

## **Egg Harbor Fire Department and First Responders Standard Operating Guidelines**

**SUBJECT:** PERSONNEL ACCOUNTABILITY REPORT (“PAR Checks”) SOG 214

**PURPOSE:** To establish a guideline for the personnel of the Egg Harbor Fire Department to perform a Personnel Accountability Report (PAR).

**SCOPE:** This policy shall apply to all members of the Egg Harbor Fire Department.

**PROCEDURE:**

1. The Personnel Accountability Report (or “PAR Check”) involves the roll call of personnel assigned on the fireground.
2. For the Company Officer and IC, the “PAR” is a confirmation that members assigned to that crew are accounted for.
3. For there to be “PAR”, each company officer and the IC must be able to touch, see, or hear every member of their crew.
4. For the Accountability Officer, a “PAR” is an accounting for all crew members of all companies assigned to that sector.
5. Companies reporting “PAR” should do so face-to-face whenever possible. Formal roll calls can be done over a radio channel and involve a check of “PAR” of all assigned companies.
6. A roll call can be done visually, verbally, or by touch, depending on conditions.
7. Once a company officer or Crew Leader knows where their crew members are, the same officer shall report that their crew has “PAR”.
8. Who the report is transmitted to depends on who that crew is operating under.
9. The following radio responses should be utilized when conducting a PAR:  
“.....has PAR: All assigned personnel are accounted for.”