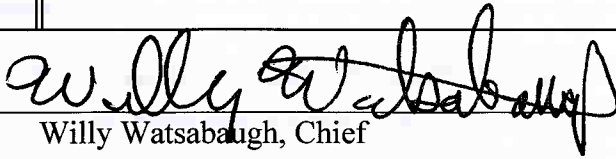




Jackson Hole Fire/EMS Operations Manual

Approved by: 
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Title: Personnel Accountability
Report (PAR)

Division: 14

Article: 6

Revised: 11/7/12

Pages: 2

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PURPOSE

To identify a method to confirm that all personnel are accounted for at 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.

SECTION I – DEFINITIONS

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

PAR – Personal Accountability Report requested by and reported to the IC from members on scene as to their location and situation.

Emergency Traffic – term used to communicate any urgent or important message other than a lost or trapped responder.

Emergency Evacuation – immediate and rapid movement of all members operating in a hazardous environment to a designated safety zone. Initiation of an emergency evacuation will be three blasts on an air horn and emergency radio traffic from an Incident Commander or Safety Officer on the Command frequency stating “Evacuate, Evacuate, Evacuate”.

Immediately Dangerous to Live and Health (IDLH) - an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Hazardous Atmosphere – an atmosphere that is hazardous or has the potential of containing a hazard requiring the use of a Self-Contained Breathing Apparatus (SCBA).

SECTION II – PASSPORT ACCOUNTABILITY SYSTEM

Jackson Hole Fire/EMS (JHF/EMS) will utilize accountability tags as a recognized system that identifies and tracks all personnel working at each incident.

1. All members will be issued 3 accountability tags during their probationary period. At a minimum, each tag will have the member's name. Each member will keep their 3 tags in a ready state with their gear.
2. Each JHF/EMS apparatus will have 3 rings, 2 rings identified with a tag bearing the name of the apparatus and one ring identified as an Entry ring.
3. Tag placement:
 - a. En route to an incident, the officer will collect 2 tags from each member on the responding apparatus. One tag from each member on the apparatus will be placed on each ring. One ring will stay with the apparatus and one ring will be given to the Incident Commander upon arrival to the Incident Command Post.
 - b. The third tag will remain with the member, who will give the tag to the IC, Safety Officer or Division Supervisor upon entry into a known IDLH situation or suspected Hazardous Atmosphere to be collected on one Entry ring.
 - c. In the event of all first arriving company members making entry (i.e. combatant commander), the officer will collect each member's third tag utilizing the apparatus Entry ring which will stay with the apparatus.
4. At the conclusion of the incident, it is the responsibility of each member to ensure that they have collected all 3 tags.

SECTION III – PERSONNEL ACCOUNTABILITY REPORT (PAR) RESPONSIBILITIES

1. Command or a designated Safety Officer will be responsible for initiating a PAR for each crew operating in the Hazardous Atmosphere. A PAR for all crews on site may be necessary after a sudden hazardous event.
 Example Communication: "Companies operating in Hazard Zone, IC initiate PAR"
2. Crew Leaders will be responsible for reporting the following information to their direct supervisor:
 - a. Accountability of all crew members
 - b. Current location of crew
 - c. Amount of air for the crew member with the least amount of air
 Example Communication: "Division Charlie, SAR Team has a PAR on the 2nd floor with 1800 PSI remaining"
3. Supervisors (Divisions or Groups) will be responsible for reporting all PAR's within their direct span of control to the IC or Safety Officer initiating the PAR.
 Example Communication: "Safety Officer, Division Charlie has PAR"

SECTION IV – PAR GENERAL PROVISIONS

1. A PAR 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 should account for personnel within their span without the use of the radio in order to keep operational channels open for emergency traffic.
2. A PAR will be called in the following situations:
 - a. Any report of a missing or trapped firefighter
 - b. Anytime a Mayday is called
 - c. Any change from Offensive to Defensive actions
 - d. Any hazardous event at the incident (i.e. flashover, backdraft, structural collapse, etc.)
 - e. Anytime an Emergency Evacuation order is given
 - f. At every 10 minutes of elapsed time