

## TOWNSHIP FIRE DEPARTMENT CHAPTER 2: SUGGESTED OPERATING GUIDELINES

Part 3: I.C.S. - Command Function

Subject: Staging Officer

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Effective Date: 07-01-95

Section: 2-3-4

Revised Date:

- 4.01 Purpose. To provide standard initial placement of responding apparatus, personnel and equipment prior to assignment at incidents.
- 4.02 Goals. Effective staging procedures will:
- A) Prevent excessive congestion at the scene.
  - B) Provide time for Command to evaluate conditions prior to assigning units.
  - C) Place apparatus in an uncommitted location close to the immediate scene to permit effective assignment by Command.
  - D) Reduce radio traffic during the critical initial stages of emergency operations.
  - E) Permit Command to formulate and implement a plan without undue confusion and pressure.
- 4.03 Level I - Staging. Level I staging will automatically apply to all multiple unit responses unless otherwise ordered by Command. Level I Staging involves the following:
- A) The first arriving Engine Company will respond directly to the scene and will operate to best advantage.
  - B) The first arriving Tanker Company will respond directly to the scene and will place themselves to best advantage.
  - C) The first arriving Rescue/EMS unit will go directly to the scene and place their apparatus in a location that will provide maximum access for medical/rescue support. The location should not impede the movement of other units.
  - D) All other units will stage in their direction of travel, approximately one block from the scene, on the incident side of the road, until assigned by Command.
  - E) Staged units will, in normal response situations, report company designation, standing by and their direction.

- F) An acknowledgement is necessary from Dispatch. Staged companies will stay off the air until orders are received from Command. If it becomes apparent Command has forgotten the company is in a staged position, the company officer shall contact Command and advise him of their standby status.

Staging procedures attempt to reduce routine radio traffic, but in no way should reduce effective communications or the initiative of officers to communicate. If staged companies observe critical tactical needs, they will advise Command of such conditions and their actions.

4.04 Level II - Staging. Level II Staging is used when an on-scene reserve of companies is required. Companies are placed in a Staging Area at a location designated by Command.

- A) When Command announces "Level II Staging",
  - 1) All companies shall report to and remain in the staging area until assigned.
  - 2) All companies already in Level I staging will remain in position unless instructed otherwise.
  - 3) When going to Level II Staging, Command will give an approximate location for the Staging Area.
- B) The Staging Area should be away from the Command Post and the emergency scene. This area must have adequate space for the assembly and safe movement of apparatus.
- C) When calling for additional resources, Command should consider Level II Staging at the time of the call. This is better than calling for Level II Staging while units are enroute. The additional units will be directed to the Staging Area.
- D) Command may designate a Staging Officer who will be responsible for staging activities listed below. In the absence of this assignment, the first officer to arrive at the Staging Area will automatically become the Staging Officer and will notify command via radio.

STAGING WILL REPORT TO COMMAND.

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- E) The radio designation for the Staging Officer will be "Staging". All responding companies will stay off the air, respond directly to the Staging Area, and report in person to the Staging Officer. They will standby their unit with crew intact.
- F) When directed by Command, the Staging Officer will verbally assign companies, telling them where and to whom to report. The responding unit may then communicate directly with operations by radio.
- G) Staging will give Command periodic reports of available companies in Staging. Command will use this information when requesting additional resources.
- H) The Staging Officer is responsible for the following functions:
  - 1) Coordinate with Law Enforcement to block streets, intersections and other access required for the Staging Area.
  - 2) Ensure that all apparatus is parked in an appropriate manner.
  - 3) Maintain a log of companies available in the Staging Area and inventory all specialized equipment that might be required at the scene.
  - 4) Progress reports to Command indicating number and type of units available.
  - 5) Assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving warning lights operating.
  - 6) In some cases, the Staging Officer may have to indicate best direction of response and routing for responding companies into the Staging Area.
- I) At some incidents, such as a major medical emergency, it may be necessary to designate a parking area for used apparatus near to the incident scene. This would be necessary when the Staging Area is too far from the incident to permit hand carrying needed equipment to the incident site. In such cases, the Staging Officer shall designate the parking area and instruct each company of its location before they leave Staging. The parking area should be close enough to the incident

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site to allow easy transfer of needed equipment to the scene. The parking area should in no way impede necessary access for ambulances or other units to the incident area.