

# REDWOOD DISPATCH COMMUNICATIONS AUTHORITY STANDARD OPERATING POLICY

STAGING PROCEDURES


Policy 23


Green denotes the most recent changes

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Effective Date: **January 26, 2016**

Approvals

  
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## 23.0 STAGING PROCEDURES

23.1 The objective of staging procedures is to provide a standard system of initial placement for responding resources that will:

- Allow time for the Incident Commander (IC) to evaluate conditions and formulate a plan prior to assigning resources.
- Place resources in an uncommitted location close to the scene to facilitate effective assignment
- Produce more effective communications by reducing radio traffic during the critical initial stages of fire, rescue and EMS operations.
- Allow units responding to medical incidents involving potential violence to stand by near the scene awaiting the arrival of law enforcement.

23.2 Level I Staging

23.2.1 Level I Staging automatically applies to all multiple company responses unless otherwise ordered by the IC and involves the following:

23.2.1.1 The first arriving engine company, truck company and ALS resource will respond directly to the scene and operate to best advantage.

23.2.1.2 All other responding units will stage in their direction of travel, uncommitted, approximately one block from the scene, until assigned or released by the IC.

23.2.2 If the first arriving engine company announces that they are in the quick attack mode then the second arriving company must bypass Level I Staging to assume command in the absence of a command officer.

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23.2.3 Units arriving in Level I Staging will transmit their unit designation, “ON SCENE – STAGING” and their direction from the scene (e.g., “Engine 3281 at scene staging east”) on the Control Channel. Units equipped with MDCs shall report ON SCENE by MDC.

23.2.4 After reporting ON SCENE and STAGING on the Control Channel units shall switch to the assigned Tactical Channel and repeat “ON SCENE – STAGING” and their direction from the scene. This verbal report is for the IC and does not require acknowledgement.

23.2.5 Staged resources should stay off the air until orders are received from the IC. If it becomes apparent that the IC is not aware of the staged resource, then the resource should repeat their “on scene – staging” report.

23.2.6 On multi-company responses, resources shall continue response to the scene until a unit reports ON SCENE, at which time Level I Staging will begin.

### 23.3 Level II Staging

23.3.1 Level II Staging is used when an on-scene reserve of resources is required or a major emergency is involved. Level II Staging should be considered on greater alarms. With Level II Staging, resources are placed in a Staging Area in a location designated by the IC.

23.3.2 Level II Staging will be assigned a Staging Area Manager who will assume the radio identifier “STAGING,” in accordance with Firescope Field Operations Guide (ICS 420-1).

23.3.3 When the IC requests Level II Staging and designates the location of the Staging Area, the CRO will direct all resources still responding to the Staging Area. Resources which are already in Level I Staging will remain in Level I Staging.

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- 23.3.4 Once Level II Staging has been designated, all subsequent resources shall be directed to respond to the Staging Area at the time of dispatch. REDCOM shall also advise other pertinent dispatch centers that have resources en route to the incident of the need to respond to the Staging Area and the location of the Staging Area.
- 23.3.5 The first arriving company officer into the Staging Area shall assume the role of Staging Area Manager, “STAGING” until or unless the IC has assigned the function role to another individual.
- 23.3.6 Upon request from the IC, STAGING may be assigned a Tactical Channel separate from incident operations. If STAGING is assigned its own Tactical Channel the CRO shall communicate this to responding resources. Units responding will then direct all radio traffic regarding staging location, approach, etc. to the Staging Area Manager.
- 23.3.7 Subsequent units arriving into Level II Staging shall report themselves ON SCENE – STAGING on the Control Channel and ON SCENE by MDC if so equipped. They will then make contact with the Staging Area Manager on a face-to-face basis or on the assigned Staging Area Tactical Channel.
- 23.3.8 The Staging Area Manager will manage all radio communications to and from the staging area.
- 23.3.9 Resources requested from Level II Staging by the IC or incident OPERATIONS shall be dispatched to their assignment by the Staging Area Manager.
- 23.4 Staging involves two levels: Level I and Level II. Level I Staging is automatically in effect for all incidents involving the dispatch of more than two resources or for medical incidents involving potential violence. Level II Staging supersedes Level I when ordered by the IC.