



**Jefferson County Fire and EMS**  
**Personnel Accountability**  
**Page 1 of 3**

**JC OG: 008**

**Date: 10/01/10**

**Revised: 9/01/24**

**Purpose:**

To provide guidelines for personnel accountability on emergency scenes. The ability to track and account for all personnel on an emergency scene is critical to insure their safety and ability to complete their task and or assignment.

**Scope:**

To account for all personnel at any given time within an emergency incident scene. The Personnel Accountability System applies to any fire/EMS personnel, mutual aid personnel, support personnel or other individuals who operate at an emergency incident.

**Emergency Personnel Accountability System Procedure:**

This procedure is written to identify a system of incident scene personnel accountability. The purpose is to account for all emergency personnel at any given time of an incident. It shall be the policy of the Fire Department or Fire Companies to account for the location and safety of all personnel. Participation by department or company personnel in emergency incident mitigation without using the PASSPORT Accountability System is unauthorized. The Passport System shall be used in Jefferson County.

**Accountability:**

- Accountability involves all personal's commitment to work within the safety system at an incident at all times. Command should always attempt to maintain an accurate tracking and awareness of where resources are committed at an incident.
- Accountability is more than an accurate passport. Accountability is the company officer's way of keeping crews together, staying on the hose line, working in pairs, leaving when you're low on air, carrying their portable radio, turnout gear properly marked, and ID on helmets.
- Command will always be responsible for including accountability as a major element in the ICP (Incident Action Plan), and must consider any barriers effecting accountability and be able to react to those barriers accordingly.
- Division, Group or Sector officers should always maintain an accurate tracking and awareness of crews assigned to them. This will require the Division, Group or Sector Officer to be in his/her assigned area and maintaining close supervision of crews assigned to them.
- Company Officers, Crew Leaders, and individual firefighters are accountable for the safety of themselves and other members of their crew. Crew members shall maintain a constant awareness of the position and function of all members working with them.

- All crews are to work with Command, Divisions, Branches, Groups or a Sector Officer - NO FREE LANCING.
- Crews arriving on the scene should remain intact for all intent and purpose. A minimum crew size will be considered two members and radio communication is mandatory. When staffing allows for Trucks and Rescues that have two crews, Company Officers will assign the members of the crews and the Crew Leader to a "X-RAY Crew". A minimum crew will be considered two or more members equipped with a radio.
- All crews should be supervised by a Company Officer or Assigned Crew Leader.
- All crews will go in together, stay together, and come out together when there is imminent physical danger or as otherwise directed by the Incident Commander. Reduced visibility and increased risk will require personnel to work in close proximity, maintaining contact, either visual, touch, or voice (not by radio).
- Officers/Crew leaders may detail individuals out for an assignment, however, the individual must return to his crew immediately upon completion of the task.
- All crews arriving at the incident will deliver their "**PASSPORTS**" to the designated Command Post location prior to engaging in on scene operations. If there is no designated drop off location then the passport tags remain on the officer door of your respective apparatus.
- **NO FREELANCING.**

#### **Accountability for Fire Fighters Not Arriving on Fire Apparatus:**

Responding fire personnel not arriving on fire apparatus should report to the Incident Command Post with full gear, SCBA and their Accountability Card or Name Tags.

**PAR (Personnel Accountability Report):** A roll call of all crews/divisions/groups/sectors/and or teams at an emergency incident to account for all personnel within hazardous areas.

Information should include at a minimum, UNIT #, CREW SIZE, ASSIGNMENT AND LOCATION. PAR checks will be conducted in accordance with Jefferson County ECC policy.

**(Example: Engine 6 is PAR, crew of 4 on the first floor, back bedroom on the C-D corner performing search).**

#### **Accountability Cards/Name Tags:**

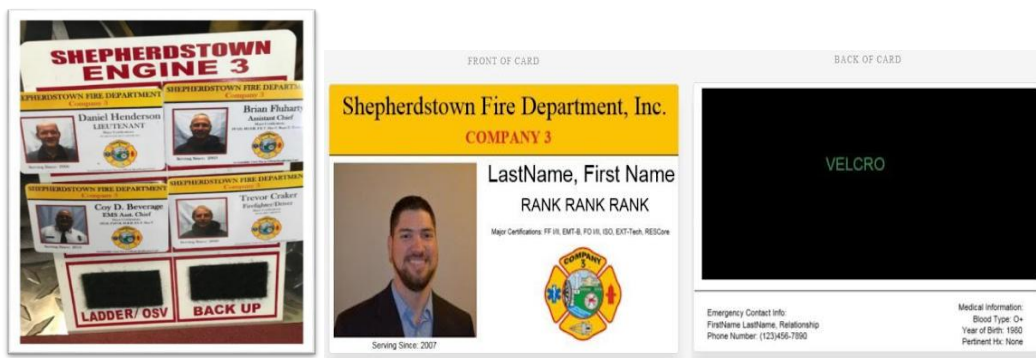
- Each Accountability Card or Name Tag shall have, at a minimum, the following information: Fire Department Name, Picture if using Cards, Member's Name, Rank and Major Certifications, i.e., FF1 etc.
- Each member of the fire department shall maintain at least one Velcro-backed nametag or one Card
- For each alarm, each responding member shall ensure that their nametags or cards are attached to their vehicle's passport board and that you have the correct helmet front before leaving the apparatus.
- The Company Officers card or name tag is the first name tag on the top of the Passport Board followed by the Driver/Operator and then those riding in the rear positions. Driver/Operator and Exterior only personnel tags shall be upside down.
- The Passport board should reflect all personnel present on an apparatus.
- The cards or name tags will have velcro and should be attached to the collar of the turnout coat and or affixed to the bottom aft side of fire helmet using a Velcro strip when not in use.

- If a member leaves the incident, that person shall remove their name tag from the passport after obtaining approval from the Incident Commander.

### Accountability Boards:

- Will store the specific helmet front shields for each riding position on the unit
- Any unused fronts will remain on the board
- The Accountability Board will be brought to the Command Post at each incident that has set up Incident Command.
- All riding positions should have their correct riding position helmet front on their helmet and their card or name tag shall be affixed to the Accountability Board.

### Examples:



X

---

Chairman of the Fire and Rescue Association

Approved Date:  
Implementation Date: