

STANDARD OPERATING GUIDELINE



[Accountability]

Department: Operations

SOG#213

Applicable to: All Staff

Effective Date: 1 March 2020

2 Pages

Authority: Chief of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding personnel utilizing the Passport Accountability System.

Scope:

The scope of this document applies to all personnel, specifically when operating at scenes where a full command structure is in place. This will establish a uniform accountability guideline for the EMS providers at the agency that will provide an Incident Commander (IC) with a comprehensive roster of all emergency response personnel present at the incident scene. This procedure will also allow an IC/Accountability Officer to continuously track the location and task(s) of all personnel within an emergency incident perimeter (NFPA 1500-6-3-1, 1561). In an emergency, the passport can be used to account for companies/teams and to identify individual members of a team.

Guideline:

1. This SOG provides a structured approach for tracking EMS personnel and promoting crew integrity at an emergency scene. A Personnel Accountability System gives an IC a quick and efficient means to account for all personnel at the scene of an emergency.
2. The personnel accountability system shall be initiated whenever danger to life and health (IDLH) is present, or anytime an IC feels that personnel tracking and accountability is necessary.
3. **System Components**
 - 3.1. **Accountability Name Tags**
 - 3.1.1. Each road-cleared member of the Agency will be issued a minimum of two (2) Velcro-backed name tags.
 - 3.1.2. Tags will all be blue in color, with white lettering.
 - 3.1.3. The name tags will be engraved with the first initial and last name of the provider, followed by their level of care (e.g., P SMITH EMT, P SMITH EMT-P, etc).
 - 3.1.4. The name tags will be stored on a velcro patch on a board in a suitable location.
 - 3.2. **Passports**
 - 3.2.1. Each Agency vehicle will have two (2) Velcro “passports” marked with an agency identifier, and the vehicle number.
 - 3.2.2. The passports are to be kept in the crew compartment of each vehicle, adjacent to each other and easily accessible/visible
 - 3.2.3. This passport is used to hold the name tags of the EMS providers assigned to that

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vehicle.

3.2.3.1. There will be two (2) colors of passports, and will be used as follows:

3.2.3.1.1. **Primary Passport (Red)**

3.2.3.1.1.1. The red passport will serve as the primary passport and travels with the crew. This passport is used by an IC/Accountability Officer to check-in/check-out of their assignment. This serves to account for the movement of teams within an emergency incident perimeter.

3.2.3.1.2. **Secondary Passport (White)**

3.2.3.1.2.1. The white passport will serve as a backup or secondary passport. This passport will remain in the vehicle to provide quick identification of the crew assigned to the vehicle should the crew be separated from it. The white passport may be used as a temporary replacement for a lost primary (red) passport.

4. **System Usage** In order to promote the utmost accountability of our staff, the usage of the accountability tags and passports should be as follows:
- 4.1. Accountability name tags should be placed on the primary and back-up passports at the beginning of each shift, or whenever an agency crewmember staffs an agency vehicle.
 - 4.2. Should the apparatus respond to an incident where accountability is being tracked (e.g., working fire, MCI, etc), the primary passport (red) should be transferred to the IC/Accountability Officer. The primary passport will remain with the IC/Accountability Officer until:
 - 4.2.1. The crew is released by the IC.
 - 4.2.2. The crew is the only unit that remains at the incident.
 - 4.2.3. The crew is directed to a remote side of an emergency incident before the establishment of a Division Officer.
 - 4.3. Team members are required to stay together whenever operating within the emergency incident perimeter and must remain in contact with each other by verbal, visual, or physical contact.
 - 4.4. It is the responsibility of all EMS personnel and the Incident Commander to make sure that everyone has properly checked into the incident and are using the accountability system.
 - 4.5. Freelancing and disobeying other safety practices is not acceptable, and could result in injury and/or death.

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