

BURLINGTON TWP. FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE #4

PASSPORT ACCOUNTABILITY SYSTEM

Purpose: To implement the Passport Accountability System for Firefighter safety and accountability.

Scope: For the Burlington Twp. Fire Department to effectively utilize the Passport Accountability System and run an effective Incident Management System with proper accountability.

1. The passport system must be implemented by the first responding Firefighter or Fire Officer that calls in as command at the scene. Once the scene has progressed, Incident Command can assign the Passport Accountability System to the Staging Officer.
2. All Firefighters and Medical First Responders will report to staging, or if staging has not been established yet, they will contact the Incident Commander.
3. If you are responding to the scene in an apparatus the passengers must put his/her accountability tag on the passport tag for that truck. Passport tags are located in the cab or on the dash of all apparatus except for the rescue which is located on the center console.
4. The driver of the apparatus shall ensure all passport tags are turned into staging.
5. The Passport Accountability System will be utilized at all calls.
6. Once the Burlington Township Fire Department has been cleared of the incident, the senior BTFD member shall obtain the accountability and passport tags. Once we have returned to the station, and all work is complete and all apparatus are back in service, accountability tags and passport tags will be released by senior BTFD member.

Enacted: 10/27/13

Revision: 12/2/21, 12/15/21, 01/26/23