



## *Sullivan County Bureau of Fire*

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### **Sullivan County Bureau of Fire Photo ID Policy and Accountability Tag Use**

In order to meet NIMS compliance for scene resource accountability and identification, the Sullivan County Bureau of Fire will issue photo ID cards to all Fire agencies within Sullivan County. At this time, the photo ID cards are in a basic format and as time goes on, we will update card formats as NIMS and our local system requires.

In order to maintain uniformity in the process, we ask that you please follow these guidelines in your photos and documentation:

- Photos must be taken with a digital camera against a light colored or blue background.  
(Do not use flags, firetrucks, or shiny backgrounds)
- Photos must be sharp, clear and in focus (no dark shadows.)
- Photos must be from mid-chest up (must also include the top of the head.) Do not crop, edit, or enhance the photos.
- Photos must **not** include headgear, such as baseball caps, uniform hats, etc.
- Photos of interior firefighters **shall not** have facial hair.
- Roster must include **printed** proper spelling of first and last names. Include middle initials and qualifies as necessary (Jr., Sr., III, etc.)
- Fire Department will assign a Fire Department ID number.
- You must supply the firefighter's TIMS number.
- No member shall have tags from two different departments.
- Once a member leaves a department (transfer, death, resignation, etc.), the Sullivan County Bureau of Fire must be notified so that the member's name can be removed from the master list. Collect the tags from these members and destroy them.
- Roster must include any certification (interior or exterior) held by the member, along with a **Fire Department ID number**.
- Rosters must be certified by an agency officer.
- An officer of the department **must** sign off on a change of status for new tags.

In order to receive text paging, you must have a Fire Department Id Tag. The Id Tag database will be shared with the 911 Center and Sullivan County Risk Management.

If you have any further questions, please contact your BC or the Fire Coordinator

## Accountability Tag Use

- Sullivan County Bureau of Fire issues three (3) tags to firefighters to use for accountability.
- All pictures and records received from the fire department are kept in the Bureau of Fire Office after they are turned in.
- The tags are color-coded, blue for Exterior, red for Interior.
- Tags can be replaced if lost or damaged, or a change of status occurs.
- One tag is kept on the firefighter's person (usually in their wallet.)
- Two tags are clipped onto the firefighters turnout gear.
- Upon arrival at a scene, one tag is clipped to a **stationary** object (a ring on the mirror, towel rack in a compartment, rod stuck in the ground, etc.), which has been specified by the officer in charge, to show the member is on the scene.
- When you leave the scene, retrieve your tag.
- Should you do something special at the incident (going into a building, doing a search off the main scene, going into a rehab area, going into a Haz Mat area, etc.), the second tag from your turnout gear is given up to the accountability officer.
- After the special assignment, retrieve your tag.
- When going back in service, retrieve your tag.

Revisions:

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06/2010
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