**Agency Logo**

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| **Policy:** | **Personnel Accountability Reports (PAR’s)** |
| **Applicability:** | **Deployed EMAC Personnel** |
| **Maintained by:** | **State Emergency Management Agency Name** |
| **Effective:** | **Updated on date** |

**Purpose**

**The purpose of this policy is to set forth regulations governing all deployed EMAC personnel regarding Personnel Accountability Reports (PAR’s).**

**Policy Statements**

Personnel Accountability Reports (PAR’s):

All deployed EMAC personnel must report by the most available medium (email, phone, cell phone, radio) to the State EMA Operations Center when operating in a low risk area once a day (SEOC, County EOC, or controlled environments).

When assigned to high-risk areas (forward deployed I.C.P.’s, response support teams, or unsecure or uncontrolled environments) team members shall report **twice** a day to the State EMA Operations Center.

The EMAC A-Team Leader or the Incident Support Team Leader and the State EMA EMAC Coordinator will determine the severity of the risk area with information from the scene and Requesting State. All PAR’s will include the following information: present location and assignment, physical and mental health of team members, present and projected safety, along with emergency communication capabilities for notification including methods of emergency contact in the Operational Area.

The State EMA Operations Center will set daily reporting times for assigned deployed personnel. The State EMA Operations Center will maintain daily PAR records for all deployed personnel. All PAR records will be shared with the NCS/NEMA if needed to resolve issues.

Procedures for Non-Reporting

1. If no PAR is received within two hours of a set reporting time the State EMA Operations Center will notify the Team Leader.
2. If PAR cannot be established, the State EMA Operations Center will start making notification requests to the Requesting State or Requesting State A-Team to check on the team member/s to confirm the health and welfare of that Team or person’s.
3. If PAR is still not established the State EMA Operations Center will contact the National Coordinating State (NCS) and ask for assistance in locating the non-reporting personnel.

Recurring failure by the Team Leader to provide daily PAR may result in their removal from the team as the Team Leader and/or recall back to the home state.