

<i>PERSONNEL ACCOUNTABILITY REPORT</i>		TROY FIRE DEPT. TACTICAL PLAN 211.10	
<i>Issued</i>	<i>06/10</i>	<i>Revised</i>	<i>03/13</i>
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PURPOSE

The purpose of the Personnel Accountability Report (PAR) is to enhance personnel safety and accountability by utilizing an orderly method to provide both the Incident Commander (IC) and the Staging Area Manager (SAM) an up-to-date accounting of all personnel at an incident.

DEFINITIONS

Priority Traffic: “Priority Traffic” is the phrase used in radio communications to indicate an IDLH (Immediately Dangerous to Life & Health) related message. “Priority Traffic” has priority over all other radio communications *WITH THE EXCEPTION OF A MAYDAY MESSAGE.*

Fireground Emergency: A situation exists on the fireground that poses an immediate threat to life safety or incident stabilization. A fireground emergency is usually declared by the IC.

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.

Mayday: Often described as “an emergency within an emergency”, a “MAYDAY” is a distress call that can be issued by any member of a working incident who may be trapped, distressed, injured or disoriented and must rely upon others to return to a safe location.

Personnel Accountability Report (PAR): The process utilized to account for all personnel assigned to a crew, group, or division, or an individual assignment.

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

Staging Area Manager (SAM): The SAM is responsible for managing all activities in the Staging Area, preparing crews and resources for assignment, tracking their status on the fireground & conducting a PAR when requested by the IC.

Standby: The term used to indicate that a crew leader or division or group supervisor is requesting more time (up to 2 minutes) to account for personnel.

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PROCEDURE

- A PAR is conducted in an orderly fashion, by radio or face-to-face, between the SAM and each crew, group, division or command function, after each leader has had positive communication with the persons/crews within their direct span of control. Whenever possible, each division or group should account for personnel within their span without the use of the radio in order to keep operational channels open for emergency traffic.
- The IC may choose to conduct an emergency PAR when crews are missing, injured, or trapped in order to expedite the rescue. This emergency PAR may involve only certain areas of the incident where the catastrophic change has occurred. It is important, therefore, for all leaders/supervisors to listen for an emergency PAR and be ready to answer when queried.
- A PAR is recommended for the following situations:
 - Any report of missing or trapped fire fighters
 - Any time a MAYDAY is declared
 - Any change of Operational Mode (i.e.: from offensive to defensive)
 - Any sudden hazardous event at the incident - flashover, back draft, structural collapse, unexpected release of HAZMAT, etc.
 - Every 20 minutes of elapsed time
 - Situation is reported “under control”
 - Any time an “Evacuate” order is given
 - Any time Command determines it is necessary
 - Anytime an Emergency Signal is triggered from a radio at an incident
- 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 PAR. A PAR should begin within 2 minutes of being requested. Although a systematic method of querying units 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.
- Examples
 - The IC requests the Staging Area Manager (SAM) to conduct a PAR:
 - “Staging from Command, conduct a PAR.”
 - “Staging Copies – All units stand by for a PAR”

PERSONNEL ACCOUNTABILITY REPORT

**TROY FIRE DEPT.
TACTICAL PLAN
211.10**

Issued

06/10

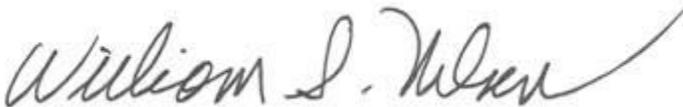
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- The SAM waits up to one minute for all units to take a head count. The PAR will begin with all “hot zone” crews, groups, divisions or command functions first.
- Each crew, group, division or command function will answer in one of the following manners when called by the SAM – Examples Include:
 - “Fire Attack has PAR 4” (This response means all members assigned to Fire Attack are safe. It also provides the SAM with the number in the crew, including the leader)
 - “Division Alpha – Standby”: This response means that the Division Alpha leader needs more time to insure personnel are safe and accounted for. In this case, the SAM will pass over Division A.
 - Note: All crews, groups, divisions or command functions in the “hot zone” are then called before returning to those that have requested more time.
 - “Interior Division with Priority Traffic.” This response indicates there is currently no PAR and the Incident Commander may have to initiate a firefighter rescue plan.
 - “MAYDAY, MAYDAY, MAYDAY.” This response indicates there is a Fireground Emergency. All units shall standby until the IC determines the location and the status of the unit requesting the MAYDAY. A firefighter rescue plan is imminent.

APPROVED:



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