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Fire Ground Accountability

PURPOSE: A The primary intention of the accountability passport is to track all personnel in a hazard zone, although the system can be expanded to monitor personnel resources in Rehab, Base, and Staging.

GUIDELINE: Passports on all front-line engines, trucks, and BC vehicles will have two company accountability passports — one green and one yellow. One name tag for each on-duty personnel will be attached to each passport at shift change or any time staffing changes occur.

- Chief Officers - White with black letters
- Fire Captains - Red with white letters
- Fire Engineers - Yellow with black letters
- Firefighters - Green with white letters

It is the captain's responsibility to ensure the passport reflects the on-duty crew throughout the shift, but it is the crew member's responsibility to see that his/her name tag is on the passport whenever a personnel change occurs.

The **green** passport is the **primary** passport. During routine incidents, it remains with the company officer (inside turnout coat). In the event a division or group is established, the passport shall be presented to the division/group supervisor once the company is assigned. If the company is released by the division, they reclaim the passport. The passport is always left with the supervisor at each new assignment (division/group/rehab) and reclaimed when released.

The **yellow** passport is the **back-up** passport. It remains on the engine and can be collected during level II accountability.

When deployed at an incident, the passport shall reflect the status of each crew member. Those crew members deployed "inside" the building or in the hazard zone (RIC team) are reflected on the passport with the nametag "right-side-up". Those crew members remaining outside of the hazard zone (engineer at the pump), shall be placed on passport with the nametag "upside down".

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Shoulder rockers with apparatus numbers are provided at each fire station. When assigned to a different station, the firefighter will replace his/her shoulder markers on their coat with the ones identifying the newly assigned apparatus. The other shoulder markers should be placed on the shoulder rocker board until the end of the shift, when this process is reversed.

I. Level I Accountability Status

a. When apparatus arrive at an incident, the **yellow** passport is left in place on the apparatus. Accountability is maintained by the IC through the use of the daily personnel rosters. The battalion chiefs and captains shall maintain a current on duty daily personnel roster in their vehicle to assist with accountability if necessary, during an emergency.

b. Captains shall carry the green passport with them during operations so the passport can be handed off to a division/group supervisor when/if necessary.

II. Level II Accountability Status

a. Upon requesting a second alarm, the IC may designate an Accountability Officer or AO. Once assigned, the AO collects all yellow passports from apparatus at the scene and delivers them to the ICP. The system is now in “Level II” status. The AO must continue to collect all yellow passports as other apparatus arrive.

b. Off-duty personnel not responding in apparatus must report to the ICP. If assigned, their nametags will be affixed to appropriate passports.

c. When the accountability officer arrives at the ICP with passports, the IC shall verify that all companies are accounted for.

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III. Accountability During Rehab and Staging

a. On multiple-alarm fires, it may become necessary to track personnel in Rehab and or Staging. Once designated, the Rehab or Staging Officer will procure a roster and set up a location, announcing the location over the air.

b. When companies' check-out of the hazard zone and into Rehab, they will recover their green passport from the Division Supervisor. The company will proceed directly to Rehab and present the green passport to the Rehab Officer. The Rehab Officer should note the "time-in" of the company, so the most rested crew can be utilized from rehab.

c. Crews checking in to Staging shall present their green passport to the Staging Officer. When assigned to the incident, they will retrieve the green passport and hand off to their Division/Group Supervisor upon arrival at the incident.

IV. Accountability at Multistory Operations

a. During multi-story operations, if Base has been established, the company officer will present the green and yellow passport to the Base Manager. The green passport will be given back to the officer when his/her company is assigned to the incident and will be given to the Staging Manager or Division Supervisor upon arrival to assignment. In the absence of Base, the yellow passport will remain in the apparatus to and will be picked up when an AO has been assigned. The AO will bring the yellow passports to the command post.

V. Personnel Accountability Reports (PARs)

a. All personnel must be able to be located at all times. Due to changes of emergent nature, some conditions may warrant a role call to ensure no personnel are unaccounted for. PAR's may be initiated for, but not limited to the following situations:

- Catastrophic events
- Explosions

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- Back-draft or back-draft conditions
- Flash-over involving firefighters involved in interior operations
- Structural collapse
- Any hazardous occurrence which requires evacuation of firefighters.
- Switch from offensive to defensive attack
- Any time the IC requests a PAR

b. During the process of conducting a PAR, the AO shall establish an accurate accounting of apparatus and personnel assignments. This accounting should be conducted using the yellow passports located at the command post. The PAR shall be conducted by division, group or single resource.

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REFERENCES:

NFPA 1500 – Standard on Fire Department Occupational Safety & Health Program
NFPA 1561 – Standard on Emergency Incident Management Systems & Command Safety
California State Fire Training – Rapid Intervention Crew Operations
California State Fire Training – Command and Control RIC Deployment
IAFF – Fire Ground Survival

REVIEW/REVISION HISTORY:

SOG Accountability Revised……..…….May 2025

The undersigned Fire Chiefs approve the contents of this document.

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