


7003.06	Personnel Accountability Report Standard Operating Procedure (Pilot)	
<i>This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>		
Related Policies: Chief's Memo 2019-052, PAS and PAR Standard Operating Procedure Pilot Program. Applicable HI Statutes:		

I. PURPOSE

To provide a mechanism for a roll call procedure initiated by command to confirm all assigned personnel are accounted for. The Personnel Accountability Report (PAR) is a critical component of the Personnel Accountability System, (PAS). The PAR is a tool to ensure accountability and promote safety in All-Hazard Response.

II. APPLICABILITY

A. All Operations Personnel:

1. Maintain contact with team members and accountability to Company Officer at all times.
2. Do not freelance. Follow orders and directives as given on the fire ground within assigned areas. Operate within ICS structure.
3. Inform immediate supervisor of necessary movement from assigned area of operation or inability to accomplish given assignment. Notify immediate supervisor of completion or status of tasks as well as safety concerns not limited to, but including fire behavior, structural stability, weather changes, or operational needs. Utilize "CAN" report; conditions, actions, and needs.
4. All personnel are responsible for being equipped with their assigned radio, set to the correct operational channel. All personnel shall follow the Personnel Accountability System (PAS) policy and check in with issued ID cards as outlined in that policy.

B. Company Officers/Supervisory Personnel/Team Leaders:

1. Maintain contact of assigned personnel. Maintain constant awareness of number of personnel, their location, assignment, level of exertion, and air supply.
2. Identify risks and risk potential to subordinates and its overall incident implications.
3. Relay incident status changes to personnel and up ICS chain of command structure.
4. Maintain span of control.
5. Ensure compliance with Personnel Accountability System (PAS) policy.

C. Incident Commander (IC):

1. Primary responsibility to maintain accountability at all times. Utilize ICS and maintain span of control.
2. Establish appropriate level of Personnel Accountability System (PAS) to the size and scope of incident.
3. Ensure safe and effective emergency operations.
4. Assign appropriate operating radio channels/talk groups to allow for efficient fire ground communications.



III. PROCEDURES

A. Personnel Accountability:

1. The Incident Commander (IC) shall be responsible for the overall accountability of all personnel assigned to the incident. Safety Officer (SO) and Accountability Officer (AO) roles may be filled as dictated by necessity of circumstance and availability of personnel.
2. The IC shall initiate accountability and maintain it throughout the duration of the operation.
3. The IC shall maintain an awareness of the location and function of all companies assigned to an incident.
4. Company Officers, Division/Group supervisors shall supervise and account for all personnel within their subordinate group/assigned company members.
5. The IC shall be responsible for the accountability of personnel working independent of a company, division, or group, such as the Safety Officer (SO), or Fire Equipment Operator working at the pump panel.

B. Conducting the PAR:

1. The IC may initiate a PAR at any time. The PAR may also be conducted as needed in a developed ICS structure by an Operations Section Chief, Company Officer/Division/Group supervisor as necessary.
2. The PAR may include all units operating at the incident or a selected group of companies, divisions, groups, or units as determined by the IC.
3. The IC may consider moving the operation to a secondary channel/talk group to avoid interference from outgoing alarms.
 - a. The primary channel will be monitored by another radio.
 - b. The use of tactical channels does not allow for the (orange) Emergency Alert Button (EAB) to be used in the event of a MAYDAY.
4. The PAR should begin with a stand by announcement on the appropriate channel to notify Company Officers and division/group supervisors to account for all assigned personnel and provide their report upon request. Examples:
 - a. "All personnel from Keamuku IC, standby for a PAR."
 - b. "Division Bravo, Keamuku IC, standby for a PAR."
5. Allow reasonable time for Company Officers to account for personnel.
6. Depending on the number of units, span of control, and size of the incident shall determine the length of time allowed. Typically, the roll call should begin in one minute.
7. Conduct the PAR by requesting Company Officers/Division/Group supervisors to "provide a PAR". Example:
 - a. "Engine 9, Keamuku IC, provide a PAR."
8. In emergency situations an "Emergency Traffic" announcement may be given and a PAR started immediately.
9. If a MAYDAY is called, the normal MAYDAY procedure shall apply. A PAR shall follow the initial MAYDAY timed at the discretion of the IC.

C. PAR Benchmarks:

1. The IC should attempt to conduct a PAR at a minimum of 20 minute intervals. Timing and frequency may depend on the situation and needs of the incident.

7003.06

Personnel Accountability Report Standard Operating Procedure (Pilot)



2. The IC may request FCCC provide elapsed time notifications of a chosen time interval. For example, upon providing a scene size up, the IC may request a time notification at the 10 minute mark to account for personnel and assess resource needs.
3. The PAR shall also be conducted when the following events occur:
 - a. Any sudden hazardous event (MAYDAY, flashover, backdraft, structural collapse).
 - b. Report of missing firefighter(s).
 - c. Following an order to evacuate, abandon operation, or withdraw (Operational Retreat).
 - d. Change in operational mode, offensive to defensive, defensive to transitional operational mode, etc.
 - e. At the time the IC reports the situation or fire under control.
 - f. At the discretion of the IC, as needed.

D. Responding to a PAR Request:

1. The PAR shall be conducted face to face at the Company/Group/Division level to minimize radio traffic.
2. When a PAR is requested by the IC, the Company Officer shall respond with the total number of personnel accounted for with their current assignment and location.
Examples:
 - a. “Engine 7 has a PAR of 3, assigned fire attack on Bravo side”
 - b. “Engine 12 has a PAR of 3, assigned primary search in Division 2”
3. If the Company is split, the Officer shall identify the number of crew members accounted for, current assignment, and location, followed by the status of crew members not present. Example:
 - a. “Engine 10 has a PAR of 2, assigned interior fire attack, Engine 10 firefighter assigned RIC located at front entry with Engine 18 firefighter”
4. Division/Group supervisors for larger incidents may be asked to report the specific companies and number of personnel from each working within the group or division.
Examples:
 - a. “Division Charlie has a PAR of 3 for Engine 11, 2 for Brush Truck 11, 1 for Tanker 11, 2 for Medic 11, 2 for Engine 20.”
 - b. The Company Officer/Division/Group Supervisor if always included in the total count for the PAR.
 - c. If not specified, “Division Charlie has PAR” will suffice.
5. If additional time is needed, “PAR in progress” shall be communicated to the IC.
6. Missing personnel: Should a PAR report a missing member or is unable to make contact, the IC shall make appropriate assignments and additional resource requests to locate personnel.
7. “NO COMMS” – If personnel are alerted by their portable radio that they are in an area with no service, an attempt should be made to return to the last known area of radio coverage and notify the IC or Operations Section Chief of this issue prior to proceeding.
 - a. Most officers and personnel know radio dead spots geographically in their service area. A greater unknown variable, and potential greater risk lies in loss of radio communications inside of structures as direct visual contact and cellular phone use are not an option.

7003.06

**Personnel Accountability Report Standard
Operating Procedure (Pilot)**



b. Proceed with extreme caution.

E. Documenting the PAR:

1. The IC shall communicate the results of the PAR to FCCC. Example: “Fire Control, Akoni Pule IC has PAR on all assigned personnel.”
2. FCCC shall document the results of the PAR on the CAD narrative.
3. Company Officers/IC’s responsible for RMS documentation shall also document conducting of the PAR in their narrative.

F. Evaluation and Continuity of the PAR System:

1. The system shall be reviewed every four months during the first year of operation.
 - a. All major incidents where an After Action Review is conducted shall include a review of the PAR implementation, execution, successes, and challenges and communicated through proper channels for review.
 - b. Subsequent annual review of this policy shall be conducted by Fire Administration.

--End--