**POLICY AND PROCEDURE MANUAL MABAS DIVISION II**

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APPROVED BY MABAS PRESIDENT: John- Paul Schilling

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**SUBJECT:** PASSPORT ACCOUNTABILITY SYSTEM

**POLICY:** It shall be the policy of all MABAS DIVISION II departments to account for the safety and location of all personnel within an incident perimeter following the general guide of MABAS ILLINOIS Policy # 102.02. This policy will address the distribution of Passports at MABAS Division II incidents, superseding the MABAS-wide policy. Firefighters operating in hazardous areas at emergency incidents shall operate in teams of two or more. Participation by department members at emergency scenes without entering with Passports is NOT authorized. The Passport System shall be utilized to identify individual members, their units, and their assignments at emergency scenes of all levels, beginning at any multi-unit emergency scene.

**RESPONSIBILITY:**

* A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both MABAS Division II ﻿members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.
* A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.
* A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders (IC) or some similar process, a status board, helmet shields, passports and name tags shall be maintained.
* Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.
* Supervisors shall implement sufficient tracking methods for personnel at the individual, company, division, group, and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.
* The IC should, when possible, designate an accountability officer to monitor who is in-charge of each area, what crews are assigned to each area, where each area is located and the area assignment.
* If division or group supervisors are assigned, they are responsible to keep track of all crews under their supervision. ﻿Company Officers ﻿must know the location and assignment of each firefighter in their crew.
* All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.
* Each department shall maintain their own Passport System materials and utilize them as defined in the MABAS policy.
* Commanders, company officers and individual members are accountable for the safety of themselves and other members of their units. All members shall maintain awareness of the position and function of all members working with them.

**PROCEDURE:**

PASSPORT SYSTEM IMPLEMENTATION

Each response apparatus shall have a RED and WHITE passport with their four-digit department identifier and apparatus identifier on each of them.

Company officers shall be responsible for placing member identifiers onto the RED and WHITE passports prior to any potential emergency and updated as necessary throughout the shift.

* Company officers shall be placed on the top of both the RED and WHITE passports. The crew members shall follow underneath the company officer. All outside people (I.E., apparatus engineers) shall be placed upside down at the bottom indicating they will be staying out of the incident “hot zone.”

MABAS Division II departments will have the option to use materials that follow MABAS ILLINOIS Policy # 102.02 with the addition of helmet shields that must be used.

**EMERGENCY INCIDENTS**

All personnel operating at any scene that requires multiple apparatus/companies shall implement the Passport Accountability System to track personnel within the incident perimeter using a Point-of-Entry concept.

* It is recommended that initial apparatus leave the RED and WHITE Passport with their vehicle at all incidents should the incident need to be elevated.
* Both the RED and WHITE passports shall be placed on the officer side of the apparatus with the ability to be reached from a standing position outside the apparatus if/when an accountability officer comes to retrieve them.
	+ Reporting to the incident – Both Red & White passports shall be given to Command upon arrival at the scene.
	+ White Passport: Shall stay with command throughout the incident. This is the Point-of-Entry to the incident.
	+ Red Passport: Shall be given to the company officer when directed to report to a Division / Group Supervisor. As the company is reassigned to various Divisions, the Passport shall move with the company officer to each Division Supervisor the company has been directed to. Typically, this is the Point-of-Entry to the hazardous area.
* During the incident – All companies should be tracked as they are assigned to various Divisions, this includes if assigned to Rehab. If companies are either combined or split, names should be moved accordingly to different passports. The Division Supervisor may make a note on the bottom of the passport as he feels needed, this may include time and task. Each Division Supervisor should assure that all members listed on the Passport are accounted for, both upon arriving and departing their specific area. As companies move from Division to Division it is the responsibility of the current Supervisor to notify the receiving Supervisor what company to expect so the company is accounted for at all times. This may also be accomplished by an Accountability Officer at the Command Post if assigned by the Incident Commander using the Red Passport.
* Released from the incident – Once a company is released from the incident, the company officer shall retrieve both Red & White passports. If make-up passports were issued, the company officer shall return all helmet shields and passports to Command.
* Special Teams Passport: Each of the special teams within Division 2 use a specific color for their team members listed below. When they arrive on scene they should report to command and give their passports. When directed by command one passport will be given back to the team leader to be handed to Division / Group Supervisor.

TRT: Orange

Hazmat: Yellow

Water: Blue

Fire Investigator-Red with White Lettering