**POLICY AND PROCEDURE MANUAL MABAS DIVISION II**

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APPROVED BY MABAS PRESIDENT:

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**INDEX: EMERGENCY OPERATIONS**

**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:**

* Each department shall maintain their own Passport System materials and utilize them as defined in the MABAS policy. Company Officers shall account for all members within their control while company members shall assure that they are accounted for by use of name tags and helmet shields.
* Commanders at emergency incidents shall use the Passport System to account for those Commanders, Companies, and Division Supervisors of various descriptions and personnel within their direct span of control.
* Commanders, company members, and others at the emergency scene shall maintain an awareness of each other’s physical location and condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.
* 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.
* Members must always be in direct contact with each other through one of the following methods:
  + Voice
  + Vision
  + Contact
    - EXCEPTION: radio or phone contact is permissible for apparatus operators, Chief Officer, Commanders, etc. where the location of such personnel is constant and is known by others.
* If a unit member or leader is in trouble, the other members of the unit shall take appropriate steps to:
  + Provide direct help
  + Call for help
  + Go get help
* Unit members shall stay together when in the emergency incident perimeter and as otherwise directed by the Incident Commander until incident termination.

**PROCEDURE:**

PASSPORT SYSTEM IMPLEMENTATION

Materials utilized will follow MABAS ILLINOIS Policy # 102.02 with the addition of helmet shields must be used and may be sized to 2” x 4” to fit department shields.

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 Passport with their vehicle at all incident should the incident need to be elevated.

* The initial arriving apparatus to any scene should leave their Passports with their apparatus operator who shall maintain them until they are collected by Command or his designee. This will allow the initial companies to accomplish first-due tasks while maintaining scene accountability.
* Reporting to the incident - Passports should be controlled by the Company Officer. Companies should transfer their Passport as follows:
  + Primary Passport (white) should be given and maintained at the Command Post throughout the incident. The time that the company checks in at Command should be documented on the bottom of the Passport. This is the Point-of-Entry to the incident.
  + Secondary Passport (red) should follow company throughout the incident and transferred to the specific Division Supervisor that the company has reported to for assignment. As the company is reassigned to various Divisions, the Passport should 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 Primary Passport.
* Released from the incident – Once a company is released from the incident, the company officer shall retrieve both Primary and Secondary Passports. If make-up passports were issued, the company officer shall return all helmet shields and passports to Command.