

**Title: Personnel Accountability System  
(PAS)**

**Date Issued: December 6, 2005  
Date Last Revised: NEW  
Revision Number: NEW  
Total Pages: 7**

**Purpose:** This guideline establishes a system to maintain accountability of all personnel operating on an emergency incident scene. The guideline will be known as the *PAS or Personnel Accountability System*.

**Scope:** All employees shall follow this guideline on a daily basis. The PAS shall be used under the direction of the Incident Commander of any emergency that has the potential of placing employees in hazardous environments. It will be the decision of the Incident Commander as to what level the PAS will be used.

**General:** The Personnel Accountability System is designed as a tool to be used by the Incident Commander of any operation to assist them in maintaining the status of all personnel assigned to the incident. The system relies upon all personnel to be responsible for the daily maintenance of their PAS identification tag and for the Incident Commander to initiate the system once the Command post is established. This system is utilized by other agencies in the region (Orlando Fire Department, Orange County Fire-Rescue Department, etc.) and will work seamlessly on scenes inside and outside the city limits of Winter Park.

### **210.02.01. Description of System Components**

#### **A. Name Tags and Helmet ID's**

- Every member of the department shall be issued four (4) nametags that include rank and number. Personnel shall store their nametags under the brims of their helmets when not in use. The tags shall be color coded as follow:
  - White – Chief Officers
  - Red – Lieutenants
  - Yellow – Firefighters and Engineers
  - Blue – Office of the Fire Marshal

## B. Passports (Primary and Secondary)

- The Primary Passport is carried on the underside of the officer's helmet brim. For rescue trucks, the Firefighter riding in the right seat will carry the passport. (See Example 1)
- The Primary Passport shall include the names of all currently assigned personnel to that unit. The Company Officer's nametag shall be attached to the top of the Passport, underneath the fixed (top) unit designator. The Engineer's nametag shall be placed under the Officer's nametag, and the Firefighter's(s') nametag(s) below the Engineer's nametag. (See Example 1)



(Example 1)

- The nametags of personnel remaining outside of the hazard area, such as vehicle driver/operators, shall be placed upside down on the passport.
- The Secondary Passport shall be attached to the unit board inside the cab or passenger area of the vehicle. Secondary Passports for Battalion Chief vehicles or other cars shall be maintained in a visible location. (See Example 2)
- The Secondary Passport shall be set up just like the Primary Passport and used as a back-up if the Primary Passport is accidentally taken into the structure or hot-zone. (See Example 2)



(Example 2)

### C. Unit Boards

- Each suppression unit and rescue shall carry a Unit Board with marker that shall be affixed with Velcro to the inside of the passenger-side door or within the cab area. (See Example 3)



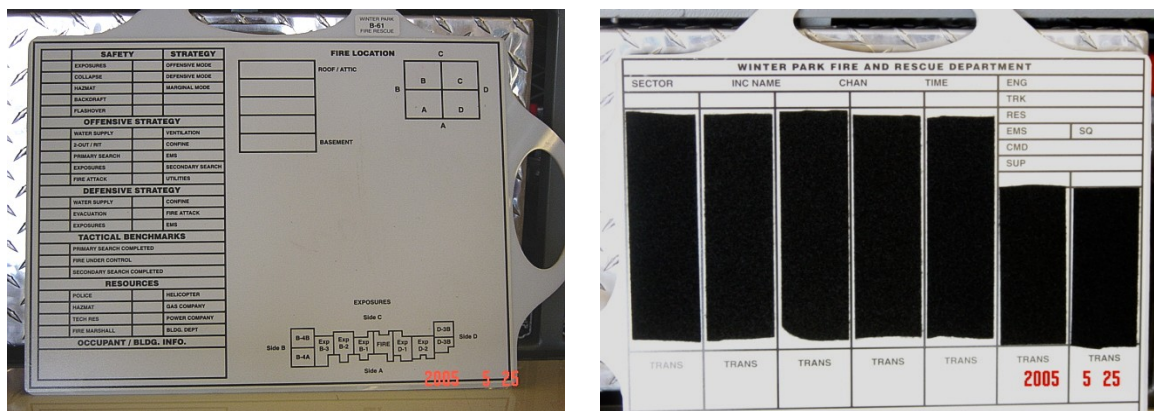
(Example 3)

- Unit Boards shall be used by the Company Officer operating as command or operating as a sector officer or by the Engineer to collect passports from arriving units prior to the establishment of command when the first arriving Company Officer elects to pass command.

### D. Command Boards

- The Command Board is a larger plastic board with Velcro attachments and writing areas used by the Incident Commander to

track the passports of individual units or unit designators for units assigned to sectors and incident details throughout the incident. The Command Board can also be used by a Sector Officer to manage the passport of units assigned to sectors. (See Example 4)



(Example 4)

### 210.02.02. Activation and Use

- The Personnel Accountability System (PAS) is initiated when the first unit arrives on the scene and continues until the Incident Commander determines it is no longer necessary. Accountability and responsibilities expand within the Incident Command System (ICS). Accountability procedures shall be strictly followed to ensure the effectiveness of the system and safety of all personnel.
- The PAS shall be implemented on all emergency incidents when personnel are operating in a hazardous area, when using SCBA, or at the discretion of the Incident Commander.
- The PAS in no way reduces the Company Officer's primary responsibility to supervise crewmembers, continually account for their whereabouts, provide for their safety, and maintain communication with the Sector Officer or Command.
- All PAS equipment shall be considered SAFETY EQUIPMENT and shall be replaced or repaired as soon as possible after damage or loss. All requests for replacement tags shall be routed through the chain-of-command to the Assistant Chief / Administration.
- Engaging in activities on the fire scene without the knowledge and approval of Command is freelancing and is a safety violation.

### 210.02.03. First Arriving Officers

- If the Officer in Charge (OIC) passes command, the OIC shall:
  - Announce passing command
  - Remove the Primary Passport from his/her helmet and give it to the Engineer.
  - Announce his/her action to Winter Park.
  - Arriving units shall deliver their passports to the Engineer of the first arriving suppression unit, who will attach them to the Unit Board, then write in their assignments and deployment locations. Any exception shall be announced to and by Winter Park.
- If the Officer in Charge (OIC) **establishes Command**, the OIC shall use the Unit Board to begin managing the incident
  - This Incident Commander shall remove the Passport from his/her helmet and place it on the Unit Board.
  - Arriving units shall deliver their passports to the Incident Command, who will attach them to the Unit Board, then write in their assignments and deployment locations.

### 210.02.04. Transferring Command

- When transferring command to a higher-ranking officer, the current Incident Commander will transfer the Passports and information from the Unit Board to the Command Board.
- This procedure should be performed face-to-face and shall include information about unit location and assignments, what tactics have been implemented, and any recommendations to the new Incident Commander.
- The transfer of command is not complete until the officer assuming command announces “assuming command” and the locations and actions of assigned personnel are updated on the appropriate Command Board. The officer assuming command shall notify Winter Park that he/she has command.

### 210.02.05. Sector Officers

- When Command assigns a person as a sector officer, that Sector Officer shall attach the passports of all assigned units to a Unit or Command Board and use it to track all assigned units and personnel, along with their locations and assignments. If necessary, arrangements should be made by the Incident Commander to deliver the board with Passports to the Sector Officer.
- The Sector Officer shall then track and assign units in the sector using that Unit or Command Board.
- Sector Officers shall be located in a safe environment, whenever possible, that does not require the use of SCBA and provides for the ability to properly monitor the movement of assigned crews in and out of the hazardous areas.
- Occasionally, the Sector Officer may be assigned to operate in a hazardous environment and use SCBA. **NOTE:** This assignment is the exception, not the rule, and may require Passport tracking to be done by someone outside the hazard area.
- The Sector Officer shall advise Command when units are moving between sectors. An example of this would be if Engine 61 was leaving the fire floor and going to rehab. When units leave a sector, the Sector Officer shall ensure the unit has their Passports so they can deliver them to their next assigned Sector Officer. An example of this would be the Fire Floor Sector Officer gives Engine 61 their Passport and Engine 61 delivers their Passport to the Rehab Sector Officer.

### 2005.01.6. Tactical Benchmarks

- A Personnel Accountability Report (PAR) is a roll call of companies at an incident. For a Company Officer, a “PAR” is a positive account for all members of the Company. For a Sector Officer, a “PAR” is a positive account for all members assigned to that sector.
- A Personnel Accountability Report (PAR) will be required for the following situations:
  - MAYDAY report
  - Sudden hazardous event (flashover, backdraft, collapse).
  - Change from offensive to defensive operation
  - 20 minutes into the operation at a major fire and subsequent 20 minute intervals until the fire is out or hazard is mitigated.
  - Upon report of “Fire Under Control”

- Upon termination of any hazardous operation.

**2005.01.7. Reporting Changes in Location**

- In order to maintain accountability of crews at all times, any change in location will be announced to the Sector Officer or Command.
- Company Officers will report any change in location to Command or their Sector Officer and announce their unit is PAR any time their location on the emergency incident scene changes.
- Units shall announce PAR when they arrive at a new location.

**2005.01.8. Returning Units to Service**

- When units are returned to service, the Company Officer of each unit shall report to the Command Post and collect the unit's Passport.
- Company Officers will ensure that all nametags for their unit are accounted for and returned to the proper placement on the apparatus.

**2005.01.9. Shift Change**

At the end of the work shift or any time the member removes gear from the unit of assignment, he will personally remove his/her assigned PAS nametag from the unit board and return it to the designated spot on his/her helmet.