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V. STAGING

A. Purpose

1. The objective of the Staging procedure is to provide a standard system of initial placement for responding apparatus, personnel, and equipment prior to assignment at tactical incidents.
2. Effective utilization of this procedure:
 - a. Will prevent excessive apparatus congestion at scene.
 - b. Will allow time for Incident Command to evaluate conditions prior to assigning companies.
 - c. Places apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by Incident Command.
 - d. Allows Incident Command to formulate and implement a plan without the undue confusion and pressure.

B. Staging will involve two levels: Primary and Secondary

1. Primary - Staging

This procedure will automatically apply to all multiple unit responses and will involve:

- a. The first engine company will respond directly to the scene, size up, give status report, and assume Incident Command. (Note: in some cases Command may be passed to the next in company.) Knox Box shall be opened for key entry.
- b. The first truck company will respond directly to the scene to be positioned for best advantage, generally at the front of the building.
- c. All other units will stage in their direction of travel, uncommitted, approximately one block from the scene until assigned by Incident Command (IC) in a position providing a maximum of possible tactical options with regard to access, direction of travel, water supply, etc.

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- d. All companies will pull map books and reference immediate fire area. Pre-fire plans should be consulted.
 - e. Staged companies or units will, in normal response situations, report company designation, that they are standing by, and their location. It may be necessary to be more specific when reporting standby positions in extraordinary response situations. Staged companies will stay off the air until orders are received from Incident Command (IC), unless there has been a long time delay between Communications. In such cases, after a reasonable amount of time, they will contact Incident Command and advise of their standby status.
 - f. These 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 IC of such critical conditions and their actions.
 - g. All companies should continue response to the scene until canceled by IC.
 - h. If a company which would normally be first-in due to the incident is out of normal response area and arrival order is uncertain, the officer of that company will communicate his/her location to Dispatch. Dispatch will retransmit this information over the designated response channel. Company Officers will utilize radio communications to coordinate possible simultaneous first arrival of two companies. (With the aid of AVL, Dispatch will monitor the arrival of the next in unit.)
2. Secondary - Staging
- a. Secondary staging will relate to large, complex-type field situations (automatic on high-rise) requiring an on-scene reserve of companies and will involve formal staging in an area designated by Incident Command. The Staging Area should be away from the Command Post and from the emergency scene in order to provide adequate space for assembly and for safe and effective apparatus movement. When Incident Command announces a formal Staging Area, all responding companies will report to and remain in the Staging Area until assigned. Incident Command will formally announce Secondary staging and will give the approximate location of that Staging Area.
 - b. Incident Command will designate a Staging Area and Staging Officer who will be responsible for the activities outlined in this directive. In the early

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absence of such an assignment, the first officer to arrive at the Staging Area will automatically become the Staging Officer. The officer will notify Incident Command of their arrival, and will assume command of the Staging Area.

- c. Due to the limited number of truck companies, when the first arriving officer is a truck captain he/she will transfer command of Staging to the first arriving engine company captain.
- d. In some cases, Incident Command may ask the Staging Officer to scout the best location for the Staging Area and report back to Incident Command.
- e. The radio designation for the Staging Officer, area and function will be: "STAGING." All communications involving Staging will be between Staging and Incident Command or Operations if activated. When established, all responding companies will maintain radio silence, respond directly to the designated Staging Area, and notify Dispatch of arrival at staging and report (in person) to the Staging Officer. They will standby their unit with crew intact and apparatus warning lights turned off.
- f. A major medical emergency may require a separate Staging Area for ambulances. In such cases, the Staging Officer will so designate and relay this information to Incident Command.
- g. At some incidents, such as a major medical emergency, it may be necessary to designate a parking area for abandoned apparatus near the incident scene. This would be necessary when the Staging Area is too far from the incident to facilitate hand carrying needed equipment to the incident site. In such cases, the Staging Officer shall designate the parking site and instruct each company of its location before they leave Staging. The parking area should be close enough to the incident site to allow easy transfer of needed equipment to the scene. The parking area should in no way impede access for ambulances or other units to the incident area.
- h. Unless otherwise instructed by Incident Command, Staging will advise Incident Command when the level of resources in the Staging area is depleted to two engines and one truck or less. Incident Command will make a decision whether or not to call for additional units or request an additional alarm.
- i. When requested by Incident Command, the Staging Officer will verbally assign companies to report to specific divisions, telling them where and to

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whom to report. All personnel shall report in full protective clothing equipped for the specific emergency, with apparatus if requested. The Staging Officer will then advise Incident Command of the specific unit(s) assigned. The assigned division officer may then communicate directly with the company by radio on tactical channel.

- j. Staging will give Incident Command periodic reports of available companies in Staging. The Staging Officer will also be responsible for the following functions:
 - 1) Coordinate with Police Department to provide security, block streets, intersections, and other access required for the Staging Area.
 - 2) Insure that all apparatus are 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) Review with Incident Command what level of resources must be maintained in the Staging Area and coordinate the request for these resources with Fire Communications Center through Incident Command.
 - 5) Assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving his/her red lights operating.
 - 6) The Staging Officer may have to indicate best direction of response and routing for responding companies to get into the Staging Area.

- k. Ambulances responding to incidents where Secondary Staging has been established will be dispatched to the Staging Area. The Staging Officer will acknowledge the arrival of the ambulances with Fire Communications Center and give instructions to the ambulance personnel as requested by Incident Command.