



COMMUNICATIONS OPERATIONS
FIRE SERVICE POLICY

Policy No. 5240 Date Issued: May 5, 1997
Section: 5200 - Field Unit Safety Date Revised: March 9, 2015
SUBJECT: PERSONNEL ACCOUNTABILITY REPORT (PAR)
APPROVED: [Signature]
Chairperson, Fire Service Users Subcommittee
APPROVED: [Signature]
Dennis Kidd, General Manager

1.0 Purpose

- 1.1 To define a field personnel accountability report (PAR)
1.2 To provide dispatch guidelines for initiating, recording and terminating PAR checks

2.0 Personnel Accountability Report (PAR)

- 2.1 A personnel accountability report (PAR) is a roll call procedure initiated by Command or Netcom to account and confirm that all personnel assigned to an incident are physically accounted for and safe.

3.0 Dispatch Guidelines

3.1 Structure Fire

- 3.1.1 Once the first unit arrives on the scene of a fire, NetCom will automatically start a PAR timer with a status change of "1P".
3.1.2 The first PAR is due in ten minutes. Netcom will notify the IC when the PAR has reached it's timeout with a broadcast format of:

"(*IC identifier*), NetCom. The incident is at a PAR."

- 3.1.3 The IC will report the results of the PAR and provide a progress report on the incident to NetCom. PAR status updates will be entered as comments in the incident.
- 3.1.4 After the first PAR is complete, additional PARs will be conducted every twenty minutes.
- 3.1.5 PARs will continue until the IC advises Netcom that the fire is extinguished or the PAR is canceled.

3.2 Resource Initiated PAR

- 3.2.1 A PAR may be conducted at any time on any other incident upon the request of the IC or by Netcom. A non-fire incident that may require PAR checks could be a single unit response incident, an incident where the second unit responding is extended, based on officer safety premise information or a general feeling that safety may be an issue. Whenever possible, the reason the PAR is being requested should be verbalized.
- 3.2.2 PARs not associated with fire incidents will be due every five minutes.
- 3.2.3 The dispatcher will track PARs using the status "PC" for "par check".
- 3.2.4 PARs will continue until the unit advises to "cancel PARs".
- 3.2.5 If there is no response to the resource initiated PAR check, the dispatcher will initiate an "emergency traffic" restriction on the channel as outlined in Policy No. 5321 – Emergency and Priority Radio Traffic Only and request an urgent response from law enforcement.
- 3.2.6 The dispatcher will attempt to get an ETA from law enforcement and advise the requesting unit.