



## ***Emergency Management /Homeland Security***

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### **Sullivan County Emergency Services Photo ID Policy and Accountability Tag Use**

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

Each Fire Chief will be tasked with taking their members' photos, completing a member roster, along with signed certification of member's level of training (Interior or Exterior.) to be submitted to the Deputy Fire Coordinator assigned to making the accountability tags.

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 solid, light colored or blue background.  
(Do not use flags, fire trucks 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 **may not** have facial hair.
- ID Request Form must include **printed** proper spelling of first and last names. Include middle initials and qualifies as necessary (Jr., Sr., III, etc.)
- Once a member leaves an agency (transfer, death, resignation, etc.), the Sullivan County Office of Emergency Management must be notified so that the member's name can be removed from the ID database and text messaging database.
- ID Request Form must include certification level. (interior or exterior) with an **Agency assigned ID number**.
- ID Request Form for new tags, change in status or replacement tags must be signed for by the Fire Chief.
- In order to receive text paging you must have a County ID tag. The ID tag database will be shared with the 911 center.

If you have any further questions, please contact your Deputy Fire Coordinator

## Accountability Tag Use

- Sullivan County Office of Emergency Management issues three (3) tags to firefighters to use for accountability.
- All pictures and records received from the fire department are kept in the Emergency Management 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 in status occurs.
- One tag is kept on the person (usually in their wallet.)
- Two (2) 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 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.
- After the special assignment, retrieve your tag.
- When going back in service, retrieve your tag.

### **revisions**

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