

INCIDENT COMMAND SYSTEM

Position Manual

STAGING AREA MANAGER- HIGH RISE INCIDENT

ICS-HR-222-5

January 28, 1999

This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIRESCOPE.

Additional information and documentation can be obtained from the following sources:

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CHECKLIST

CHECKLIST USE: The checklist presented below should be considered as a minimum requirement for the position. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time actions while others are ongoing for the duration of an incident.

HIGH RISE INCIDENT STAGING AREA MANAGER CHECKLIST:

- a. Obtain briefing from Operations Section Chief, or Incident Commander.
- b. Proceed to selected floors and evaluate layout and suitability. Select Staging Area floor, and advise Operations and Logistics Sections Chiefs. Request necessary resources and personnel.
- c. Establish Staging Area layout and identify/post each function area as appropriate to the incident size and expected duration - Crew Ready Area, Air Cylinder Exchange, Equipment Pool, Rehabilitation/Aid Area.
- d. Determine, establish or request needed facility services - sanitation, drinking water, and lighting. Coordinate with Logistics Section or Systems Control Unit to maintain fresh air. Maintain Staging Area in an orderly condition.
- e. Establish a check-in function for arriving and departing crews.
- f. Determine required resource levels from the Operations Section Chief.
- g. Designate area(s) for Rapid Intervention Crew or Company (RIC) to standby in a state of readiness.
- h. Maintain accounting of resources in Staging and periodically update Operations Section Chief and Resources Unit. Advise the Operations Section Chief when reserve levels reach pre-identified minimums.
- i. As requested by Operations Section Chief or Incident Commander, direct crews and equipment to designated locations.
- j. Secure operations and demobilize personnel as determined by the Demobilization Plan.
- k. Maintain Unit/Activity Log (ICS Form 214).

ORGANIZATION, PERSONNEL AND PROCEDURES

ORGANIZATION: The High Rise Incident Staging Area Manager is responsible for the management of all functions at the in-building Staging Area, and reports to the Operations Section Chief. The High Rise Incident Staging Area Manager's organizational responsibilities vary somewhat from the standardized ICS position, in that; the area also provides a safe refuge/support function within the building. An air cylinder exchange and a rehabilitation/aid function are typically established as part of the area.

PERSONNEL: The number of personnel needed to perform the major responsibilities assigned to the unit will vary based upon the size and duration of the incident. The minimum number of personnel may be estimated from the information presented below.

MAJOR RESPONSIBILITIES AND PROCEDURES: The major responsibilities of the High Rise Incident Staging Area Manager are stated below. Following each activity are listed the procedures for implementing the activity:

- a. Obtain briefing from Operations Section Chief or Incident Commander:
 1. Determine the estimated size and duration of incident.
 2. Identify current location, and existing assignments and commands relating to an already established Staging Area.
 3. Obtain assigned communications channels.
- b. Proceed to selected floors and evaluate layouts and suitability. Select Staging Area floor, and advise Operations and Logistics Section Chiefs. Request necessary resources and personnel:
 1. Select a floor free of atmospheric contamination with adequate open spaces for the needed functions.
 2. Protect occupant furnishings, equipment and records from damage.
 3. Provide personnel for check-in/accounting, air cylinder exchange, communications, and support. Coordinate with Medical Unit for staffing of the Rehabilitation/Aid area.
- c. Establish Staging Area layout and identify/post each function area as appropriate to the incident size and expected duration - Crew Ready Area, Air Cylinder Exchange, Equipment Pool, Rehabilitation/Aid Area:
 1. Locate Crew Ready Area and Rehabilitation/Aid areas away from stairwell doors. Locate Air Cylinder Exchange adjacent to the stairwell door or doors.
 2. Post or write directions to Staging Area on stairwell walls, advise Lobby Control and Operations of location. Post clear directional signs to Staging Area functional areas.
- d. Determine, establish or request needed facility services - sanitation, drinking water, and lighting. Coordinate with Logistics Section or Systems Control Unit to maintain fresh air. Maintain Staging Area in an orderly condition:
 1. Check the operation of building systems. Order alternative water supplies if not functioning.
 2. Order back-up power and lighting sources in anticipation of building power failure.
 3. Maintain workable spaces and passageways. Coordinate with Ground Support for empty air cylinder rotation.
- e. Establish a check-in function for arriving and departing crews:
 - Record crews or personnel assigned to report to Staging in an available status. Record crews or personnel departing Staging Area to assignments or locations.
- f. Determine required resource levels from the Operations Section Chief:
 1. Maintain ongoing communication regarding appropriate personnel levels and readiness.
 2. Brief Staging Area Check-In/Accounting personnel regarding target levels.

- g. Designate area(s) for Rapid Intervention Crew or Company (RIC) to standby in a state of readiness.
- h. Maintain accounting of resources in Staging and periodically update Operations Section Chief and Resources Unit. Advise the Operations Section Chief when reserve resource levels reach pre-identified minimums:
 - 1. Track individual personnel or crew designation as appropriate.
 - 2. Track assembled equipment resources. Coordinate with Ground Support Unit to provide air cylinder rotation. Coordinate with Logistics Section Chief or Base Manager, as appropriate, for needed equipment.
- i. As requested by Operations Section Chief or Incident Commander, direct crews and equipment to designated locations:
 - Obtain necessary information regarding selected stairwells, use of elevators, reporting locations, and organizational elements. Confirm required accompanying resources and equipment.
- j. Secure operations and demobilize personnel as determined by the Demobilization Plan:
 - 1. Based upon the Demobilization Plan, transfer control and responsibility for any building or facility used to appropriate property management.
 - 2. Coordinate with Ground Support Unit for the return of all equipment to Base.
- k. Maintain Unit/Activity Log (ICS Form 214).