

PERSONNEL ACCOUNTABILITY REPORT

KEY CONSIDERATIONS:

- Conducting a Roll Call is a very specific and organized exercise. Know your part and be quick.
- Captains only reply with your number of people you can **actually** account for. See below.
- Start rescue ops first and then conduct your PAR if you suspect a FF or crew is in trouble.
- Whenever possible conduct without the use of radio.

CONSIDERATIONS:

- Speed and accuracy of the roll-call is essential.
- **You can't account for them unless you can actually see, hear, or feel them. Absolute confirmation is required.**
- **Command will compare your reported number to your accountability passport tag.**
- Officers: Account for **all** members **who rode with you to the call**. Examples from a 4 person crew:
 - "8102 has a PAR of 3, and Engineer Smith is at the pump panel".
 - "8102 has a PAR of 2, and FF's Tarver and Hanner are missing"
 - "8102 has a PAR of 4 and I also have FF Carpenter with me assigned from 7701"
 - "8102 has a PAR of 4. (When all are physically present with you)"
- The complexity of the incident may create additional radio traffic for a Division Supervisor when a PAR is called, especially if the supervisor cannot see the assigned crews.
- The Incident Commander may call for a PAR only for personnel working in the Hot Zone. Depending on the complexity, Command may be able to visualize personnel outside of the Hot Zone.

PROTOCOL:

1. IC announces: **ALL CREWS STANDBY FOR A ROLL CALL / PAR...**
2. IC may announce that they already have visual accounting for some crews.
3. IC will then call for a specific unit or Division (Charlie Division..., 8102...)
4. The Division or company officer answers with their accounted for number of personnel and additional information only if necessary (see above in "Considerations"). Example: **Charlie Division has a PAR for 7708, 8121, and 8102...or 8102 has a PAR**
5. IC compares reported number to the accountability passport or printed roster.
6. IC will confirm that a member or members is/are unaccounted for and broadcast this to the fireground. **Any member who can account for the missing firefighter(s) shall immediately communicate. IC will declare a MAYDAY when a FF is truly missing. See MAYDAY Protocol.**
7. IC calls next unit or next Division.

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IC shall consider a PAR:

- After there is a change from an offensive to defensive fire ground strategy.
- When there is a catastrophic change in the incident such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.
- When the Incident Commander or Crew Leader determines that a need for a PAR exists.

When a Supervisor presumes a firefighter or crew is missing or trapped, the Incident Commander will start rescue efforts **as soon as possible** at the last known location. **The IC will then** conduct a PAR of the emergency incident to confirm the status of missing personnel.

When a crew is relieved of an assignment and transferred to a different supervisor, supervisors will confirm that crew leaders have conducted a PAR.