

MUTUAL AID BOX ALARM SYSTEM -DIVISION XII

Policy – Practices – Guidelines Manual

Index: B-08-02

Adopted:

Revised 8/19/2025

Pages 14 total

Subject:	Accountability/Passport	
Functional Area:	Operations-Safety	
Category:	Policy	
Approved By:	Douglas Halverson President	

Scope: This policy provides a structured approach for tracking fire personnel and promoting crew integrity at an emergency scene. A Personnel Accountability System gives the IC a quick and efficient means to account for all personnel at the scene of an emergency. The personnel accountability system shall be initiated whenever firefighters prepare to enter an immediate danger to life and health (IDLH) atmosphere, or anytime the IC feels that personnel tracking and accountability are necessary.

Purpose: It shall be the policy of MABAS to account for the location and safety of all personnel within an EMERGENCY INCIDENT PERIMETER at an emergency incident. Participation by members of any Fire Department in emergency incident mitigation without entering the PASSPORT SYSTEM is unauthorized.

Responsibility: It is the responsibility of all members to have a thorough knowledge of this policy.

Policy Reference: N.F.P.A. 1500 6-1.6, NFPA 1561

02-01 DEFINITIONS:

02-01.1 **FIREFIGHTER ACCOUNTABILITY:** The system a department uses to ensure that fire ground commanders know the location of each Company and Company officers know the location of other firefighters on the fire ground. (As recommended by NFPA 1500).

02-01.2 **HELMET SHIELD: (OPTIONAL)** A Velcro-backed plastic shield that indicates the number or symbol of a team of Firefighters. Placing helmet shields on the helmet assures fire ground commanders that Firefighters at the incident are properly checked in, are teamed up, and can be accounted for in the event of a disaster. Using helmet shields: Each company and unit that responds should be assigned helmet shields for each company designation or on-duty position.

02-01.3 **NAME TAG:** A 3/8" x 2" White, Velcro-backed plastic tag with a rank, last name, and four-letter MABAS Fire Department name designator (e.g., Villa Park = VLPK; Lombard = LFD; Wood Dale = WDFD, etc.).

Lt. Steines	WDFD	DC Hyland	LFD
FF Mitsuka	VLPK	Capt. Mowery	YCFD

02-01.4 **PASSPORT:** 2" X 4" boards made of Velcro and plastic are used to identify and account for members and teams. Members affix Name Tags to Passports.

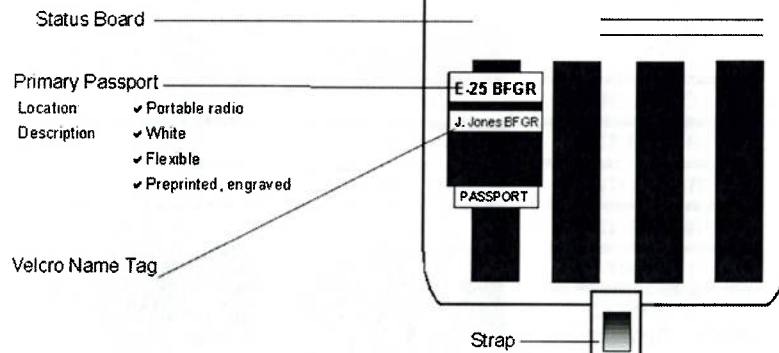
- A. Primary Passports: WHITE, flexible Passport preprinted with company I.D. numbers kept on a portable radio, radio holster, or other specified location. It is used to document the movement of a team within an emergency incident perimeter.
- B. Back-up Passport: RED, flexible Passport preprinted with company I.D. numbers, kept on the door or dashboard of the apparatus, or other specified location, Officer's side. It is left as an emergency backup or automatic replacement if the primary passport is lost. It can also be used as a second method of identifying a crew if a crew is lost before they have transferred their passport to a fire ground commander. This is an essential back-up for the accountability system in service.
- C. Reserve Passport: GREEN, flexible Passport preprinted with company numbers, kept in the station for multiple alarm shift changes and temporary replacement for lost primary and back-up passports
- D. Blank Passport: A GREEN, flexible Passport that is blank on the top. It is maintained in the make-up kits. Commanders can use a marker or a grease pen to customize a Blank Passport for the creation of a new company. It can also be used as a temporary replacement for a reprinted passport that has been lost or damaged.

Using the passport: Each company or team should be assigned one primary passport. The Officer or Team Leader holds onto the passport until it is passed off to Incident Command (IC)

Primary w/ Company	Backup in Apparatus	Reserve (Station)
E1-1	E1-1	E1-1
OFFICER	OFFICER	BETTS
FIREFIGHTER	FIREFIGHTER	BENNETT
FIREFIGHTER	FIREFIGHTER	R. SMITH
FIREFIGHTER	OPERATOR	DEVERT
FIREFIGHTER		
OPERATOR		
Passport TM		

- 02-01.5 **PASSPORT ACCOUNTABILITY SYSTEM:** A procedure that utilizes Helmet Shields, Passports, Name Tags, and Status Boards to track the assignment of Commanders, Companies, Teams, and Individuals at an emergency incident.
- 02-01.6 **MAKE-UP KIT:** These kits contain materials and supplies for integrating any non-participating department into the Passport Accountability System and for replacing lost or damaged hardware. Each kit contains an inventory of required materials, including extra status boards. The Make-up kits are carried in the Command Vehicle or other department-specific vehicle(s).
- 02-01.7 **PERSONNEL ACCOUNTABILITY REPORT (PAR):** A Personnel Accountability Report (PAR) is a systematic method of confirming that all personnel operating in a division or an entire incident are safe and accounted for.
- 02-01.8 **STATUS BOARD:** A 9" x 14" hard plastic board with Velcro strips upon which Incident Commanders and/or Sector Officers hold passports of assigned teams and take notes. Each apparatus shall have one status board. Additional status boards are contained in the make-up kit.

PASSPORT Accountability System™ Hardware



02-2.0 PASSPORT SYSTEM OVERVIEW:

MABAS Division 12 has adopted the Passport System, in conjunction with the Incident Command System (ICS), to identify, track, and account for individual members of a company and their assignments, and account for the assignment of companies and apparatus at an emergency incident.

02-3.0 RESPONSIBILITY:

- 02-3.1 Commanders at an emergency incident shall use the Passport System to account for those Commanders, Companies, and Teams within their direct span of control, as outlined in this procedure.
- 02-3.2 Commanders, Team Leaders, and Firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crew members.
- 02-3.3 Company Officers, Team Leaders, and individual Firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of all members working with them.
- 02-3.4 Company members must always be in contact with each other through one of the following methods: VOICE (not by radio), VISUAL, or TOUCH. Exception: Radio or phone contact is permissible for apparatus operators, chief officers, and lobby control teams, etc., where the location of such personnel is constant and is known by the remainder of the company or response.

- 02-3.5 If a team member is in trouble, the remaining members must take action to assist, seek help, or obtain support as needed.
- 02-3.6 Company members shall stay together as crews when in the emergency incident perimeter and as otherwise directed by the IC, until the incident termination.

02-4.0 Maintenance of Shields and Passports

- 02- 4.1 Company Officers and /or Team Leaders shall be responsible for supervising the maintenance and proper placement of Helmet Shields and Passports during the entire shift duty and at emergency incidents.
- 02-4.2 At the beginning of each shift or workday, for all personnel changes during a shift, or when reporting directly to the station or incident, ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:
1. The correct Helmet Shield on their helmet.
 2. Their Name Tags are on the correct primary and backup passports.
- 02-4.3 Company Officers are responsible for members under their direct control. When a crew is split away from the Company Officer to a different crew, the new officer is accountable for that crew.
- 02-4.4 Official Personnel who have non-firefighting duties shall have a helmet shield that identifies their position. Individuals assigned to administrative functions such as Training, Fire Prevention, etc., must have a Helmet Shield for that division.
- 02-4.5 Materials and supplies for the ongoing support of the Passport System shall be maintained by the individual department.

02-5.0 Passport System Implementation

The Passport System utilizes removable Helmet Shields, Primary and Backup Passports, Name Tags, and Portable Status Boards.

02-5.1 Helmet Shields (OPTIONAL)

Each company or apparatus may have a helmet shield or reasonable facsimile for each assigned crew member on duty and for each member likely to respond on that company or apparatus, plus one additional Officer and Firefighter shield. The purpose of the helmet shield is to identify

companies and the unit or crew to which the member is assigned.

- Helmet shields are to be kept on the designated apparatus when not in use on a helmet.
- Helmet Shields shall be in place on the members' helmets BEFORE participating as an in-service team member.
- Hook side of Velcro is fastened to the shield; loop side of Velcro is fastened to the helmet.
- Helmet Shields shall generally be color-coded as follows, but **may be altered at the discretion of the individual agency as long as the format remains consistent with the MABAS policy:**

Fire and Rescue Vehicles

Officers: WHITE background with Red or Black letters
 Crew: Solid color background with WHITE/Black letters

EMS Vehicles

Officers: WHITE background with Red or Black letters
 Crew: Solid color background with WHITE/Black letters

Command Staff

Chiefs: WHITE background with Red or Black letters

Non-Firefighting

Non-firefighting roles, including Inspectors, Aides, and Administration, will be allocated a shield featuring a distinctive color that is not associated with those designated for firefighting personnel.

The most common color combinations being used within Division XII are as follows:

- Engine Company-Black
- Truck Company-Red
- Medic Company-Green
- Squad Company-Blue
- Chief Officers- White

Below are examples of department MABAS shields that are currently being utilized within the division.



02-5.3 PASSPORTS

The purpose of a passport is to provide accountability of team members after entering an emergency incident perimeter.

1. Passports are a three-part board that contains the following information:
Top portions contain:
 - Company designator (Eng., Truck, Amb.)
 - Apparatus number
 - Jurisdiction (using the MABAS four-letter designator for your jurisdiction)

02-5.4 Passport color codes:

- WHITE – Primary, normally used by everyone at the incident.
- RED – Back-up, kept in the apparatus, Officer's side (specify location)
- GREEN – Reserve, kept in the station.

There shall be two (2) Passports (one primary (WHITE) and one backup (RED) provided for each on-duty Chief, Company, Unit, and Team.

- 02-5.4.1 The Primary Passport (WHITE) shall be attached to the Officer's portable radio, radio holster, or other specified location until used as a Passport for entrance into an emergency incident perimeter.
- 02-5.4.2 The Back-up Passport (RED) is a duplicate of the Primary Passport and is used for identification of companies when the Primary Passport is unavailable. Back-up Passports are kept on the door, dashboard, or other easily visualized location of the apparatus, on the Officer's side of the apparatus.
- 02-5.4.3 Reserve Passports (GREEN) is a redundant Passport that shall be kept at the fire station where the apparatus is assigned and used for replacing a lost Primary or Backup Passport or by members who need to report for shift change at an emergency incident.
- 02-5.4.4 Blank Passports (GREEN) Blank Passports are carried in the make-up kit and are used for the temporary replacement of Passports or by mutual aid companies that respond to the incident scene without passports.

02-6.0 Name Tags

- 02-6.1. Each uniformed member of the Fire Department shall maintain a minimum of six Velcro Name Tags.
- 02-6.2 (If assigned to a company) Two name tags are kept on the apparatus, station wall, or other location (specify location), to which the member is normally assigned (base company). These name tags are the ones that are attached to the primary and backup passports when reporting for duty. At the beginning of each shift, or any time a personnel change occurs, the Firefighter must place his/her name tag on the passport. **IMPORTANT ... Name tags must be attached to the passport BEFORE SIGNING ON DUTY AND BEFORE OR WHILE RESPONDING WITH THE APPARATUS.**
- 02-6.3 It is recommended that on-coming personnel exchange the name tags and the helmet shield of the Firefighter he/she is relieving. This will eliminate the possibility of name tags of the relieved person being left on Passports or helmet shields or not being exchanged.

02-6.4

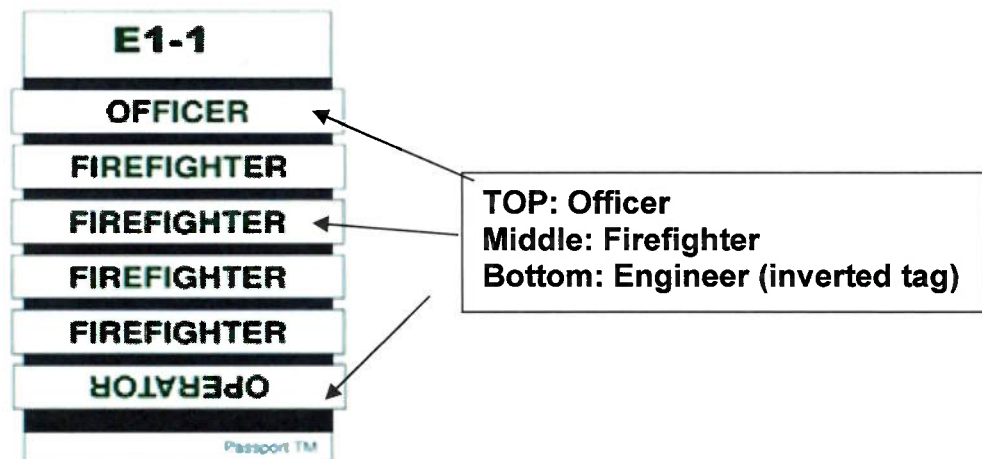
Exceptions- Cross Manning, Chase Vehicles or Jump Companies

- (1) When assigned to an apparatus such as the FPB car, Paramedic unit, or other apparatus that can respond without the base company, the Firefighters attach their first two name tags to the primary and back-up passports of that FPB car, Paramedic unit, or other apparatus. When responding with the base company, they should take their tactical direction from the base Company Officer until re-assigned. Until re-assigned, they should piggy-back their passport to the base company as soon as possible (or specify per department policy).
- (2) When assigned to more than one apparatus at the same time, such as three members who respond on either an engine or ladder truck (depending upon the call or dispatch), the members shall use two additional name tags from their helmets to maintain passports on BOTH apparatus during the shift.

02-6.5 Tag Placement on Passports

- Company Officer and Team Leader Name Tags are the first Name Tags on Passports.
- When a detailed, off-shift, or volunteer member reports directly to an emergency incident, the member reports to staging (or Command if staging has not been established) for assignment.
- Engineers remaining with their apparatus shall be designated by turning their name tags upside down, on the bottom of the Primary and Back-up Passports.

Primary w/ Company



02-7.1 Reporting to the incident

When a Company or crew reports to an Incident, Staging, or Sector, they transfer their Primary Passport (s) to that Commander except as defined below.

Primary Passport (s) will remain with the Officer when:

- They are the only unit at the incident.
- They are a committed first arriving unit (s) at an incident before the establishment of a Command Post or have passed command.
- They are on or directed to a remote side of an emergency incident before the establishment of Division Command.

- 02-7.2 Occasionally, mutual aid companies or individuals will be used at the incident who are not part of the MABAS Passport System. Those individuals can be included in the Passport Accountability System by using the equipment in the make-up kit.
- 02-7.3 When first arriving, Companies that have not transferred their Passports to a Command Function, leave a hazardous area, they shall report their Company's status to the IC by radio or personal contact. The IC shall direct the company to a command function or a new assignment where they shall transfer their Passport(s).
- 02-7.4 Crews exiting a division other than that in which they are assigned should alert their original Division so that the Division Officer is aware of the crew's new location and status, so they can be accounted for, given a new assignment, or ordered to report back for their Passport.
- 02-7.5 When an appropriate amount of time has passed and the Company Officer has not returned to or notified the Division Officer that they have exited the building, it will be the Division Officer's responsibility to initiate a Personnel Accountability Report (PAR).

02-7.2 Volunteer or Paid on Call response

Firefighters who report to an incident from home should report to Staging. If Staging has not been established, report to the Incident Commander. The Staging Officer or the Incident Commander may assign the reporting Firefighter to an operational Company or to make up a Company.

- When assigning to a make-up Company, Firefighters will give Staging or the Incident Commander two name tags from their helmets for recording. The name tags will be attached to a primary

and backup passport for the make-up Company.

02-8.0 During Emergency Incidents

- 02-8.1 Commanders will require the transfer and use of Passports at every incident with an established Staging area, Sector, or multiple-alarm fire. For small incidents, the actual use of the Passport System is not required but recommended.
- 02-8.2 Staging Area Officers shall record the time that companies report to Staging. Staging and Rehab Division Officers shall utilize Status Boards to track Teams. Rehab Division Officers shall enter times based on passport transfer to ensure proper rotation of crews occurs.
- 02-8.3 When an IC or a Division Officer relieves a company or group, the Officer shall:
- Confirm with the Company Officer that all crew members are accounted for.
 - Inquire as to the progress or completion of their assignment.
 - Return the Company's Passport(s) to the Company Officer.
 - Direct the crew to rehab or have them assigned another task/assignment.
 - Notify the Incident Command when the company has been reassigned. The receiving command will acknowledge this information and record it on the Status Board.

02-9.0 Personnel Accountability Report

Conducting PARs on a regular basis throughout an incident enhances the safety of all personnel at the incident scene and improves the IC's ability to quickly recognize when firefighters are lost or trapped.

- 02-9.1 IC or Division Officers shall conduct an emergency incident PAR using the Passport System as follows:
- When a Team is relieved of an assignment and transferred to a different Division, Division Officers shall confirm that the Company Officer has accounted for their entire crew.
 - When a Division Officer presumes a Firefighter, company, or crew is missing or trapped, the Division Officer shall start rescue efforts as soon as possible at the last known location. The IC shall then conduct a PAR of the emergency incident to confirm the status of

missing personnel.

- Before there is a change from an offensive to a defensive fire ground strategy.
- When there is a catastrophic change in the incident, such as a building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.
- When the IC or Company Officer deems or determines that a need for a roll call exists.

02-10.0 Required Materials

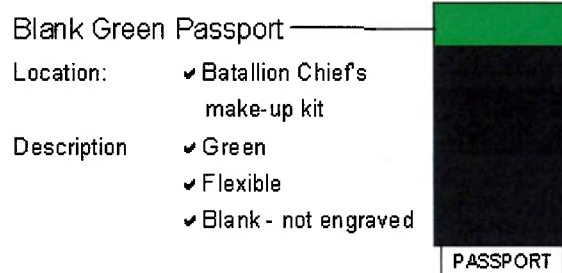
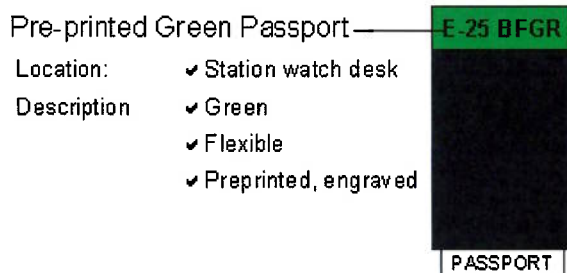
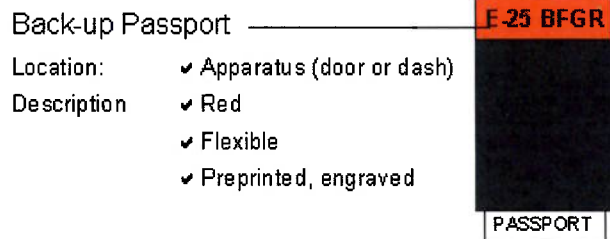
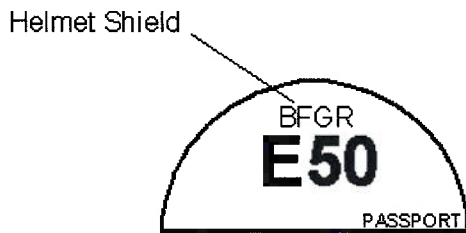
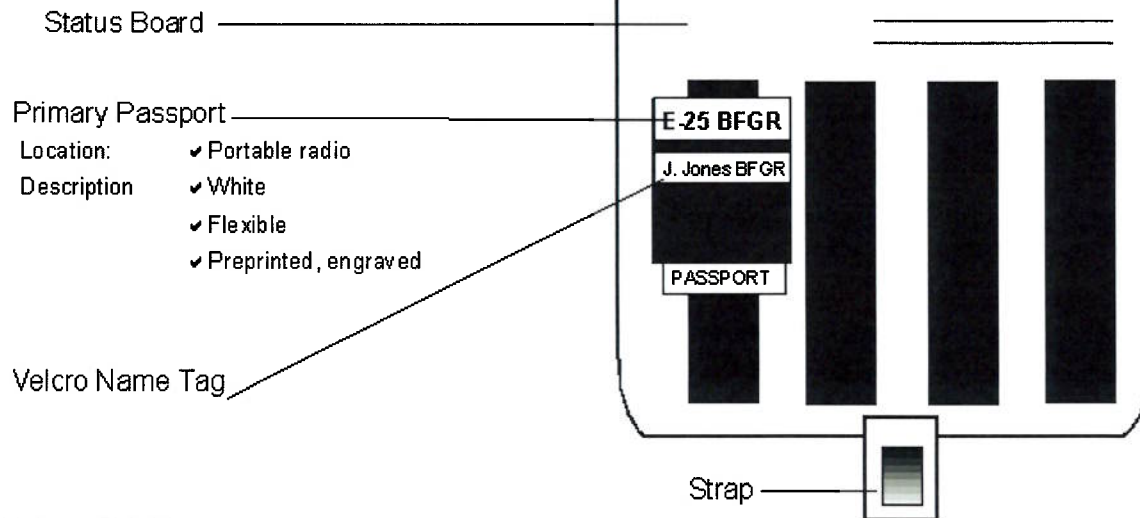
Fire Departments shall order materials and supplies to maintain the Passport System as follows:

1. One (1) engraved WHITE flexible Passport and one (1) engraved RED flexible Passport for each Command Officer and apparatus.
2. (OPTIONAL) One (1) helmet shield for each On-Duty Officer, Firefighter, assigned to an apparatus, or that can be expected to respond to, or with, plus necessary spares.
3. 2" x 3/8 White Velcro strips (non-adhesive, hook side of Velcro) for making make-up or replacement name tags
4. Self-adhesive Velcro pads (loop side of Velcro) for helmets, doors, radios, etc.
5. One (1) status board for each Fire Department vehicle.
6. Passport System Make-up Kits for each (specify vehicle) to contain materials as follows:
 - a) Two (2) Status Boards in the Make-up Kits.
 - b) Twelve (12) blank green passports for make-up kits.
 - c) Four (4) feet of 2" wide white Velcro for making Name Tags and temporary Helmet Shields, one pair of scissors, two permanent marking pens, four (4) extra grease pens, and one roll of 2: wide medical tape.
 - d) (Specify) sets of Make-up Company Helmet Shields and Passports for Command Vehicle, or any other vehicle(s) the department decides are appropriate.

PASSPORT

Accountability System™

Hardware



**PASSPORT™ ACCOUNTABILITY SYSTEM
ORDERING GUIDE (MABAS)**

PASSPORTS: A SET OF THE FOLLOWING FOR EACH RESPONDING APPARATUS (TRK., AMB., ENG., TNK., ETC.)

- A. ONE SOFT WHITE PASSPORT (PRIMARY)
- B. ONE SOFT RED PASSPORT (BACK-UP)
- C. ONE SOFT GREEN PASSPORT (RESERVE)
 - 1. SPECIFY THE TYPE OF RIG
 - E.- ENGINE
 - T - TRUCK
 - S - SQUAD
 - CH - CHIEF
 - AMB - AMBULANCE
 - TNK - TANKERS
 - 2. SPECIFY THE APPARATUS NUMBER
 - 3. SPECIFY FOUR LETTER MABAS DESIGNATION
- D. IT IS SUGGESTED THAT EACH DEPT. HAVE 12 BLANK GREEN PASSPORTS IN THE MAKE-UP KIT.
- E. A SAMPLE PASSPORT ORDER FORM IS ATTACHED.

NAMETAG: (SUGGESTED 6 PER MAN)

- A. SPECIFY LAST NAME AND FOUR-LETTER MABAS DESIGNATION
 - 1. INCLUDE RANK IF APPROPRIATE
 - 2. INCLUDE FIRST INITIAL, IF YOUR DEPT. HAS DUPLICATE NAMES
- B. A SAMPLE NAME TAG ORDER FORM IS ATTACHED.

STATUS BOARDS:

- A. ONE EACH FOR APPROPRIATE RESPONDING RIGS. (ENG., TANKER, TRUCK, ETC) PLUS 2 IN MAKE-UP KIT. (SPECIFY WITH OR WITHOUT STRAP)

MAKE-UP KIT/CARRYING CASE:

- A. LARGE ENOUGH TO CARRY STATUS BOARDS AND EXTRA VELCRO & BLANK NAME TAGS, ETC. EXTRA VELCRO SCISSORS, MARKING PENS, GREASE PENS AND 2" MEDICAL TAPE TO BE SUPPLIED BY DEPT.