	<b>FRANKLIN COUNTY FIRE CHIEFS' ASSOCIATION</b> <b>STANDARD OPERATING GUIDELINE</b>	Op-2-Stage
		DATE 9/1/2003 REV. 4/1/2012
	TITLE <b>Unit &amp; Personnel Staging</b>	Effective Date 8/1/2012

## **STANDARD OPERATING GUIDELINE FOR UNIT STAGING**


**Supersedes FCFCA SOP Op-2-Stag, 9/1/2003**

### PURPOSE:

- A. The objective of this guideline is to provide procedures for establishing a standard system of initial placement of responding personnel, apparatus, and equipment prior to tactical assignment on incidents.
- B. Effective utilization of this guideline's levels of staging will benefit the overall incident operations through the following means:
  - 1. Will prevent excessive apparatus congestion at the incident scene restricting tactical operations.
  - 2. Will give the Incident Commander and/or initial units time to evaluate conditions and formulate an incident action plan prior to assigning tactical orders.
  - 3. Place personnel, apparatus and equipment in an uncommitted location or resource pool from which Command may utilize to facilitate tactical orders.
  - 4. Reduce radio traffic during the critical initial stages of the incident.

### TERMINOLOGY:

- A. FRANKLIN – The call sign of Franklin County Department of Emergency Services Communications Talkgroup (TG) Dispatcher/Operators.
- B. INCIDENT COMMANDER (IC) – The individual who is in charge of and responsible for making the strategic decisions and delegating assignments necessary to control an incident.
- C. INCIDENT COMMAND POST (ICP) – A geographically designated location established by the IC, from which primary command functions are executed. All possible efforts should be made to locate the ICP in an unexposed location to hazards where maximum visibility of the incident scene is obtained.
- D. IMMEDIATELY DANGEROUS to LIFE and HEALTH (IDLH) – An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous environment.
- E. PERSONNEL ACCOUNTABILITY REPORT (PAR) – The acronym used to describe a report conducted by the IC or designated individual, which requires contacting crew, division and/or group leaders to ensure the immediate accountability for their personnel.


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- F. PERSONAL OWNED VEHICLE (POV) – Any vehicle registered and owned privately, regardless of the personnel’s rank, department and/or governmental affiliation.
- G. PRIORITY – A standard verbal radio transmission used to identify all other urgent messages for tactical considerations such as a rapid change in fire conditions, potential for a collapse, etc. not known to immediately affect the well-being of a first responder, but has the direct potential.
- H. STAGING SECTOR OFFICER – A designated department or unit officer who is responsible for managing/supervising all activities in a designated staging location. This individual shall see personnel, apparatus, and equipment are accounted for and assigned on an available status as requested by the IC or Operations officer, when incident complexity warrants. This individual shall assume the radio designation of, “Staging Sector.”

PROCEDURES:


I. Level I Staging

- A. This procedure will automatically apply to all responses not deemed a working incident where units may have predetermined assignments, unless otherwise directed by the IC or first arriving unit officer.
- B. All units and personnel, with the exception of the first arriving Engine and Truck Company, should position themselves in their direction of travel in an uncommitted location approximately one block from the dispatched location unless otherwise specified. This position should be optimal for immediate action in regards to access, water supply, personnel safety, and tactical assignment.
- C. The first arriving Engine and Truck Company will investigate the incident situation and report the findings to the IC, staging units, and responding units as soon as possible, at which point staging units and personnel will be given tactical orders.
- D. When a unit arrives in their respective staging location they should transmit accordingly, “Engine 1 staging at the hydrant in front of 123 First Street.” Franklin will acknowledge the unit’s transmissions, which will provide the first arriving units and/or the IC with a report of the unit’s location.
- E. Once staging, a unit should limit additional radio traffic to priority or critical transmissions vital to the conditions or operations of the incident.

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## II. Level II Staging

- A. This procedure will apply to large complex-type incidents requiring a reserve of units, personnel, and/or equipment positioned at a formal centralized location in a ready state. When calling for additional resources, the IC shall consider the utilization of Level II Staging at the time of the request.
  
- B. When designated Level II Staging will automatically supersede Level I Staging. All units and personnel not already committed to the incident scene, or a Level I Staging location, should position at the determined Level II Staging location per Command or Franklin, ensuring not to impede the incident scene or ICP, while providing adequate space for assembly of safe and effective apparatus movement.
  
- C. The IC shall consider utilizing a responding chief officer as the assigned Staging Sector Officer in an attempt to maintain crew integrity. If the IC has not assigned a Staging Sector Officer, the first arriving fire department officer or first arriving unit officer will assume the assignment by transmitting the designation of "Staging Sector Officer," to the IC, Operations Officer (if established) and Franklin.
  1. If the first arriving officer is a special service unit officer he/she will transfer the Staging Sector Officer assignment to the first arriving *non-special service* unit officer.
  2. Any transfer of assignment/designation must be properly relayed to the IC.
  3. In cases where the first arriving unit officer assumes the Staging Sector Officer assignment, he/she may assign their personnel to report to the IC or the Operations Officer (if established) for assignment and deployment on the incident or to an alternative unit.
  
- D. Staging Sector Officer Responsibilities
  1. Assume and verbally declare a position that is visible and accessible to incoming and staged units.
  2. Request an alternative TG with Franklin via the appropriate chain of command for staging area communications on large-scale incidents requiring complex coordination of incoming resources.
  3. Monitor all TGs being utilized on the incident scene, as well as Fire/EMS Dispatch.
  4. Ensure all apparatus is positioned in an appropriate manner.
  5. Maintain a log of units and personnel available in the staging area, and inventory all specialized equipment that might be required for incident operations.

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6. When requested by the IC or Operations Officer (if established), properly assign and direct staged units to the incident scene specifying to whom and where they are to report.
7. Advise the IC or Operations Officer (if established) when a unit or personnel have left the staging area confirming their destination/assignment, so they will be properly accounted for at their destination.
8. Unless otherwise directed by the IC or Operations Officer (if established), advise when the staging area has been depleted to a base of two engine companies, one special service, and one BLS unit. Consider an alternative TG with Franklin for requesting additional units at the IC's discretion.
9. When necessary coordinate with Police and/or Fire Police to block streets, intersections and/or other access points to the staging area.
10. When Level II Staging has been terminated and all units have cleared the designated staging location, the Staging Sector Officer will advise the IC or the Operations Officer (if established) of the termination of the Level II Staging.