

# Lake County Fire Service Standard Operating Guidelines

Staging	SOG: 005 Effective Date: April 1, 2010 Supersedes: Approved: <hr/> President, Lake County Association of Chiefs of Fire Page 1 of 7
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## 1.0 PURPOSE

- 1.1 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.
- 1.2 Effective utilization of this procedure:
  - A. Will prevent excessive apparatus congestion at the scene.
  - B. Will allow time for 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 Command.
  - D. Produces more effective communications by virtue of reducing radio traffic during the critical initial stages of emergency operations.
  - E. Allows Command to formulate and implement a plan without undue confusion and pressure.

## 2.0 DIVISIONS AFFECTED

- 2.1 All Fire Department personnel.

## 3.0 RESPONSIBILITY

- 3.1 All officers are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
- 3.2 All members have the responsibility to learn and follow this guideline.

## 4.0 LEVEL I STAGING

NOTE: Prefire planning or Department policy may identify exceptions to Level I Staging with regard to special functions that must be performed in the occupancy.

- 4.1 This procedure will automatically apply to all multiple unit responses unless Level II Staging is initiated.
- 4.2 The first engine company will respond directly to the scene and will operate to best advantage.
- 4.3 The second engine company will stage in their direction of travel approximately one block out. If no orders are forthcoming, especially on working fires, the Officer should leave the unit and report, in person, with portable radio, to Command.
- 4.4 The first truck company will respond directly to the scene and will place themselves to best advantage, generally at the front of the building. However, they will announce their approach to the fireground at least a block out and request orders.
- 4.5 The first rescue (EMS) unit will go directly to the scene and place their apparatus in a location that will provide maximum access for medical/rescue support and not impede the movement of other units while attempting to maintain an unobstructed exit way.
- 4.6 All other fire units will stage in their direction of travel, uncommitted, approximately one block from the scene until assigned by Command. A position providing a maximum of possible tactical options with regard to access, direction of travel, water supply, etc., should be selected.
- 4.7 All companies will pull pre-plan books (if so equipped) and reference immediate fire area.
- 4.8 All staged companies or units will, in normal response situations, report "on scene", company designation, staging, and their location ("1413 on scene, staging at St. Clair and Vine") or direction from emergency scene ("1413 on scene, staging on Vine Street, north of scene"). It may be necessary to be more specific when reporting stand-by positions in extraordinary response situations. An acknowledgement is not necessary from either Dispatch or Command. Staged companies should not request assignment from Command, and shall stay off the air until orders are received. If no orders are forthcoming, the Officer should leave the unit and report in person, with portable radio, to Command.
- 4.9 Companies should continue response to the scene until a company reports on the scene. When a first-arriving company reports on the scene, Level I staging will begin within these guidelines.

NOTE: These staging procedures attempt to reduce routine traffic, but in no way should reduce effective communications or the initiative of Officers to communicate. If staged companies observe critical tactical needs, they shall advise Command of such critical conditions and their actions.

## 5.0 LEVEL II STAGING

5.1 Level II Staging will relate to large, complex-type field situations requiring an on-scene reserve of companies, and will involve formal staging in an area designated by Command. When using the Mutual Aid Box Alarm system, the Level II Staging location must be provided to Mentor Fire Dispatch in order to process the mutual aid request.

EXCEPTION: Level I Staging may be permitted for low and medium hazard boxes for first alarm requests — Advise Mentor Fire Dispatch — "Level I Staging".

5.2 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.

5.3 When Level II Staging has been initiated, all responding companies will report to and remain in the Staging Area until assigned.

5.4 Level II Staging will automatically supersede Level I Staging: companies already staged in Level I will remain in Level I until assigned, or otherwise advised.

5.5 Command will designate a Staging Area and Staging Manager who will be responsible for the activities outlined in this directive. In the absence of such an assignment, the first Officer to arrive at the Staging Area will automatically become the Staging Manager, will notify Command on his arrival, and will assume command of the Staging Area. If the Staging Manager's company is requested to "move up", the Staging Manager should move with the company. The Staging Manager's responsibility should be transferred to another company in the staging area. Incident Command (or Operations, if established) should be notified of the transfer of responsibility.

5.6 In some cases, Command may ask the Staging Manager to scout the best location for the Staging Area and report back to Command.

5.7 The radio designation for the Staging Manager, area and function will be: "STAGING." All communications involving Staging will be between Staging and Command (or Staging and "Operations" level, if established). All responding companies will stay off the air, respond directly to the designated Staging Area, and report (in person) to the Staging Manager. Responding units shall not request assignment from Command or Operations.

5.8 Personnel in Staging should remain by their unit with crew intact. Warning lights should be turned off.

5.9 When requested by Command (or Operations, if established) the Staging Manager will verbally assign companies to report to specific sectors/divisions/groups, telling them where and to whom to report. He will then advise Command (or Operations, if

established) of the specific unit(s) assigned. Command or Operations may then communicate directly with the company by radio.

- 5.10 Staging will give Command (or Operations, if established) periodic reports of available companies in Staging.
- 5.11 Unless otherwise designated by Command, 800MHz "TAC 5" will serve as the "Staging Channel" for Level II staging. Command must monitor TAC 5 / Staging Talk Group.
- 5.12 A major medical emergency may require a separate Staging Area for EMS units. In such cases, the Staging Manager will so designate and relay this information to Dispatch and Command/Operations.
- 5.13 At some incidents, 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 Manager 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 necessary access of units to the incident area.

## STAGING

\_\_\_ Obtain "Staging" vest, clipboard, and any orders from Incident Command.

- Staging reports to: Command (or Operations, if established).
- Radio designation: "STAGING" (800MHz "TAC 5" for Level II staging unless otherwise directed.)

\_\_\_ Establish and maintain radio contact with:

\_\_\_ Command \_\_\_\_\_ frequency/channel

\_\_\_ Operations \_\_\_\_\_ frequency/channel

\_\_\_ Incoming Apparatus \_\_\_\_\_ frequency/channel

\_\_\_ Ensure staging site is adequate.

\_\_\_ Assume a position that is visible and accessible to incoming and staged companies: warning lights operating.

\_\_\_ Coordinate with law enforcement, blocking streets and intersections, scene control, and other security functions. Ensure staged units turn their Opticom emitters off.

\_\_\_ Ensure that all apparatus is grouped and parked appropriately. Keep personnel with units.

\_\_\_ Ascertain special equipment, size and thread type of hose, number of personnel, etc.

\_\_\_ Maintain a log of companies and equipment available in the Staging Area.

\_\_\_ Determine with Command/Operations the minimum apparatus/personnel level to maintain in Staging.

___ Engines	___ Ladders	___ EMS (ALS)
___ Tenders	___ Grass Units	___ EMS (BLS)
___ Chiefs	___ Other _____	

\_\_\_ When staging level falls below minimums, coordinate with Command/Operations the request for additional units. Requests to be made by:

\_\_\_ Command                      \_\_\_ Operations                      \_\_\_ Staging

\_\_\_ Assist companies "moving up" with response to scene.

- \_\_\_ If companies are rotating through Staging, ensure returning companies are capable of service — personnel, fuel, equipment, and water.
- \_\_\_ Have personnel prepare name tags for Accountability Officer when companies are committed.
- \_\_\_ Keep Command/Operations informed with progress reports.
- \_\_\_ Assist with designating abandoned vehicle parking area when Staging is too far from the incident to hand-carry needed equipment. Instruct each company of its location before they leave staging.