In order to improve accountability and consistency of personnel during incidents, Master Passport Boards have been issued and installed at all 8 stations. All Operations personnel have been issued 1 passport tag per board, per station. The **on-duty Engineer** for the shift shall be responsible for attaching and updating the Engine, Truck or Rescue passports for the shift and throughout the shift. If the passport tag is missing at any particular station, the on duty Engineer shall fill the spare blank one and order a replacement for the individual who is missing their tag on the Master Passport Board at the station that is missing it. The passport tags will no longer be carried by individuals under their helmets.

We would like to thank Engineer Moses Romo, Engineer Josh Henderson, and Battalion Chief McCoy for updating this important policy and procedure.

Lee Waldron, Acting Fire Chief
By

Tony Pighetti, Acting Administrative Battalion Chief

I. POLICY:

A. It shall be the policy of the Santa Barbara City Fire Department to provide for personnel accountability on those incidents where department personnel may be exposed to a "Hazardous Area" as defined in this policy.

II. PURPOSE:

A. To provide an organized system of accounting for emergency personnel at the scene of an incident that may involve a "hazardous area", and to provide a rapid means of determining the general location of those personnel.

B. In addition, this policy shall establish a reliable means of conducting a personnel accountability roll call (PAR) for incident personnel when the Incident Commander, Safety Officer, or PAS Officer, determines it is necessary.

C. The Passport system will be standard through out the County of Santa Barbara for all fire departments.

III. DEFINITIONS:

A. "Passport" Accountability System: The "Passport" system is the emergency incident accountability system used by the Santa Barbara City Fire Department. Components of the Passport System include nametags, plastic cards (passports) and status boards.

    1. Name Tags: 3/8" X 2", Velcro backed plastic tags with the City's 3 letter designator, employee's last name, and first initial

    2. Passports: 4" X 2" plastic cards with Velcro on the front and back. The cards are labeled at the top, with Santa Barbara FD, and identify the piece of equipment it is assigned to.

    3. Status Boards: 14" X 9" plastic boards. The status boards are mounted with Velcro on the inside of the Engineer's door of each engine with the "ON INCIDENT/STAGING" side facing outward. The rear of the board has three vertical Velcro strips to be used for affixing nametags and passports of those personnel who are on scene and not involved within the hazard area.

B. Evacuation Signal: (See S-V-1 Fire Ground Safety, section VI Evacuation)

C. A radio signal on all radio frequencies being utilized at the incident repeated three times will be "Abandon the Building" (or Area).

D. Hazardous Area: A Hazardous Area is defined as any area that requires the use of an SCBA or where a Firefighter is at risk of becoming lost, trapped, or injured by the environment or structure.

    1. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

E. Personnel Accountability Report: A Personnel Accountability Report is a roll call to account for all personnel on the incident. The Personnel Accountability Report will be initiated by Command, the Pas Officer or Group Supervisor for the following situations:

    1. Any report of missing or trapped Firefighters.

    2. Any sudden hazardous event at the incident. (i.e., Flashover, backdraft, collapse, etc.)

    3. Any Change from offensive to defensive.

    4. Any time an emergency abandonment is declared.

    5. Any time Command or PAS Officer deems necessary.

IV. SAFETY:

A. Companies shall remain intact and all personnel shall operate in the same area.

B. If a company must be divided to perform required functions, division/group must maintain control of all members assigned to them.

C. When personnel are relieved for rest and rehab, the entire company shall be relieved whenever possible and PAS officer should be notified.

D. Company officers must know the location of all personnel in their company at all times.

E. There shall be no transfer of personnel from one company to another on the emergency scene without positive communication between the two affected company officers and Incident Command.

F. PARs should be done periodically throughout the incident to ensure crew safety.

V. ROLES AND RESPONSIBILITIES:

A. The role of PAS Officer will be assumed by the engineer from the engine company that is assigned RIC.

B. The PAS Officer will report directly to the IC, Operations or Safety.

C. PAS Officer is responsible for the following:

1. Sending EVAC signals if required

2. Maintaining the status board and accounting for all crews/personnel assigned to their status board. Including providing information on general activities and times of entry.

D. PAS Group Supervisors are in charge of all PAS Officers and overall accountability on an incident. They shall report to Command and are responsible for the following.

1. The coordination and supervision of all PAS Officers.

2. The development and implementation of an incident accountability plan.

3. Reporting to and providing progress reports to command.

4. Initiate Personnel Accountability Report as needed.

5. Request resources as needed.

6. As needed, assign a separate radio channel for accountability.

E. Incident Commanders are responsible for ensuring that accountability is included in an emergency incident and a PAS Officer or PAS Group Supervisor is assigned if necessary.

VI. PASSPORT PROCEDURES

A. Each Station has a Master Passport Board with 1 individual tag for all fire personnel. The **on-duty engineer** shall be responsible for updating the apparatus passport boards at the start of each shift, and throughout the shift when crew changes are made. If the passport tag is missing from the station master board the on-duty engineer shall use a blank tag with the corresponding crew member's name. Replacement orders will be sent in by the engineer requesting new tags to Debbie Southgate.

B. Each engine/truck will have one passport attached to the "ON INCIDENT/STAGING" side of the status board. Passports will identify the personnel currently assigned to that piece of equipment by affixing nametags. It will be the **responsibility of the engineer** to hand the passport to the PASS Officer when assigned to an incident.

C. During single company operations the passports will remain with the apparatus unless otherwise instructed by the Incident Commander.

D. The Passport Accountability System will be implemented on all structure fires and any incident that includes a "Hazardous Area".

E.   The BC vehicle will be the accountability location with the Engineer of the RIC engine being the PAS Officer. All arriving engines shall place one of their passports on the backside ("On Incident/Staging") of the status board at the BC vehicle.

F.   As personnel enter the hazard area, the PAS Officer will move name tags/passports to the front of the status board. Time permitting, notations of general activities and times entering the hazard area need to be made, using a grease pencil, next to the name tags/passports. As personnel leave the hazard area their name tags/passports should be moved to the rear of the status board.

G. As the incident grows and more that one PAS Officer is assigned, Command may need to establish a PAS Group Supervisor.

H. Termination of the Passport system can be made by Command once a determination is made that there is not a hazardous area on the incident.

I.   As personnel are released from the incident, they must take their nametag or passport with them to indicate they are no longer on scene. If personnel are given an assignment that removes them from the incident, they shall take their nametag with them. If they return to the incident, they shall place their nametag back on the status board.

J.   In the event that the IC deems a PAR is necessary, a roll call of units will be performed to determine if anyone is unaccounted for.

 1.   During a PAR, radio traffic should be held to a minimum in order to better facilitate the communications.

 2.   The Incident Commander or the designee will notify each division/group and have them do a roll call of the units assigned to their division/group. The status board will be the checklist for the roll call.

  a)   If there are no division/groups, the individual engine companies will perform the PAR.

 3.   The division/group will then report back with the results of their roll call ASAP.

 4.   If a company fails to give a return of the PAR, then the Incident Commander will immediately deploy a R.I.C. team to locate the crew that has not given a PAR. (See E-III-9 Lost/trapped FF and E-III-7 R.I.C.)