



**GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**



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REVISION #: 1                                  REVISED DATE: 01-11-16                      EFFECTIVE DATE: 01-11-16  
CATEGORY: EMERGENCY OPERATIONS - GENERAL  
SUB-CATEGORY: ACCOUNTABILITY  
SUBJECT: PERSONNEL ACCOUNTABILITY REPORT  
RELATED GUIDELINES: FDO-301, FDO-302, FDO-303, FDO-304, FDO-306, FDO-307, FDO-308, FDO-309

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Section I – Introduction

A. Objective

To identify the method and means for confirming that all members working at an incident are present and accounted for.

B. Applicability

To be used by members of the Glastonbury Fire Department and those firefighters responding with mutual aid departments.

C. References

Town of Manchester Fire-Rescue-EMS – General Operating Guideline

Section II – Policy

The Incident Commander will conduct Personnel Accountability Reports (PAR) as defined in this guideline.

**GENERAL**

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (PAR) involves a *roll call* of personnel assigned to an incident. A PAR is a confirmation that all members assigned to crews are accounted for.

For a "Division" or "Operations" Officer a PAR is an accounting of all crew members assigned to them. For crews operating directly under Command it is a responsibility of Command to account for crews.

Reports of PAR should be conducted face to face within the division or crew whenever possible.

Example of PAR Report:

"Fire Attack" from Command; do you have PAR?"

"Command from Fire Attack!; we have PAR!" (Meaning all member of fire attack) crews are together

GUIDELINE

A Personnel Accountability Report (PAR) shall be conducted at the following times:

1. For any individual crew reporting an all-clear from an assignment.
2. Any change from offensive to defensive operations; all members.
3. Following any hazardous event (flashover/backdraft/collapse); all members.
4. Following any "MAYDAY" or report of missing/trapped members; all members.
5. At each 30 *minute interval* or elapsed incident time; all members
6. At a formal transfer of Command; all members
7. At a report of "fire under control"; all members

Section III - Approval

Fire Chief Michael P. King

Date of Approval: 1/11/16