

WASHTENAW AREA MUTUAL AID ASSOCIATION POLICY

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Signature of Approval:	

WAMAA PRESIDENT – James Rachwal

PURPOSE:

The purpose of this policy is to provide a unified countywide fire service accountability system, and to be compliant with the Michigan Mutual Aid Box Alarm System accountability practices.

DEFINITIONS:

- 1) **CREW:** A group of two (2) or more fire fighters who work together and are responsible for each other's safety. No freelancing by individuals is allowed. Each crew shall be equipped with a portable radio, and it would be best practice for each interior crew members to be equipped with a portable radio.
- 2) **CREW LEADER:** Usually a Company Officer or senior member assigned or selected as the Crew Leader.
- 3) **DIVISION / SECTOR SUPERVISOR:** Preferably a chief, or company officer assigned to a geographic area of an incident, and responsible for the management of the assigned area.
- 4) **FIREFIGHTER ACCOUNTABILITY:** The system a department uses to ensure that fire ground commanders know the location of each crew and each crew leader knows the location of their assigned crew members on the fire ground.
- 5) **PERSONNEL ACCOUNTABILITY REPORT (PAR)** – A method of ensuring firefighters on the fire ground are accounted for. The personnel accountability report, or PAR, involves contacting each supervisor that has a crew assigned to them in order to verify that each crew member is accounted for. For the crew leader, a PAR is a confirmation that members assigned to their crew are accounted for.
- 6) **PASSPORT ACCOUNTABILITY SYSTEM:** A system that utilizes Passports, Name Tags, and Status Boards in order to track the assignment of Commanders, Companies, Crews, and Individuals at an emergency incident.

- 7) ROLL CALL – Is used to account for each individual personnel by name, or ID number. When a roll call is conducted, each member is contacted and verified that they are accounted for.

SYSTEM COMPONENTS:

1. NAME TAG: A 3/8" x 2" (Department Color per WAMAA), Velcro-backed plastic tag with a member's rank, last name, first initial – if necessary, three, four, or five letter MABAS fire department name designator, 81 (Identifying Washtenaw County) and radio call sign (See Appendix 1).
 - a. Each fire department member will be assigned three name tags, which would be affixed by Velcro on the rear interior brim of their fire helmet.



- b. All non-certified fire fighters (i.e.: recruit, probationary, cadet, etc...) will have a color contrasting dot sticker placed after their name and before the department identifier on each individual name tag.

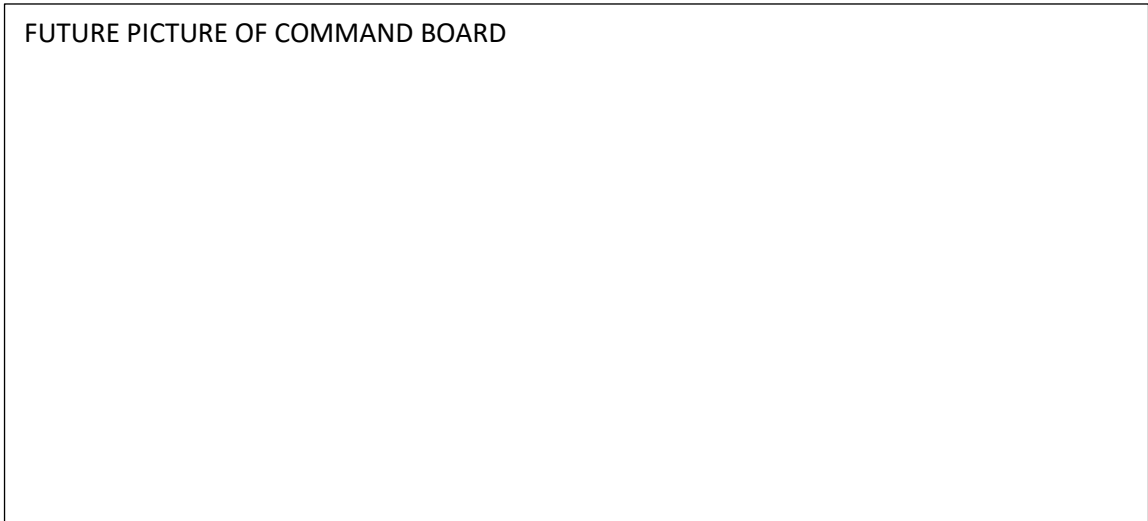
Makeup Name Tags:

- b. Are white in color and are 1/2" x 2"
2. PASSPORT (Apparatus Tag): 2" x 4" (Department Color per WAMAA, See Appendix 1)) made of Velcro and plastic used to identify and account for crews. The Passport is where members affix their assigned Name Tag to.
 - a. Each piece of apparatus shall be assigned two Passports of the same color.

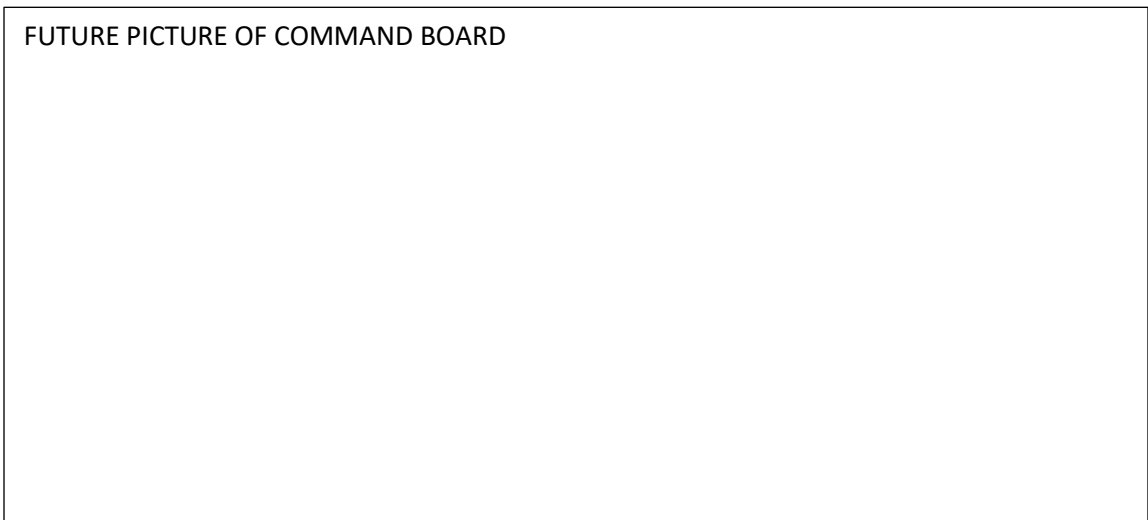
Top section, top line of the tag: four or five letter MABAS fire department name.
Top section, bottom line of the tag: vehicle radio call sign.
Middle section: open Velcro to place name tags
Bottom section, top line of the tag: WASHTENAW (81).
Bottom line of the tag: MABAS 3205.



3. COMMAND BOARD - LARGE: An 11.5" x 16" hard plastic board with Velcro, on both sides, which is located with the Incident Commander. This board serves as the Command Board and Accountability/Resource Board. The Command Board has Velcro on the backside to accommodate all tags. The front side is for grease, wax pen, or dry erase to be used in unison with the backside of the Command Board.



4. COMMAND BOARD (DIVISION BOARD) - SMALL: An 6.5" x 11" hard plastic board with Velcro, on both sides to accommodate all tags. The board has spaces for grease, wax pen, or dry erase to be used. This board has a shoulder strap/hanging strap. This board may be used as an initial command board or may be used as a division board.



5. MAKE UP KIT: These kits contain materials and supplies for integrating any non-participating department into the Passport Accountability System or for replacing

lost or damaged hardware on the fireground. Each kit contains an inventory of materials, including blank passport name tags, Velcro and erasable pens (See Appendix 1).

FUTURE PICTURE OF MAKE UP KIT

PROCEDURE:

When responding on fire apparatus:

- One name tag is placed on each of the two apparatus passports.
- The member who is the ranking member shall place their name tag on the topmost portion of the passport.
- The driver/operator shall place their name tag on the bottom most portion of the passport. If the driver/operator is remaining with the apparatus, their name tag shall be placed on the passport upside down. If the driver/operator is assigned as part of the crew, their name tag shall be placed at the bottom of the passport but facing right side up.
- Upon arrival the ranking member shall bring one of the two apparatus passports to the incident commander and present the apparatus passport to the incident commander. The second apparatus passport should be kept by the ranking member until assigned to a division or group, at which time the second passport would be given to that supervisor. If additional members are assigned to the apparatus, the ranking member shall assure that the new assigned members name tag is added to the passport.

When arriving on scene in a privately owned vehicle (POV):

- It is preferred that members arriving in POV's meet up with their departments responding apparatus and officers and be assigned prior to reporting to the incident commander.

- If a member arrives significantly earlier than their departments resources, they should report to the incident commander and shall provide one of their nametags to the incident commander. The incident commander shall then place their nametag on the command board in the assigned spot. Once the member is assigned to a crew/apparatus etc. the incident commander shall assure that the new assigned members name tag is added to both passports.

When arriving on scene without a nametag:

It is both the fire departments and the individual members responsibility to assure that they always have three nametags affixed to their fire helmets. However, in the event a firefighter does not have a nametag, they shall report to the incident commander and state that they do not have a nametag. The I/C can create nametags utilizing the blank white nametags available in the Make Up Kit. The nametag should be filled out with the required information. The member would then be able to be incorporated into the accountability system.

ON-SCENE PROCEDURES:

1. When a crew leaves the IDLH they will advise the Incident Commander or if assigned, a Division Supervisor, that they have PAR and are out of the hazard zone.
2. If assigned, the Division Supervisor / Crew Leader will:
 - a. Confirm with the Crew Leader that all crew members are accounted for.
 - b. Inquire as to the progress or completion of their assignment.
 - c. Direct the crew leader to Rehab or another command function and advise the Accountability and/or Staging Officer that the unit has been directed to Rehab.
3. Supervisors shall be responsible to maintain their crew's integrity. Members SHALL NOT freelance.
4. When any personnel, or companies, etc., are released from the incident, the ranking member will be responsible to collect all nameplates and passports.
5. Additional boards may be utilized based on the complexity and size of the incident.
6. Departments shall use the Passport Accountability System in conjunction with the Incident Command System, to identify individual members of a crew and their assignment, and account for the assignment of crews and apparatus at an emergency incident. Commanders will require the use of Passports at every incident with an established command and/or accountability board.
7. The Passport System shall be expanded to accommodate all resources.

8. Division Supervisors / Crew Leaders shall use the Passport System to account for those under their supervision within their direct span of control.
 - a. This would normally be accomplished by keeping the second passport tag of all those assigned to the division / crew leader
9. Incident Commanders, Division Supervisors, Crew Leaders, and fire fighters shall maintain situational awareness, and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.
10. Members operating in IDLH must remain in voice, or visual or physical contact with their assigned crew.
11. Once assigned to a crew, all members will stay together until reassigned or until the incident is terminated.
12. Company Officers and/or Crew Leaders shall be responsible to supervise the maintenance and proper placement of Passports during the entire incident.
13. All members are responsible to maintain their name tags on the correct passports.
14. Individuals assigned to administrative functions such as Training, Fire prevention, etc., must have name tags.

REFERENCES

NFPA 1500 *Standard on Fire Department Occupational Safety, Health and Wellness program*, NFPA 1561 *Standard on Emergency Services Incident Management Systems*.