

1. PURPOSE

This model procedure is endorsed by the King County Fire Chiefs Association as a template for operations and training for all fire departments in King County.

2. **POLICY** Refer to [Operations Policy](#)

3. **DEFINITIONS** None

4. PROCEDURE

See King County Procedure below

5. REFERENCES



KING COUNTY FIRE RESOURCE PLAN

Section 10 - Personnel Accountability

Adopted – Unknown
Revised – 8/21/19

1.0 PURPOSE

- 1.1 This model procedure is endorsed by the King County Fire Chiefs Association as a template for operations and training for all fire departments in King County.
- 1.2 To provide a system that will standardize the way emergency response units and apparatus are identified in King County. This system is designed to increase the accuracy of tracking firefighters and apparatus at emergency incidents while enhancing firefighter safety

2.0 REFERENCES

- 2.1 N.F.P.A. 1500 6-1.6
- 2.2 N.F.P.A. 1561
- 2.3 WAC 296-305 Safety Standards for Firefighters

3.0 DEFINITIONS

- 3.1 **Abandon:** An immediate and rapid exit from the hazardous zone or structure. This may require sacrificing or discarding equipment in order to facilitate the immediate and rapid exit. Firefighters may have to continue operation of hose lines to protect lives and effect a safe abandon operation. Firefighters should make every effort to exit as a team.
- 3.2 **Apparatus Operator:** Assigned Firefighter/Engineer, driver or apparatus operator (engine or aerial) designated as __Apparatus or Driver (e.g. Engine 45 Apparatus).
- 3.3 **Apparatus Placard:** Designed to be displayed on all four sides of the apparatus. Placards are red with white reflective letters/numbers 5” minimum height with block lettering. Placards can be plastic or magnetic depending on the apparatus. Placards will measure a minimum size of 16” x 7”.
- 3.4 **Company Officer:** Officers and Acting Officers in charge of Engine companies, Ladder companies, or Teams.
- 3.5 **Electronic Serial Number (aka Radio Identification Number):** Electronic identifier for 800 MHz portable radio. This is used to identify radio when EMER activation occurs.
- 3.6 **Emergency Incident:** Any situation to which the Fire Department responds to deliver emergency services including: rescue, fire, suppression, medical treatment, and other forms of hazard control and mitigation.

- 3.7 **Emergency Traffic:** Announced over the radio, indicating that a message involving Firefighter safety is about to be communicated. “Air restricted to Emergency Traffic Only”: No radio Communications, unless from the IC, are to be sent unless they meet the threshold of Emergency Traffic. Example – “Command, E310 Emergency Traffic.”
- 3.8 **Evacuate:** This term shall be used in reference to removing civilians from a hazardous zone or structure.
- 3.9 **Event:** An event is defined as a planned non-emergency activity or sporting event.
- 3.10 **Helmet Shield:** The helmet shield must be reflective or illuminated, has letters and/or numbers identifying a company, unit, or administrative assignment. Unit designators may also be located on the sides of the helmet. The letters and numbers on the shield must measure at least 1” tall with contrasting color from the background.
Examples: B345, E318, L362, A326, PIO, TNG, SAF
- 3.11 **Mayday:** A single word distress call, made three times (“Mayday, Mayday, Mayday”) to indicate that a firefighter/unit is in immediate danger and requires immediate assistance. Example – “Command E171, Mayday, Mayday, Mayday.”
- 3.12 **Nametag:** A Velcro-backed plastic tag with a minimum of officer’s rank (if appropriate), last name, and department identification number.
- 3.13 **Passport:** Approximately 2" X 4" boards made of Velcro and plastic used to identify and account for members and teams. Members affix nametags to Passports.
- 3.13.1. **Primary Passport:** White, passport kept with team leader.
- 3.13.2. **Back-up Passport:** Red, passport stored visibly on the officer’s side of the apparatus.
- 3.13.3. **Reserve Passport:** Green, used for multiple alarm shift changes and temporary replacement for lost primary and back-up passports.
- 3.14 **Passport System:** A system that utilizes helmet shields, passports, name tags, and status boards to track personnel accountability. May or may not be used for a resource management tool.
- 3.15 **Passport System Make-Up Kit:** A kit designed to expand the Passport System at large incidents and provide immediate replacement for lost or damaged system materials.
- 3.16 **Priority Traffic:** Radio Communications that could alter the incident action plan, usually considered bad news; e.g. uncontrolled fire in a concealed space, victim found, high heat, and unable to complete assignment. Example – “Command E311 Priority Traffic.”
- 3.17 **Radio Identification Tags:** Used as an additional layer of accountability. A Velcro and orange or yellow plastic tag used to identify an 800 MHz portable radio’s electronic serial number (ESN) with its assigned user. Employee nametags are attached to this tag and the combined tag is placed on the Passport.
- 3.18 **Roll Call:** An accountability report from all company officers of an individual crew assigned to the hazard zone, or Division or Group supervisors reporting on all personnel working in a specific geographical area of the hazard zone at one specific

area in the incident.

- 3.19 **Routine Traffic:** Normal fire ground communications that include orders, progress reports, initial radio reports and command transfers.
- 3.20 **Status Board:** A large hard plastic board with Velcro strips upon which commanders or supervisors hold passports of assigned teams and take notes.
- 3.21 **Team:** A group of two (2) or more firefighters who work together and are responsible for each other's safety.
- 3.22 **Team Leader:** Usually a Company Officer or member assigned or selected as the Team Leader.
- 3.23 **Withdraw:** This is a planned or orderly withdrawal/removal of firefighters from the hazardous zone or structure. Firefighters generally should exit as a company or team with all hose, tools and equipment.

4.0 RESPONSIBILITY

- 4.1 The Incident Commander shall ensure the passport system is utilized as outlined in this procedure.
- 4.2 Maintenance of Shields and Passports shall be in accordance with the following:
 - 4.2.1. Company officers and/or team leaders shall be responsible to supervise the maintenance and proper placement of helmet shields and passports during the entire shift of duty and at emergency incidents.
 - 4.2.2. Company officers shall make sure Passports are associated with proper ESN or Radio Identification Number (if used).
 - 4.2.3. At the beginning of each shift or work day, and all personnel changes during a shift, or when reporting directly to the station or incident, ALL members are responsible to maintain:
 - 4.2.3.1. The helmet shield matching their assignment.
 - 4.2.3.2. Their name tags on the correct primary, backup, reserve, and apparatus passports (reserve and apparatus; if utilized daily per local department policy).
- 4.3 Where staffing allows for two teams, company officers may pre-assign the members of the teams and the team leader of "Team B".
- 4.4 Company Officers and Team Leaders are responsible for members under their direct control.
- 4.5 Individuals assigned to administrative functions such as Training, Fire Prevention, etc. must have a helmet shield for their assignment. Individuals shall be accounted for on the emergency scene.
- 4.6 The Department shall maintain materials and supplies for the ongoing support of the passport system.

5.0 PASSPORT ACCOUNTABILITY SYSTEM DEFINED

5.1 Materials: The Passport System utilizes fixed or removable helmet shields, primary, backup and reserve passports, nametags and portable status boards.

5.1.1. Helmet shields shall be as described below:

5.1.1.1. Helmet shields shall be available and stored on the apparatus for each assigned team member on duty and for each member likely to respond on that apparatus.

5.1.1.2. The purpose of the helmet shield is to clearly identify the member's unit and zone or department to which the member is assigned. A combination of alpha and numeric digits designates the apparatus type and/or assignment. These designators include those listed below:

A = Aid Unit
AIR = Air Unit
ATV = Gator
B = Battalion Chief
BOT = Boat
BR = Brush
C = Chief Officer
CAR = Cares Unit (Puget Sound, Renton)
CFR= Crash Fire Rescue
CHP = Chaplain
CMT = Community Medical Technician
COM = Communication Unit
DCN = Decontamination Unit
D = District Chief
DIV= Dive Unit
E = Engine Company
EXP = Explorers
FM = Fire Marshal
HM = Haz-Mat Unit
I = Inspector/Investigator
L = Ladder Company
M = Medic Unit
MAR = Marine
MCI = Mass Casualty Incident
MCU = Mobile Command Unit
MSA = Medical Services Administrator
MSO = Medical Services Officer
PIO = Public Information Officer
Q= Quint
R = Rescue Unit
RHB = Rehab
SUP = Support Unit
SAF= Safety Officer
SPC = Special

TN = Tender
TNG = Training Officer
UAS = Unmanned Aircraft System (aka: “drone”, or “sUAS”)
UT = Utility Unit

- 5.1.2. Helmet Shields shall be in place on the member's helmet BEFORE participating as an in-service team member.
- 5.1.3. The purpose of a passport is to provide accountability of all personnel at the emergency incident and during a tour of duty.
- 5.1.4. Passports are a three-part board that contains the following information:
 - 5.1.4.1. The top portion:
 - County – KC for King County*
 - Company Designator – Engine, Ladder, Aid (examples).*
 - Company Number – 151, 311, 161, 374 (examples).*
 - Team Designator (if applicable) "TEAM A" or "TEAM B"*
 - Examples: KC E110, KC L-110, KC A-331, KC C-131*
 - 5.1.4.2. The middle portion, which is Velcro, holds team member's nametags, as well as radio ID tags (if used).
 - 5.1.4.3. The bottom portion is for recording notes such as:
 - Time of arrival*
 - Team assignment*
- 5.1.5. Passport color codes shall be as follows:
 - White: Primary*
 - Red: Back-up*
 - Green: Reserve*
- 5.1.6. There shall be two passports (one primary and one back up) provided for each on-duty chief, company, team, apparatus operator, or administrative assignment.
 - 5.1.6.1. The **White Primary Passport** shall be controlled by the officer until used at an emergency incident.
 - 5.1.6.2. The **Red Back-up Passport** is maintained as a duplicate of the primary passport, stored visibly on the officer's side of the apparatus, and is used for identifying Team Members when the primary passport is unavailable.
 - 5.1.6.3. The Preprinted **Green Reserve Passports** kept at each station and used as follows:
 - 5.1.6.3.1. Replacing a lost primary or back-up passport.
 - 5.1.6.3.2. Members who needed to report for shift change at the emergency incident.
 - 5.1.6.3.3. Located in the apparatus bays (or some other easily accessible location as determined by the department).

- 5.1.7. Nametags shall be as described below:
 - 5.1.7.1. Each uniformed member of the Fire Department shall maintain a minimum of six Velcro backed engraved nametags.
 - 5.1.7.2. Nametags are to be stored on the underside of the rear brim of the member's helmet. One nametag is to be attached to each of the assigned primary and backup passports upon reporting for duty. Nametags must be attached to the passports before responding with the assigned apparatus.
 - 5.1.7.3. When assigned to one or more apparatus at the same time, such as a team, which responds on either an engine company or an aid car, the members shall use two additional nametags from their helmet to maintain passports on both apparatus during their shift.
 - 5.1.7.4. There should always be at least one spare nametag on the member's helmet for the uses use at multiple alarm incidents to temporarily created teams and for immediate replacement of lost tags.
 - 5.1.7.5. The Company officer/team leader nametags are placed at the top of the passports. The driver's will be second, put on upside-down to denote that this person may be assigned to a pump. The nametags of all other personnel assigned to that apparatus are placed below the driver's nametag.
 - 5.1.7.6. When all members of a unit enter the hazardous zone or structure, the company officer/team leader must turn the driver's nametag right side up to indicate that the driver is with the rest of the members of that unit.
 - 5.1.7.7. When all members of a unit enter the hazardous zone or structure, the company officer/team leader is responsible for all members of the unit, and the company officer/team leader is accountable to their assigned supervisor.

6.0 800 MHZ RADIO ID TAGS (OPTIONAL USE AS ADOPTED BY DEPARTMENTS)

- 6.1 Each member of the Fire Department shall have a minimum of two Velcro backed, identified radio ID tags.
 - 6.1.1. Radio tags are to be stored with their nametags.
 - 6.1.2. One nametag is to be attached to each of the radio tags and attached to the passports.
 - 6.1.3. Radio tags with nametags must be attached to the passports before responding with the assigned apparatus.
 - 6.1.4. When temporarily assigned to another company or apparatus, the member would remove their combined radio/nametags from the primary and backup passports of the base apparatus. Upon reporting to the new apparatus, the member would place the combined radio/nametags on the passports.

- 6.1.5. Company officer and/or team leader combined radio/nametags are placed at the top of the passports.

7.0 EMERGENCY INCIDENT OR EVENT ACCOUNTABILITY

- 7.1 When a company or team reports to an incident (e.g. Staging, Division or Group) they transfer their primary passport to that Supervisor.
- 7.2 Primary passports will remain with the officer or team leader when:
 - 7.2.1. They are the only unit at the incident.
 - 7.2.2. Company Officer shall keep the Passport until assigned to a Division, Group, Staging, or Rehab. The IC may request Passport to be dropped off at command post.
- 7.3 During emergency incidents the Incident Commander will require the transfer and use of passports.
- 7.4 When an Incident, Division or Group Supervisor relieves a team, the Supervisor will:
 - 7.4.1. Confirm with the team leader that all team members are accounted for.
 - 7.4.2. Return the team's Passport to the team leader.

8.0 KING COUNTY CHIEF'S DIRECTIVE

- 8.1 This procedure was adopted by the King County Fire Chiefs as a standard for all fire departments within King County as a countywide standard. Other than numbering this procedure to match the local system, it shall be placed in the located departments SOG/SOP verbatim, to ensure countywide standardization. Changes to this procedure must be with the concurrence of the King County Fire Chiefs Association.