



**ICS Scene Management
&
Personnel Accounting
Safety System (P.A.S.S.)
Training Outline**

Updated December 10, 2008

Tactron Training Outline

1. History of ICS, NIMS and PASS Accountability

- The Incident Command System (ICS) evolved from the Department of Forestry command system in the late 1980's. The system was formatted to meet the needs of the fire services industry by the Phoenix Fire Department. ICS has been the industry standard management system ever since.
- March 1, 2004, the Department of Homeland Security created the National Incident Management System (NIMS) in response to the September 11, 2001 terrorist attacks. ICS is the basis for the management portion of NIMS. The complete NIMS manual can be downloaded from the Department of Homeland Security website at <http://www.dhs.gov/dhspublic/display?theme=51&content=3423>
 - NIMS must be implemented in all departments and be used at all incidents by January 2007.
- The Velcro based Personnel Accounting Safety System (PASS) was created by Stu Rose from the Seattle Fire department. The PASS system is one of the most popular personnel accountability systems used by fire department today due to its ease of use and flexibility.

2. How the Tactron System works

- **The PASS System** – (Personnel Accountability) consists of four individual parts, which, when used together provide a complete, easy to use personnel accountability system.
 - a. **PASS Name Tag Sets** – consists of a Velcro mounting patch which is installed on the inside back of each persons helmet and three to six engraved, individual Velcro backed tags which are carried on the mounting patch.

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When ordering, the following information will be needed:

- i. Tag quantity - Number of tags per set can vary depending upon the needs of the individual department and how they are going to run their accountability system; we recommend a minimum of a three tag set per person.
- ii. Tag color – Tags may be ordered in a variety of colors. Some organizations use the same color for all positions while others color code the tags to designate different ranks or job specialties; i.e., officer, firefighter, medic, etc.

- iii. Tag text – Personnel names can be laid out at the discretion of the department, but is limited to 16 characters.

- b. **PASS Cards** – The PASS cards are 2”x4” plastic cards with a Velcro patch on the front and back and a Velcro mounting patch. Each card is engraved with the unit designator i.e., E267. Each vehicle within the organization will need a Primary Pass and a Back-up PASS which are adhered to the vehicles dashboard using the Velcro mounting patch. When a person comes on shift, or arrives at a scene, one of the individuals name tags is removed from the helmet and placed on the Primary and Back-up PASS cards of the vehicle he/she is assigned to. When the vehicle is assigned at the scene the officer will take the Primary PASS card and give it to the person in charge i.e., interior. When the vehicle is released from an assignment, or is reassigned, the PASS must follow the assignment trail. The Back-up PASS card remains on the dashboard for possible collection at a later time by an Accountability officer. It may also serve as an emergency back-up or automatic replacement if the Primary PASS card is lost.



- The following customer information will be needed:
- i. PASS card Primary and Back-up color.
 - ii. PASS text – This is the vehicles acronym. Up to two lines of text, but no more than nine characters per line is recommended. i.e. Engine 12 would be E-12.
-
- c. **Helmet Shields** – Are Velcro backed and come with a Velcro mounting patch that is applied to the individual members helmet. Reflective helmet shields are worn by all personnel on scene and represent the vehicle the person is assigned to. Typically, the helmet shield is color coded based upon rank or specialty, i.e., white shield for the officer, red-orange shields for firefighters, blue shields for medics, etc.



Reflexite Shields



3M Scotchlite Shields

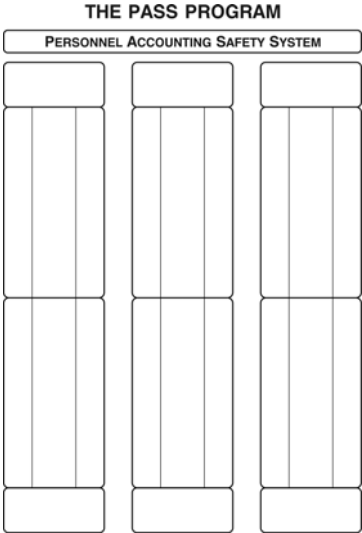
The following customer information will be needed:

- i. Helmet shield type – Choose either:
 - Reflexite Shields – Offers more color choices and are more reflective.
 - 3-M Scotchlite Shields - Numbers and letters are sewn on and are more heat resistant than the Reflexite Shield.
 - ii. Helmet shield shape – Choose either:
 - Front mounted triangle
 - 2”x4” rectangle in sets of two.
 - iii. Shield Color (list colors)
 - iv. Shield text – This is the vehicle acronym just like the PASS card. A maximum of five characters is recommended.
 - v. Shield text color (list colors)
- d. **Handheld Organizers** - The purpose of the handheld organizers are two fold: Immediate scene management – NIMS calls for immediate scene management from the first arriving unit on ALL calls, regardless of the size or type. All of the Handheld Organizers provide the tools to achieve this mandate. The ICS Branch Management schematic (see below) allows the first arriving officer to begin management of the scene, assigning units to specific assignments or tasks as they arrive.

COMMAND OR BRANCH MANAGEMENT

STAGING LOCATION:		STAGING MGR.
STAGED UNITS		
DIVISION	SUPERVISOR	OBJECTIVE
GROUP		
SECTOR		ASSIGNED UNITS
ASSIGNMENT		
DIVISION	SUPERVISOR	OBJECTIVE
GROUP		
SECTOR		ASSIGNED UNITS
ASSIGNMENT		
DIVISION	SUPERVISOR	OBJECTIVE
GROUP		
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GROUP		
SECTOR		ASSIGNED UNITS
ASSIGNMENT		

Personnel Accountability – NIMS also requires each organization to adopt a Personnel Accountability System to track personnel on the emergency scene. All of the Handheld Organizers provide a target area (see below) for the first arriving officer to begin personnel accountability by collecting, and maintaining, PASS cards from arriving units.



There are four handheld organizers. All are dry erasable, light weight, and designed to be carried around the emergency scene by the first arriving officer or a branch manager. A handheld organizer should be carried in each vehicle within the department.



Control Board



Control Board II



Pocket Commander



Tactical Board

See catalog for more detailed information on each handheld organizer as there are additional schematics and features on the different products.

- ICS Management** - All of the handheld organizers listed above have the capability of initiating ICS on scene management by first arriving officers or for small single alarm emergencies. However, for larger multi-alarm and Unified Command responses the following products should be utilized. All Tactron products are based on the same organizational system, so transferring command from any of the handheld organizers to these products is easy and maintains the system flow.
 - Cab Commander** - The Cab Commander is an intermediate command tool that is magnetic and dry erasable. It hangs on most standard size steering wheels using stainless steel hooks. The unit can latch shut for storage, or fold open for table top use. Just like the handheld organizers, the Cab Commander has a branch management schematic to assign units to particular duties or assignments (see below). There is also a schematic with areas to write in personnel names or assign units using Resource magnets for Passport, Medical, RIT, Safety, and Rehab sections (see below). It also has a simple checklist and PAR log. It contains areas for assigning units to Rehab as well as a fire ground sketch area.

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GROUP		
SECTOR		
ASSIGNMENT		ASSIGNED UNITS

OFFENSIVE
 DEFENSIVE
 MARGINAL

RIT:	CALL RECEIVED TIME:	FIRST UNIT ARRIVED TIME:	PAR LOG	
MED:	PRIM. SEARCH ALL CLEAR TIME:	SEC. SEARCH ALL CLEAR TIME:	TIME	RESULT
PASSPORT:	UNDER CONTROL TIME:	SPRINKLERS:		
SAFETY:	GAS:	STANDPIPE:		
	ELECTRIC:	FIRE PUMP:		
	HVAC:	OTHER:		
REHAB:				
FIREGROUND SIDE CHARLIE				
SIDE ALPHA				

- Command Center** - The Command Center is the ultimate NIMS compliant product on the market. It is constructed of heavy gauge metal. All graphic surfaces are magnetic and dry erasable. This is the tool used by Incident Commanders to easily manage simple to complex incidents including Unified Command. It facilitates tracking of resources and assignments using color coded printed magnets. The Command Center is also an excellent tool for teaching ICS, conducting incident critiques, or to use as a primary or backup dispatch tool. There are three schematics on the Command Center.

typically black in color, are moved from the storage area on schematic 1 and placed under "Division/Group". For example, in a fire branch, there might be a Search & Rescue assignment, a Fire Attack assignment, a Water Supply assignment, a RIT assignment, and a Ventilation assignment, all of which are included in the Fire Assignment tag set. Supervisor's names can be written in for each assignment. Color coded Resource magnets are then moved from the storage area on schematic 1 and placed in the box the resource is assigned to. For example, three engines, E-1, E-2 and E-3, might be assigned to Fire Attack and be moved into the box next to the Fire Attack assignment magnet. This continues as necessary for each assignment under each branch. If a prefabricated resource magnet is not available, the vehicle's name or personnel name can be written directly on the board.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="font-size: small;">STAGING AREA</td><td style="font-size: small;">LOCATION:</td></tr> <tr><td style="font-size: small;">MANAGER</td><td></td></tr> </table>	STAGING AREA	LOCATION:	MANAGER		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; font-size: small;">CHIEF</td></tr> <tr><td style="text-align: center; font-size: small;">OPERATIONS</td></tr> </table>	CHIEF	OPERATIONS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; font-size: small;">COMMAND</td></tr> <tr><td style="text-align: center; font-size: small;">COMMAND STAFF</td></tr> <tr><td style="font-size: x-small; text-align: center;">SAFETY LADDER TOWER</td></tr> </table>	COMMAND	COMMAND STAFF	SAFETY LADDER TOWER	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; font-size: small;">CHIEF</td><td style="text-align: center; font-size: small;">TECHNICAL SPEC</td></tr> <tr><td style="font-size: x-small;">RESOURCE UNIT</td><td></td></tr> <tr><td style="font-size: x-small;">SITUATION UNIT</td><td></td></tr> <tr><td style="font-size: x-small;">DOCUMENTATION</td><td></td></tr> </table>	CHIEF	TECHNICAL SPEC	RESOURCE UNIT		SITUATION UNIT		DOCUMENTATION		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; font-size: small;">CHIEF</td><td colspan="2" style="text-align: center; font-size: small;">SERVICE BRANCH</td><td style="text-align: center; font-size: small;">DIRECTOR</td></tr> <tr><td style="font-size: x-small;">SUPPLY BRANCH DIRECTOR</td><td style="font-size: x-small;">COMMUNICATIONS</td><td style="font-size: x-small;">WELFARE</td><td></td></tr> <tr><td style="font-size: x-small;">SUPPLY UNIT</td><td style="font-size: x-small;">MEDICAL</td><td style="font-size: x-small;">REHAB</td><td style="font-size: x-small;">FOOD</td></tr> <tr><td style="font-size: x-small;">FACILITIES UNIT</td><td></td><td></td><td></td></tr> <tr><td style="font-size: x-small;">GRAND SUPPORT</td><td></td><td></td><td></td></tr> </table>	CHIEF	SERVICE BRANCH		DIRECTOR	SUPPLY BRANCH DIRECTOR	COMMUNICATIONS	WELFARE		SUPPLY UNIT	MEDICAL	REHAB	FOOD	FACILITIES UNIT				GRAND SUPPORT				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center; font-size: small;">CHIEF</td></tr> <tr><td style="text-align: center; font-size: small;">FINANCE / RISK MGMT</td></tr> <tr><td style="font-size: x-small;">TIME UNIT</td></tr> <tr><td style="font-size: x-small;">PROCUREMENT</td></tr> <tr><td style="font-size: x-small;">COMP / CLAIMS</td></tr> <tr><td style="font-size: x-small;">COST UNIT</td></tr> </table>	CHIEF	FINANCE / RISK MGMT	TIME UNIT	PROCUREMENT	COMP / CLAIMS	COST UNIT
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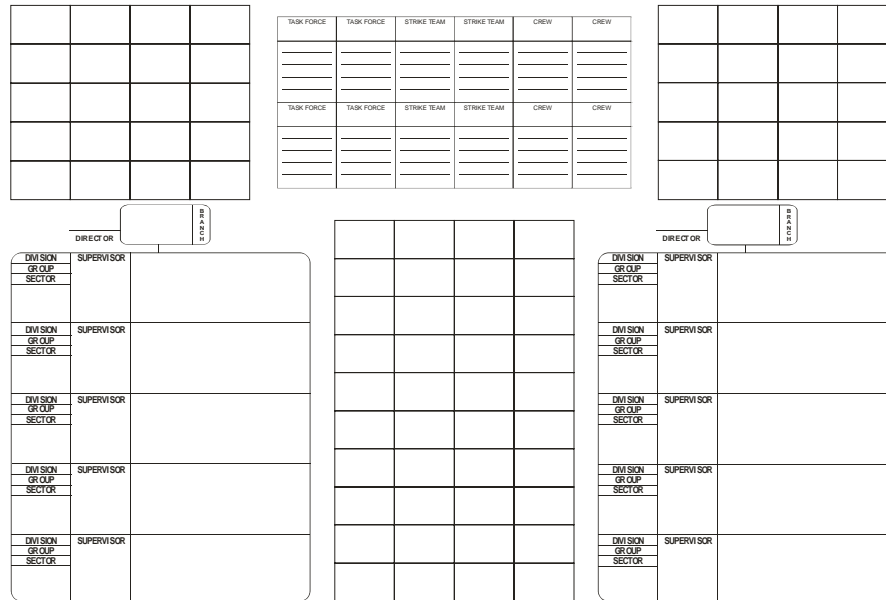
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Use dry erasable, water based pen or grease pencil ONLY.
Clean after each use.



- iii. Schematic 3 (see below) - bottom area under hinged panel: Two additional Branch Management graphics and additional storage area for Magnetic Resource and Assignment Tags. Plus Strike Team, Task Force and Crew organization area.



Both the Cab Commander and the Command Center are magnetic based and use the same magnet products which include:

- Assignment Tag set –Are pre engraved magnetic tags which contain the titles typically used for each type of operation. One of these sets is included in the purchase of either product and additional sets may be purchased. In addition, if you have other assignment requirements they may be purchased separately. When ordering, specify which Assignment Tag set to include and which additional sets you desire.

<p>Fire Set Fire, Fire Attack, Search, Evacuation, Search/Rescue, Interior, Ventilation, Salvage, Overhaul, Exposure, Exposure A, Exposure B, Exposure C, Exposure D, Side A, Side B, Side C, Side D, Water Supply, RIT</p>	<p>Haz-Mat Set Haz-Mat, Hot Zone, Warm Zone, Entry, Backup, Decon, Containment, Research, Site Access Control, Technical Assistance</p>	<p>Law Enforcement Set Law Enforcement, Police Unit, Patrol, Squad, K-9 Unit, Traffic Control, Crowd Control, Security, SWAT Team, Investigation</p>
<p>Medical Set Medical, Triage, Treatment, Transportation, Communications, Extrication, Helicopter L-Z, Medical Staging</p>	<p>Hi-Rise Set Hi-Rise, Base, Lobby, Staging, Communications, Air Operations, Stairwell Support, Helicopter Support</p>	<p>Public Works Set Public Works, Utility, Engineer, Equipment, Inspection, Road, Fencing, Barricade, Sand Bag</p>

- Resource Magnets –These are color coded magnets that represent the department’s vehicles or resources including personnel names. 30 magnets are included with either product but additional magnets may be purchased. When ordering specify:
 - i. Resource magnet color.
 - ii. Resource text. There can be two lines of text, but a maximum of nine characters per line is recommended.

- c. **Support Kit** - The Support Kit is an excellent organizational tool for incident scene operations or for an Emergency Operations Center setting. It facilitates organization and identification of support and operational positions for Command and Command Staff, Operations, Planning, Logistics and Finance/Risk Management Sections. The Support Kit comes with a storage case that has a unique see-through design with Velcro closures. It contains 12 workbooks, custom titled and color coded to fit your needs. Each workbook includes a corresponding Standard Vest, Field Operations Guide containing position description, ICS checklist and glossary of terms, a note pad and pen. The workbook also has an inner storage pocket for forms. When the Incident Commander (IC) feels the need to assign certain support functions to onsite personnel, he/she selects the appropriate workbook and assigns the position. For example, as the scene progresses, the IC may see the need for a Safety Officer. The IC would select the Safety Officer workbook and assign a person on scene to that position. The person would put on the Safety Officer vest and follow the description and checklist in the Field Operations Guide. The following customer information will be needed:
 - i. Workbook/vest titles
 - ii. Workbook/vest colors