

# INCIDENT COMMAND SYSTEM

## Position Manual

### STAGING AREA MANAGER- HIGH RISE INCIDENT

ICS-1003

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This document contains information relative to the Incident Command System (ICS), developed by FIREScope and adopted as the framework of the National Incident Management System (NIMS). ICS products are designed to be compatible with and compliant with NIMS, as directed by the National Response Plan and adopted by the FIREScope Board of Directors.

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

FIREScope  
Document Control  
[www.firescope.org](http://www.firescope.org)  
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The information contained in this document has been approved by the Fire and Rescue Service Advisory Committee/FIREScope Board of Directors for application in the statewide California Fire and Rescue Mutual Aid System.

This material is a development of the FIREScope Program.

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## CHAPTER I CHECKLIST

### 1.1 CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for the position.

### 1.2 HIGH RISE STAGING AREA MANAGER'S CHECKLIST

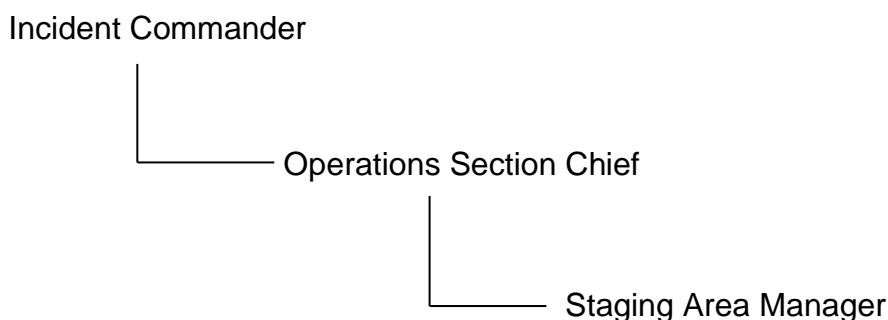
- a. Obtain briefing from Operations Section Chief or Incident Commander (Reference ICS 420-1 FOG - Chapter 1 Common Responsibilities).
- b. Proceed to selected location and evaluate layout and suitability, and make recommendations regarding relocation, if appropriate.
- c. Determine needs (e.g., personnel, equipment, communications, and supplies).
- d. Establish Staging Area layout and identify/post each functional area (e.g., air cylinder exchange, equipment cache, and Medical Unit/Rehabilitation Area if collocated within the Staging Area).
- e. Determine, establish, or request needed facility services (e.g., drinking water, heating, cooling, restrooms and lighting).
- f. Request resupply or movement of equipment with Support Branch Director or Logistics Section Chief.
- g. Coordinate with Logistics Section Chief or Systems Control Unit Leader to maintain an atmosphere free of contamination (outside of an IDLH).
- h. Maintain a personnel accountability system for arriving and departing crews.
- i. Request and maintain required resource levels from the Operations Section Chief.
- j. Coordinate with the Rapid Intervention Group Supervisor to designate area(s) for Rapid Intervention Crew(s) (RIC) to standby if collocated within the Staging Area.
- k. Direct crews and equipment to designated locations as requested by the Operations Section Chief or Incident Commander.
- l. Secure operations and release personnel as determined by the Demobilization Plan.

m. Maintain Unit/Activity Log (ICS Form 214).

**CHAPTER 2 ORGANIZATION, PERSONNEL AND PROCEDURES**

**2.1 ORGANIZATION**

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



**2.2 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.

**2.3 MAJOR RESPONSIBILITIES AND PROCEDURES**

The major responsibilities of the High-Rise Staging Area Manager are stated below.

- a. Obtain briefing from Operations Section Chief or Incident Commander.
  - 1. Determine the estimated size and duration of incident.
  - 2. Identify current location of Staging and existing assignments.
  - 3. Ascertain existing command structure.
  - 4. Confirm assigned communications channels.
- b. Proceed to selected location and evaluate layout and suitability.

1. Select a location free of atmospheric contamination (outside of an IDLH) with adequate open spaces for the needed functions.
  2. Advise Lobby Control Unit Leader and Operations Section Chief of location. Make recommendations regarding relocation, if appropriate.
  3. Protect occupant records, furnishings, and equipment in the Staging Area.
  4. Coordinate with Medical Unit Leader for the location and staffing of the Rehabilitation Area if collocated within Staging Area.
- c. Determine needs (e.g., personnel, equipment, communications, and supplies).
1. Provide personnel for check-in/accounting, air cylinder exchange, communications, and support.
- d. Establish Staging Area layout and identify/post signs for each functional area (e.g., Crew-Ready Area, Air Cylinder Exchange, Equipment Pool, and Medical Unit if co-located within the Staging Area).
1. Locate Crew Ready Area, Medical Unit and Rehabilitation areas away from stairwell doors.
  2. Locate air cylinder exchange in proximity to the stairwell door or doors.
    - A. Track assembled equipment resources.
    - B. Coordinate with Ground Support Unit Leader for empty air cylinder rotation.
    - C. Coordinate with Logistics Section Chief or Base Manager for needed equipment.
  3. Post clear directions to Staging Area on stairwell walls or where appropriate for arriving companies/personnel. Post clear directional signs in Staging Area to functional areas.
- e. Determine, establish, or request needed facility services (e.g., drinking water, heating, cooling, restrooms, and lighting).
- f. Request resupply or movement of equipment with Support Branch Director or Logistics Section Chief.
- g. Coordinate with Logistics Section Chief or Systems Control Unit Leader to:

1. Maintain an atmosphere free of contamination (outside of an IDLH).
  2. Provide building system status.
  3. Order back-up power and lighting sources in anticipation of building power failure.
  4. Maintain workable spaces and passageways.
- h. Maintain a personnel accountability system for arriving and departing crews.
1. Track individual personnel or company designator, as appropriate.
- i. Request and maintain required resource levels from the Operations Section Chief.
1. Maintain communication with Operations Section Chief and Base Manager regarding appropriate resource levels and status.
  2. Advise the Operations Section Chief when reserve levels reach pre-identified minimums.
- j. Coordinate with the Rapid Intervention Group Supervisor to designate area(s) for Rapid Intervention Crew(s) (RIC) to standby, if collocated within the Staging Area.
- k. Direct crews and equipment to designated locations as requested by Operations Section Chief or Incident Commander.
1. Obtain necessary information regarding selected stairwells, use of elevators, reporting locations, and assignments.
- l. Secure operations and release personnel as determined by the Demobilization Plan.
2. Coordinate with Ground Support Unit Leader for the return of all equipment to Base.
- m. Maintain Unit/Activity Log (ICS Form 214).