



**Nelson County Emergency Services Council**  
**Nelson County, Virginia**

<b><i>Nelson County Emergency Services Council Standard Operating Guideline</i></b>	
Subject:	Par Checks
Reference Number:	OPS 02-002
Effective Date:	1-Jan-16
Last Revision Date:	
Signature of Approval	David Graves, President

**Purpose:**

To establish a procedure tracking personnel flow at an incident scene to assure safety.

**Procedure:**

Personnel Accountability Report (PAR)

The incident time shall commence with first unit arrival.

At the ten minute (10) mark, the Incident Commander (IC) or his/her designee will be prompted by Dispatch that the 10 minute mark has occurred. Command will then initiate the roll-call PAR check. Command will announce each unit sector designation first and then wait for a response from that unit which will include status and number of personnel. The IC will be aware of all frequencies in use.

An accountability status board will be the checklist for the roll call. If a company or sector fails to give a return of the PAR, then the IC will immediately deploy a team to locate the crew.

The PAR procedure will be performed at every ten-minute mark until the incident terminates or until the IC cancels the procedure.

Companies shall remain intact and all personnel shall operate in the same area. If a company must be divided to perform required functions, the sector leader must maintain control of all members assigned to him/her. When persons are relieved for rehab, or because of injury, the entire company shall be relieved at the same time. Company leaders must know the location of all personnel in their company at all times.

All personnel leaving the emergency scene shall depart through the command post for verification and to pick up accountability tags.