel within an EMERGENCY INCIDENT PERIMETER at an emergency incident. Participation by members of any Fire Department in emergency incident mitigation without entering the PASSPORT SYSTEM is unauthorized.

2.0 REFERENCES

- 2.1 N.F.P.A. 1500 6-1.6
- 2.2 N.F.P.A. 1561

3.0 DEFINITIONS

- 3.1 Firefighter Accountability - The system a department uses to ensure that fire ground commanders know the location of each team and each team leader knows the location of other team members on the fire ground. (It is recommended by NFPA 1500).
- 3.2 Helmet Shield - (OPTIONAL) A Velcro backed plastic shield that indicates the number or symbol of a team of Firefighters. Placing helmet shields on the helmet assures fire ground commanders that Firefighters at the incident are properly checked in, are teamed up, and can be accounted for in the event of a disaster.

Using helmet shields: Each company and unit that responds should be assigned helmet shields for each on-duty position or each position that can be activated by response from home. *The purpose of the helmet shield is to identify a team, thus, no two teams should have the same helmet shield number.*

- 3.3 Name Tag - A 3/8” x 2” White, Velcro-backed plastic tag with a member’s first initial (OPTIONAL), rank (Optional), last name, four letter MABAS Fire Department name designator (Buffalo Grove = BFGR; Arlington Heights = AHTS; Lake Zurich = LKZU)

Lt. Simpson BFGR	T. Atterberry AHTS
B. Short LEYD	Capt. R. Long MTPR

- 3.4 Passport - 2” X 4” boards made of Velcro and plastic used to identify and account for members and teams. Members affix Name Tags to Passports.
 - A. *Primary Passports* - WHITE, flexible Passport preprinted with company I.D. numbers kept on a portable radio, radio holster, or other specified location. It is used to document the movement of a team within an emergency incident perimeter.
 - B. *Back-up Passport* - RED, flexible Passport preprinted with company I.D. numbers, kept on the door or dashboard of the apparatus, or other specified location, Officer’s side. It is left as an emergency back-up or automatic replacement if the primary passport is lost. It can also be used as a second method of identifying a crew if a crew is lost before they have transferred their passport to a fire ground commander. This is an essential back-up for the accountability system in service.
 - C. *Reserve Passport* - GREEN, flexible Passport preprinted with company I. D. numbers, kept in the station for multiple alarm shift changes and temporary replacement for lost primary and back-up passports.
 - D. *Blank Passport* - A GREEN, flexible Passport that is blank on the top. It is maintained in the make-up kits. Commanders can use a marker or a grease pen to customize a Blank Passport for the creation of a new company. It can also be used as a temporary replacement for a reprinted passport that has been lost or damaged.

Using the passport - Each company or team should be assigned one primary passport. The Officer or Team Leader holds onto the passport until it is passed off to a Commander. The Passport can be stored on the portable radio, radio holster, or other specified location where it will be available to the Officer or Team Leader for hand off.

- 3.5 Passport Accountability System - A procedure that utilizes Helmet Shields, Passports, Name Tags, and Status Boards to track the assignment of Commanders, Companies, Teams, and Individuals at an emergency incident.

- 3.6 Make Up Kit - These kits contain materials and supplies for integrating any non-participating department into the Passport Accountability System and for replacing lost or damaged hardware. Each kit contains an inventory of required materials, including extra status boards. The Make-up kits are carried in the Command Vehicle, or other department specific vehicle(s).
- 3.7 Roll Call - A poll of all Teams at an emergency incident to account for all personnel at that incident.
- 3.8 Status Board - A 9” x 14” hard plastic board with Velcro strips upon which Incident Commanders and/or Group Officers hold passports of assigned teams and take notes. Each apparatus shall have one status board. Additional status boards are contained in the make-up kit.
- 3.9 Team - A group of two (2) or more Firefighters who work together and are responsible for each other’s safety. No freelancing by individuals is allowed. Each Team must be equipped with a portable radio.
- 3.10 Team Leader - Usually a Company Officer or member assigned or selected as the Team Leader.
- 3.11 Velcro Pad - A permanently attached Velcro pad on a portable radio, radio holster or other specified location to which passports are attached.

4.0 PROCEDURE

- 4.1 Fire Departments shall use the Passport Accountability System as adopted by the MABAS Executive Board, in conjunction with the Incident Command System, to identify individual members of a team and their assignment, and account for the assignment of teams and units at an emergency incident.
- 4.2 The Passport System shall be expanded to accommodate multiple-alarm companies, mutual aid companies, and/or volunteer response companies and individuals.
- 4.3 Responsibility
 - 4.3.1 Commanders at an emergency incident shall use the Passport System to account for those Commanders, Companies, and Teams within their direct span of control, as outlined in this procedure
 - 4.3.2 Commanders, Team Leaders, and Firefighters shall maintain an awareness of each other’s physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.

- 4.3.3. Company Officers, Team Leaders, and individual Firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of all members working with them.
 - A. Team members must always be in contact with each other through one of the following methods:
 - 1 Voice (not by radio)
 - 2 Visual
 - 3 Touch
 - i Exception: Radio or phone contact is permissible for apparatus operators, chief officers and commanders, lobby control teams, etc. where the location of such personnel is constant and is known by the remainder of the team or response
 - B. If a team member is in trouble, the other member (s) of the team shall take appropriate steps to:
 - 1 Provide direct help
 - 2 Call for help
 - 3 Go get help
 - C. Members will stay together as Teams when in the emergency incident perimeter, and as otherwise directed by the Incident Commander, until the incident termination

- 4.3.4. Maintenance of Shields and Passports:
 - A. Company Officers and /or Team Leaders shall be responsible to supervise the maintenance and proper placement of Helmet Shields and Passports during the entire shift duty and at emergency incidents
 - B. At the beginning of each shift or work day, for all personnel changes during a shift, or when reporting directly to the station or incident, ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:
 - 1 The correct Helmet Shield on their helmet
 - 2 Their Name Tags on the correct Primary and Backup Passports.
 - C. Where staffing allows for two Teams, Company Officers could pre-assign the members of the Teams and the Team Leader of “Team B”. Each Team must be equipped with a portable radio.
 - D. Company Officers are responsible for members under their direct control. When a Team is split away from the Company Officer to a different Commander, that Commander and Team Leader are accountable for that Team.
 - E. Individuals assigned to administrative functions such as Training, Fire Prevention, etc., must have a Helmet Shield for that division. Materials and supplies for the ongoing support of the Passport System (spare tags, Velcro, etc.) shall be maintained by (specify who in your Department is responsible).

4.4 Passport System Implementation

4.4.1. Materials:

- A. The Passport System utilizes removable Helmet Shields, Primary and Backup Passports, Name Tags, and Portable Status Boards.
- B. *Helmet Shields (OPTIONAL)*
 - 1 Each company or apparatus shall have a reflective Helmet Shield or reasonable facsimile (such as tape) for each assigned team member on duty and for each member likely to respond on that company or apparatus, plus one additional Officer and Firefighter shield. The purpose of the helmet shield is to clearly identify companies, and the unit or team to which the member is assigned.
 - 2 Helmet Shields are to be kept on the designated (specify location) of the apparatus when not actually on a helmet.
 - 3 Helmet Shields shall be in place on the member’s helmet BEFORE participating as an in-service team member.
 - 4 Helmet Shields shall be color-coded as follows:
 - i Officers-WHITE background with ORANGE reflective letters.
 - ii Firefighters-ORANGE background with WHITE reflective letters.
 - iii Amb./MICU-LIME GREEN background with BLUE reflective letters.
 - iv Non-fire fighting personnel (Inspectors, Aids, Administrative Assistants, etc.) BLUE background with WHITE letters.
 - 5 Hook side of Velcro is fastened to the shield, loop side of Velcro is fastened to the helmet.
- C. *Passports*
 - 1 The purpose of a passport is to provide accountability of team members after entering an emergency incident perimeter.
 - 2 Passports are a three part board that contains the following information:
 - i Top portions contains
 - Company designator (Eng., Truck, Amb.)
 - Apparatus number
 - Jurisdiction (using the MABAS four letter designator for your jurisdiction)
 - Team Designator (if applicable) “TEAM A” or “TEAM B”

EXAMPLE: E-25 BFGR

TEAM A

- ii Middle portion is Velcro that holds team member’s name tags.
- iii Bottom portion is for recording notes such as “time of arrival” or “assignment”.
- 3 Passport color codes
 - i WHITE – Primary, normally used by everyone at the incident.
 - ii RED – Back-up, kept in the apparatus, Officer’s side (specify location)
 - iii GREEN – Reserve, kept in the station.
- 4 There shall be two (2) Passports (one primary (WHITE) and one back-up (RED) provided for each on duty Chief, Company, Unit and Team.
 - i The Primary Passport (WHITE) shall be attached to the Officer’s portable radio, radio holster, or other specified location until used as a Passport for entrance into an emergency incident perimeter.
 - ii The Back-up Passport (RED) is a duplicate of the Primary Passport and is used as follows:
 - For identification of Team Members when the Primary Passport and is unavailable
 - Back-up Passports are kept on the door, dashboard, or other easily visualized location (specify) of the apparatus, Officer’s side.
 - iii Reserve Passports (GREEN)
 - Engraved, company-designated GREEN flexible Passports are kept at the station the apparatus is assigned, and used for:
 - * replacing a lost Primary or Back-up Passport
 - * Members who need to report for shift change at the emergency incident
 - Blank GREEN flexible Passports are carried in the make-up kit and are used for:
 - * Temporary replacement of engraved, company-designated green flexible Passports that have been placed in service.
 - * Additional make-up companies and mutual aid companies that respond to the incident scene without passports.
 - Hook side of Velcro is fastened to the Passport

D. *Name Tags*

- 1 Each uniformed member of the Fire Department shall maintain a minimum of six Velcro Name Tags.

- i (If assigned to a company) Two name tags are kept on the apparatus, station wall, or other location (specify location), to which the member is normally assigned (base company). These name tags are the ones that are attached to the primary and back-up passports when reporting for duty. At the beginning of each shift, or any time a personnel change occurs, the Firefighter must place his/her name tag on the passport. **IMPORTANT ...Name tags must be attached to the passports BEFORE SIGNING ON DUTY AND BEFORE OR WHILE RESPONDING WITH THE APPARATUS**

It is recommended that on-coming personnel exchange the name tags and the helmet shield of the Firefighter he/she is relieving. This will eliminate the possibility of name tags of the relieved person being left on the Passports or helmet shields or not being exchanged

- ii Exceptions
 - When assigned to an apparatus such as the FPB car, Paramedic unit, or other apparatus that can respond without the base company, the Firefighters attach their first two name tags to the primary and back-up passport of that FPB car, Paramedic unit or other apparatus. When responding with the base company, they should take their tactical direction from the base Company Officer until re-assigned. Until re-assigned, they should piggy-back their passport to the base company as soon as possible, (or specify per department policy).
 - When assigned to more than one apparatus at the same time, such as three members who respond on either an engine or ladder truck, (depending upon the call or dispatch), the members shall use two additional name tags from their helmets to maintain passports on **BOTH** apparatus during the shift.

- iii Hook side of the Velcro is attached to the Name Tag.
- 2 Four (4) name tags are attached with Velcro to the underside of the rear brim of the member's helmet and are used for the following purposes: (Loop side of Velcro is attached to the helmet.)

- i Details out....When sent to another apparatus at a different station temporarily, the member removes the name tags from the primary and back-up passports of the base apparatus and places them on the storage area. When reporting to the new apparatus, the member uses two name tags from under the helmet to attach to the primary and back-up passports of the new apparatus.
- ii Multiple alarm temporary created teams.
- iii Immediate replacement of lost tags.
- 3 Company Officer and Team Leader Name Tags are the first Name Tag on the Passports.
 - i When a detailed, off-shift or volunteer member reports directly to an emergency incident the member reports to staging (or Command if staging has not been established) for assignment.
- 4 Engineers remaining with their apparatus shall be designated by turning their name tags upside down, on the bottom of the Primary and Back-up Passports.

4.5 Emergency Incidents

4.5.1. Reporting to the incident

- A When a Company or Team reports to an Incident, Staging, or Group, they transfer their Primary Passport (s) to that Commander except as defined below.
 - 1 Primary Passport (s) will remain with the Officer or Team Leader when:
 - i They are the only unit at the incident.
 - ii They are a committed first arriving unit (s) at an incident before the establishment of a Command Post or have passed command.
 - iii They are on or directed to a remote side of an emergency incident before the establishment of a Group Command
 - 2 Firefighters who report to an incident from home should report to Staging. If Staging has not been established, report to the Incident Commander. The Staging Officer or the Incident Commander may assign the reporting Firefighter to an operational Company or to make up a Company.
 - i If assigning to an operational Company, the name tags (taken from their helmet) need to be attached to the primary and back-up passports and a helmet shield issued.

- ii When assigning to a make-up Company, Firefighters will give Staging or the Incident Commander two name tags from their helmet for recording. The name tags will be attached to a primary and back-up passport for the make-up Company.

The Staging Officer or Incident Commander assigns Firefighters to make-up Companies, then gives them helmet shields. The Primary Passport is given to the assigned Team Leader upon assignment and the Back-up Passport remains with the Staging Officer or the Incident Commander.

- 3 Occasionally, mutual aid companies or individuals will be used at the incidents that are not part of the MABAS Passport System. Those individuals can be included in the Passport Accountability System by using the equipment in the make-up kit. Individuals needing accountability materials should report to the staging area where name tags can be written, blank green passports customized, and helmet identification created using medical tape. After this process, everyone should be provided a brief overview of the Passport Accountability System and their duties.
- 4 When first arriving Companies/Teams, that have not transferred their Passports to a Command Function, leave a hazardous area, they will report their Company/Team status to the Incident Commander by radio or personal contact. The Commander will:
 - i Direct the unit or Team to a command function or new assignment where they will transfer their Passport (s).
- 5 Crews exiting in a Group other than that in which they are assigned, should alert their original Group so that the Group Officer is aware of the crew's new location and status so they can be accounted for, given a new assignment, or ordered to report back for their Passport.

When an appropriate amount of time has passed and the Company Officer has not returned to or notified the Group Officer that they have exited the building, it will be the Group Officers responsibility to initiate a search for the missing Company or Team.

- 4.5.2. During emergency incidents:
 - A Commanders will require the transfer and use of Passports at every incident with an established Staging area, Group, or a multiple alarm fire. On small incidents, the actual use of the Passport System is not required, but recommended.
 - B Staging Area Commanders will record the time that Teams report to Staging. Staging and – Rehab Group Commanders will utilize

Status Boards to track Teams. Rehab Group Commanders will enter times on the Passports to assure proper rotation of crews occurs.

- C When a Commander (Incident or Group) relieves a Team, the Commander will:
 - 1 Confirm with the Team Leader that all Team members are accounted for.
 - 2 Inquire as to the progress or completion of their assignment.
 - 3 Return the Team’s Passport (s) to the Team Leader.
 - 4 Direct the Team Leader to Rehab or another Command Function, and
 - 5 Advise the designated Group that “E50, Team A/B” has been directed to report to that Group. The receiving Group WILL ACKNOWLEDGE and record that information on the Status Board.

4.5.3. Roll Call

- A Group Officers and Team Leaders will conduct an emergency incident Roll Call using the Passport System as follows:
- B When a Team is relieved of an assignment and transferred to a different Group, Group Officers will confirm that the Team Leader has conducted a Roll Call of his Team.
- C When a Group Officer presumes a Firefighter, Company, or Team is missing or trapped, the Group Officer will start rescue efforts As Soon As Possible at the last known location. The IC will then conduct a Roll Call of the emergency incident to confirm the status of missing personnel.

- 1 Example:

“Command to Dispatcher and all Groups, an unidentified (_____) distress call has been transmitted.”

*Command to all Groups, conduct a roll call of your units.”

“Group ‘B’, message received.”

“Group ‘C’, message received.”

“Roof Top Command, message received.”

“Group ‘B’ to E-45, conduct a roll call.”

“E-45, message received.”

“E-45 to Group ‘B’ all members accounted for”

“Group ‘B’ to Command, all accounted for.”

“Command, message received.”

NOTE: Whenever possible, Roll Call will be conducted without the use of the radio to keep the frequency clear.

D Before there is a change from an offensive to defensive fire ground strategy.

1 Example:

“Command to all Groups we are setting up to change to a “DEFENSIVE STRATEGY”. Withdraw all units from the building and conduct a roll call”.

“Group 2 to Command, message received, withdrawing.”

“Roof top, withdrawing.”

“Group ‘C’ to command, all units accounted for and out of the building.”

“Group 2, all units accounted for and out of the building.”

“Command to Group C and Group 2, message received.”

“Roof top to Command, all units off the roof and accounted for.”

“Command, message received.”

E When there is a catastrophic change in the incident such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.

F When the Incident Commander, Company Officer or Team Leader determines that a need for a Roll call exists.

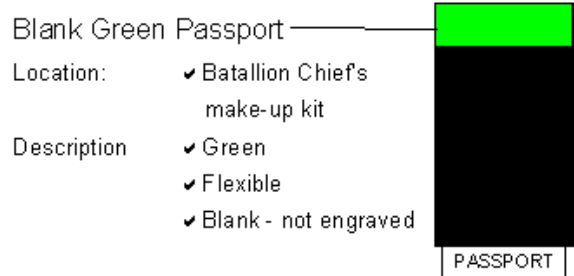
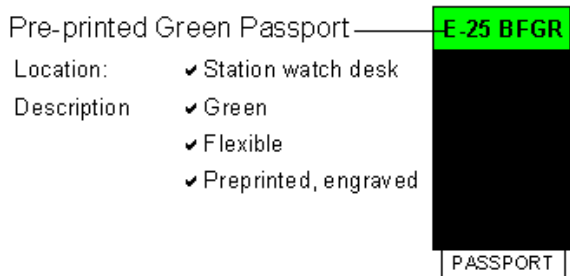
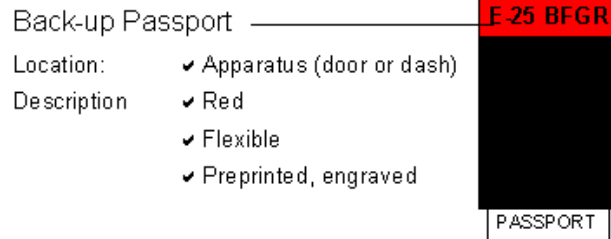
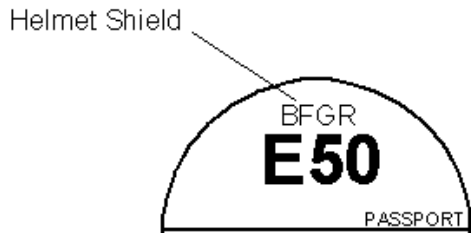
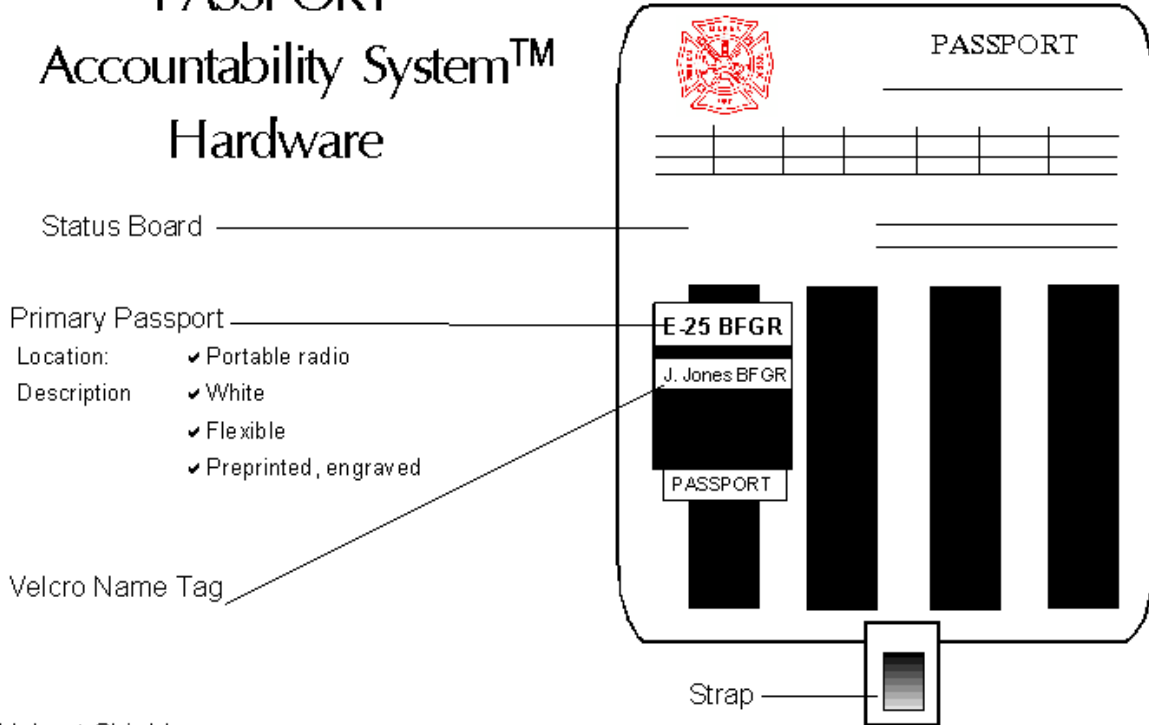
4.5.4. Required Materials

A Fire Departments shall order materials and supplies to maintain the Passport System as follows:

- 1 One (1) engraved WHITE flexible Passport and one (1) engraved RED flexible Passport for each possible Team of two or more persons from a Company, Command vehicle, Special Unit or reserved apparatus.
- 2 (OPTIONAL) one (1) Helmet Shield for each On-Duty Officer, Firefighter, EMS/MICU, and Non-fire fighting personnel assigned to an apparatus, vehicle or can be expected to respond to, or with, plus (appropriate spare, Department specific).
- 3 2” White Velcro strips (non-adhesive, hook side of Velcro) for making make-up or replacement name tags (cut off two name tags and write the persons name on the tags.)
- 4 One (1) GREEN engraved flexible Passport(s) for each assigned Passport.

- 5 Self Adhesive Velcro pads (loop side of Velcro) for helmets, doors, radios, etc. (VELCRO BRAND VELCRO ONLY, OTHER BRANDS ARE NOT COMPATIBLE!)
- 6 One (1) status board for each Fire Department vehicle.
- 7 Passport System Make-up Kits for each (specify vehicle) to contain materials as follows:
 - i Two (2) Status Boards in the Make-up Kits
 - ii Twelve (12) blank green passports for make-up kits.
 - iii Four (4) feet of 2" wide white Velcro for making Name Tags and temporary Helmet Shields, one pair of scissors, two permanent marking pens, four (4) extra grease pens and one roll of 2: wide medical tape.
 - iv Specify) sets of Make-up Company Helmet Shields and Passports for Command Vehicle, or any other vehicle(s) department decides is appropriate.

PASSPORT Accountability System™ Hardware



PASSPORT™ ACCOUNTABILITY SYSTEM
Ordering Guide (MABAS)

- I. Passports – a set of the following for each responding apparatus (TRK., AMB., ENG., TNK., etc.)
 - A. One soft white passport (primary)
 - B. One soft red passport (back-up)
 - C. One soft green passport (reserve)
 - 1. Specify the type of rig
 - a E – Engine
 - b T – Truck
 - c S – Squad
 - d CH- Chief
 - e AMB – Ambulance
 - f TNK - Tankers
 - 2. Specify the apparatus number
 - 3. Specify four letter MABAS designation
 - D. It is suggested that each department have 12 blank green Passports in the make-up kit.
 - E. A sample passport order form is attached.

- II. Nametag (Suggested 6 per man)
 - A. Specify last name and four letter MABAS designation
 - 1. Include rank if appropriate
 - 2. Include first initial, if your department has duplicate names
 - B. A sample name tag order form is attached.

- III. Status Boards
 - A. One each for appropriate responding rigs (Engine, Tanker, Truck, etc) plus 2 in the make-up kit (specify with or without strap)

- IV. Make-up Kit/ Carrying Case
 - A. Large enough o carry status boards and extra Velcro, blank name tags, etc. Extra Velcro, scissors, marking pens, grease pens and 2: medical tape to be supplied by the department.

- V. For more information on Fireground accountability System vendors, call the MABAS executive secretary at 630-668-5323.

