

<b>SCOTTS VALLEY FIRE PROTECTION DISTRICT</b>		
<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: II</b>	<b>SOP: 2706</b>
	<b>SECTION: 2700 INCIDENT COMMAND FIREGROUND OPERATIONS</b>	
	<b>SUBJECT: PERSONNEL ACCOUNTABILITY REPORT (PAR)</b>	

**Purpose:** The Personnel Accountability Report (PAR) is a polling system by which an incident commander will verify that all firefighters operating at an incident are safe and accounted for.

**Scope:** This procedure will be used at all structure fires and at those incidents deemed necessary by the incident commander.

**Procedure:**

1. During any structure fire (without a prompt from the IC), NetCom will initiate a *PAR* notification. NetCom will contact the incident commander and state "the incident is at a \_\_\_\_\_ minute *PAR*".
2. These notifications shall be done initially ten (10) minutes after the first unit arrives at the scene and every twenty (20) minutes thereafter until such time that the IC notifies Dispatch to discontinue *PAR* notifications. "NetCom - \_\_\_ IC, the fire is controlled/confined all personnel accounted for, discontinue *PAR* notifications."
3. Upon receipt of the prompt from NetCom of the *PAR*, the incident commander shall acknowledge the traffic and conduct a survey to confirm crew locations, activities, and conditions of the fire.
4. The incident commander is not required to report the conditions to NetCom. The *PAR* notification is intended to be a prompt to remind the incident commander of a task that needs to be done.
5. The company officer, when contacted by the incident commander for a *PAR*, will verify visually that each of his/her company is present and will also give a brief report of progress and conditions.
6. The incident commander can request *PAR* to be initiated on any incident at any time.

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