



## Characteristics of the Incident Command System: Part 3

No. CC-2013-10 October 28, 2013

**Learning Objective:** The student will understand the Staging Area Manager's responsibilities.

The Staging Area Manager is directly responsible to Operations. If Operations has not been staffed, Staging reports to Command. The Staging Area Manager is responsible for the coordination, support and distribution of all incoming resources. Staging is a location where resources ready for immediate assignment are placed temporarily.

- Proceed to assigned Staging Area.
- Establish Staging Area layout.
- Determine any support needs for equipment, feeding, sanitation and security.
- Establish check-in function as appropriate.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at Staging Area as appropriate.
- Respond to request for resource assignments. (Note: This may be direct from Operations Section or via the Incident Communications Center.)
- Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- Determine required resource levels from the Operations Section Chief (OSC).
- Advise the OSC when reserve levels reach minimums.
- Maintain and provide status to Resources Unit of all resources in Staging Area.
- Maintain Staging Area in orderly condition.
- Demobilize Staging Area in accordance with Incident Demobilization Plan.
- Maintain Unit/Activity Log (Incident Command System Form 214).

Level 1 Staging is used to control the first alarm or initially dispatched units. Have you ever responded with three to six pieces of apparatus to find a pot of food burning on a stove? All apparatus park right in front of the dwelling.

Level 2 Staging is a location to which all second or greater alarm or mutual-aid companies report. The Staging location should be announced when the additional resources are requested/dispatched. This is the cue to establish the Staging Area Manager function. The Staging Area Manager reports to the Incident Commander or Operations, if it has been established.

For additional information regarding the Staging Area Manager's responsibilities, the U.S. Fire Administration/National Fire Academy Field Operations Guide can be accessed at <http://feti.lsu.edu/municipal/NFA/TRADE/materials/TRADE%20CD%20XVI//WebHelp/index.htm>.