



KOOTENAI COUNTY FIRE MODEL PROCEDURE

SECTION 8 – PASSPORT ACCOUNTABILITY

Adopted: July 11, 2014

1.0 PURPOSE

- 1.1 This model procedure is endorsed by the Kootenai County Fire Chiefs Association as a template for planning and training for all fire departments and districts in Kootenai County.
- 1.2 The purpose of this model procedure is to provide a standard way to use the emergency incident Passport Accountability System, in addition to the accountability and unit of command that is provided by the Incident Command/Incident Management System and the ICX software used by some agencies.

2.0 REFERENCES

- 2.1 NFPA 1561
- 2.2 NFPA 1500 6-1.6

3.0 DEFINITIONS

- 3.1 **Abandon**: The immediate exit of all crews within the hazard zone. Abandonment will be accomplished expeditiously, taking only the equipment necessary to facilitate a safe escape.
- 3.2 **Withdrawal**: To exit the structure or hazardous area, while removing hose lines and emergency equipment, due only to a change in strategy, typically from offensive to defensive.
- 3.3 **Emergency Roll Call**: A poll of all teams/companies/personnel at an emergency incident to account for all personnel at that incident, working inside the incident perimeter. This process is also referred to as a **PAR** or Personnel Accountability Report.
- 3.4 **Passport System**: A procedure utilizing helmet shields, name tags, passports and status boards to track the assignment of commanders, companies, teams and individuals at an emergency incident. The Passport System does not protect a firefighter from poor tactical decision or careless acts. It is simply

provides information about who and how many firefighters are in a specific vicinity of the fire ground.

- 3.5 **ICX Software:** ICS software is a web based management tool that integrates participating agencies with incident strategy and tactics.
- 3.6 **Helmet Shields:** Has letters and/or numbers identifying a company, unit or administrative assignment. Unit designators may be located on the front or side of the helmet to easily designate company/unit assignments.
- 3.7 **Name Tag:** A tag with a name for use on the Passport or by the Incident Commander.
- 3.8 **Primary Passport:** White; passport kept with team leader.
- 3.9 **Back-up Passport:** Red; passport stored visibly on the officer's side of the apparatus.
- 3.10 **Reserve Passport:** Green; used for multiple alarm shift changes and temporary replacement for the lost primary or back-up passports.

4.0 MODEL PROCEDURE

- 4.1 Company/Station officers will supervise the maintenance of helmet shields and passports so that they reflect the proper company/unit assignment.
- 4.2 When a company/unit reports to an incident, staging, division or group supervisor, they will transfer their primary passport to that supervisor except when:
 - 4.2.1 The first-arriving unit at an incident will transfer their passport or crew information to their supervisor at an appropriate time (completion of task, bottle exchange, rehab, etc.) or,
 - 4.2.2 They are directed to a remote side of an emergency incident before or after the establishment of a division or group supervisor, or
 - 4.2.3 The company has checked in at the command post and has left the primary passport or crew information with the IC or Aide.
- 4.3 When a supervisor presumes a firefighter or team is missing or trapped, a "Mayday" transmission will be initiated and the supervisor will start rescue efforts as soon as possible at the last known location.
- 4.4 The incident will then conduct a Roll Call/PAR of the emergency incident to confirm the status of missing personnel.
- 4.5 The Incident Commander will conduct a Roll Call/PAR when there is a catastrophic change in the incident; building collapse, explosion, backdraft, etc.
- 4.6 For agencies utilizing the ICX software, passports from agencies that do not use the software, mutual aid companies will hand off their passport to the Incident Commander or Supervisor.

4.6.1 For agencies not using ICX software for their daily operations, a passport is expected from all responding agencies to use for tracking personnel on scene.

5.0 RESPONSIBILITY

5.1 From the beginning of shift or when in an 'in-service status', officers and firefighters are responsible to maintain the correct helmet shield or identifier on their helmet.