

## INCIDENT MANAGEMENT SYSTEM AND TACTICAL OPERATIONS MANUAL

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SERIES 343

### OPERATIONAL GUIDELINE

# PAR - PERSONNEL ACCOUNTABILITY REPORT ROLL CALL PROCEDURES

#### PURPOSE

To identify a method to confirm that all personnel are accounted for within a geographic area, or "hot zone" of an incident. Use of this procedure will enhance personal safety, by providing the Incident Commander (IC) with an updated account of all personnel whenever there is significant change in the action plan or a catastrophic change in the incident.

#### DEFINITIONS

**Positive communications:** Contact maintained by visual, verbal, physical or electronic means.

**Emergency Traffic:** The phrase "emergency traffic" is the code word used in radio communications to indicate a critical, life safety related message. Emergency traffic has priority over all other radio communications WITH THE EXCEPTION OF A MAYDAY MESSAGE.

**Hot Zone:** The immediate area surrounding the incident that poses a threat to life, causes adverse health effects or would interfere with one's ability to escape due to fire, hazardous materials, structural collapse, confined space, explosions, environmental features, etc. The zone extends far enough to prevent adverse effects from weather conditions or spontaneous releases.

**Passport Accountability System:** A recognized accountability system that identifies and tracks all personnel working at an incident.

**Personnel Accountability Report (PAR):** A term used to confirm that all personnel assigned to a group, division, unit or incident have been identified and located.

Example: "Engine 17 to Command, I have a PAR" (all members accounted for).

**Standby:** The term "standby" is a code word indicating that a leader is requesting more time (normally 2 minutes) to account for their personnel.

#### PROCEDURE

- I. A roll call will be conducted in an orderly fashion by radio or face-to-face between the IC and each unit or command function/division, after each leader has had positive communication with the persons/crews within their direct span of control. Whenever possible, each division or group

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should account for personnel within their span without the use of the radio in order to keep operational channels open for emergency traffic.

- II. The IC may chose to conduct an emergency roll call when crews are missing, injured, or trapped in order to expedite the rescue. This emergency roll call may only involve certain areas of the incident where the catastrophic change has occurred; therefore, it is important for all leaders/commanders to listen for an emergency roll call and be ready to answer, only if they are queried.
- III. A Roll Call is recommended for the following situations:
  1. Any report of a missing or trapped fire fighter
  2. Any time a Mayday is called
  3. Any change from offensive to defensive
  4. Any sudden hazardous event at the incident - flashover, back draft, structural collapse, etc.
  5. At every 30 minutes of elapsed time
  6. At a report of fire under control
  7. Any time an “Abandon” order is given.
  8. Any time Command feels it is necessary
- IV. The number of units assigned to an incident, the span of control, and the geographic area may determine how long the IC should wait to query leaders after announcing a roll call. A roll call should begin within 2 minutes for the normal incident. Although a systematic method of querying units/divisions is preferred (numerically, alphabetically), this doesn’t limit the IC to a random method based on Maydays, known areas of collapse, units within the hot zone, etc.
  1. The Incident Commander will order a PAR, specifying if it is an emergency PAR.
    - A. “Firecom & companies on the Cherrydale scene, stand by for a PAR”
  2. Firecom will repeat the request for a PAR:
    - A. “Companies operating at the Cherrydale scene, standby for a PAR”
  3. Each company/division will answer in one of the following manners when called by the IC:
    - A. “Engine 214 has a PAR” This response will mean all members assigned to Engine 214 are safe.
    - B. “Division A – Standby: This response means that the Division A leader needs more time to insure personnel are safe. In this case, the IC will pass over Division A.
      - (1). Note: All companies, divisions or groups are called before returning to those that have requested more time.
    - C. “Ladder 2121 has Emergency Traffic”: This response indicates there is no PAR and the Incident Commander must initiate a firefighter rescue plan.