Incident Command System Staging Areas - Resource Management

There are four Resource Management principles: First Plan; plan to evaluate the situation, determine your objectives, select a strategy, and decide what resources will be needed. It's been said, "If you fail to plan, you plan to fail." Second Organize; that is "formalize" relationships between responding agencies so you know who's responsible for ordering, how resources will be ordered, and who's authorized to make "single point" and "multipoint orders." Third Direct; establish directions so each responding agency have one spokes person authorized to assemble, equip, brief, and deploy their agencies' personnel and response resources. Fourth Perform; agree to performance standards in order to effectively control any task or mission launched from the staging area. Finally, have a "demobilization" plan ready to release staging area resources, deactivate personnel, and shutdown the staging area.

Staging Areas are established for a "current operational period," to provide a reserve force for contingencies, and to form a Task Force and/or Strike Teams. The Incident Commander (IC) will advise who will be needed and when. The Staging Area Manager will determine the scope of the operation and how resources will be deployed.
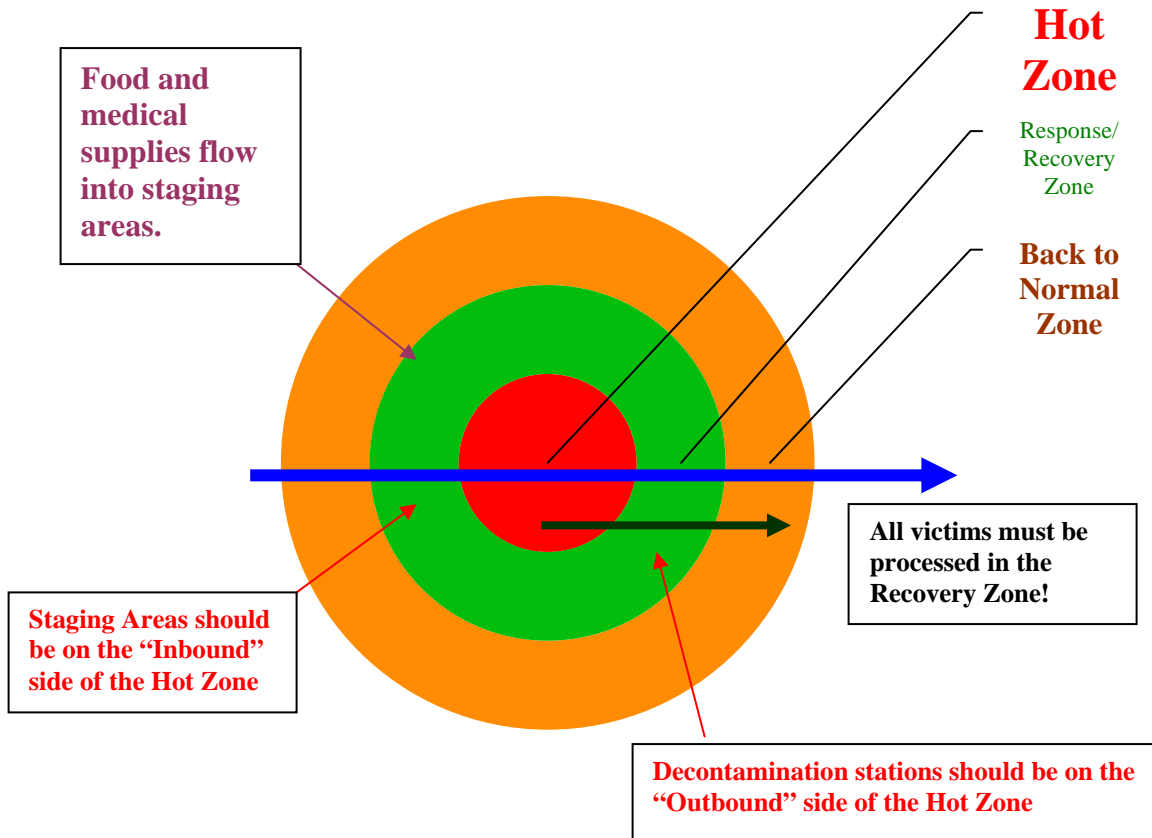
Personnel will be assigned to functions based on their experience, training, and past performance. It is the responsibility of the Staging Area Manager to periodically inform the Operations Chief as to the number and kind of resources that are available and what's mission ready, the status of communication systems, the minimum resource levels established by Incident Command, how to obtain additional resources if needed, the expected duration of the incident, and what might be needed from Logistics.

The Operations Section Chief will designate how and who will be responsible for clearing and inventorying responding personnel and response resources into the Staging Area. This is particularly important when responding to a hostile incident or when a terrorist attack is suspected. Staging area inventory records and logs will be maintained and periodically reported to the Incident Commander, Logistics Section Chief, and Supply Units. The Incident Commander will authorize who will single and/or multipoint order response resources following agreed upon Incident Command System policies, procedures and processes. *Typically, the Incident Commander, Logistics Section Chief and Supply Units are authorized to order response resources.* Equipment resources include both the equipment and personnel to operate the equipment. It is assumed the equipment operators will arrive at the Staging areas trained and qualified for the tasks or missions requested by the IC. This includes aviation and special operations equipment. equipment. During a large scale incident, Planning will write "demobilization plans" for all staging area personnel, equipment, and supplies; highlighting demobilization priorities and procedures.

Staging Area – The Location and the Zoned Defense

Staging areas will be located in what's commonly referred to as the "Response or Recovery" zone. Law enforcement, fire fighters, and your agency might have another term for this zone, so don't be confused by terminology. It's an area similar to the "demilitarized" or "buffer" zones established after a war between neighboring countries. It's where responding resources are assembled and made mission ready, and where victims coming out of the 'Hot Zone" can be triaged, decontaminated, and documented before moving into the "back to normal" zone. A failure to properly process victims moving through the Response and Recovery zone can significantly endanger those in the "back to normal zone."

Note to reader: *The ultimate goal is to reclaim the "Hot Zone" and return it to a "Back to Normal" zone for victims. Those victims who are housed in the Response & Recovery zone, kept well informed of progress in the Hot Zone, and who take an active role in the Staging Area response will tend to recover faster than those who are too far removed from the incident. That is why tracking of victims by the Red Cross and involving them in recovery efforts are most important.*

Food and medical supplies flow into staging areas.

Hot Zone

Response/ Recovery Zone

Back to Normal Zone

Staging Areas should be on the "Inbound" side of the Hot Zone

All victims must be processed in the Recovery Zone!

Decontamination stations should be on the "Outbound" side of the Hot Zone

Resource Report and Inventory Logs

Recovery resources must be inspected and inventoried into the staging area. ***This is especially important when "staging" after a terrorist attack.*** *A favorite terrorist' ploy is to strike a target and than attack responding assets at the Staging Area.* When delivering resources to a staging area, be prepared to provide an inventory list (example below) indicating not only what's being delivered but where it's coming from, where it was assembled and packaged, and who can be contacted to confirm delivery. *Call back procedures should be followed, to include following "key code" inventory verifications during a National crisis.*

Inventories should include the type and quantity of each resource, information about who sent them, where and when they were assembled and packaged, and contact information to include first and last names, telephone and fax numbers, name and address of sponsoring organization, date and time shipped and received into the staging area. Key code call back procedures should be followed during a National crisis and when it's requested by the Staging Area Manager or Operations Section Chief.

When possible, email the inventory to the Incident Commander alerting him or her to the shipment so they might be ready to process it when it arrives. Estimate the time of arrival. **Also, email a copy to your local Director of Emergency Government and back-up to make sure they are aware of your shipment before it leaves home.** There might be a priority requests already on file from the Incident Commander and your shipment can be consolidated to reduce shipping costs and inventorying upon arrival. *Following is a completed sample Inventory Log and blank copy you can use as you see fit:*

TO: Ann DeMeuse - Director of Emergency Management Demeuse@co.door.wi.us
Cc: Mr. Richard Burress - Emergency Services Director rburress@co.door.wi.us)

Resource Report and Inventory Log   This Order *# 91105a*

Sent From: *Sturgeon Bay, WI 54235*   **Ref IC Request Order#:** *#91105*
Requested by: *Katrina IC through Atlanta Staging Area*   **Requested when:** *9-20-05*
Radio Frequency: *FM channel 6 Atlanta PD*

Date & Time Sent: *9-25-05 10 a.m.*   **Estimated Arrival Date:** *9-28-05*

Sponsoring Organization: *Corpus Christi Catholic Parish*
Web Address: *www.corpuschristiparish.us/*
Email Address: *24 N. Elgin Ave., Sturgeon Bay, WI 54235*
Contact(s): *Father Anthony Birdsall or Deacon Paul Zenefski*
Telephone #(s) *920-743-4716 or 920-743-4137*
Fax #(s) *920-743-4144*
Physical Assembly and Packaging Address: *Church Social Hall, 801 W. Juniper St.*
Driver(s) *Terry Vogel*
Cell Telephone #(s) *920-746-2400*
Fax #(s) *920-746-2401*
Other information you think important to the Incident: Such as additional resources on the way, resources damaged or spoiled in transit, etc. _____
_____

Resource	Name or Type	Quantity	Identity Given	Cleared by:
Fireman	John Jones	1	Armband #23	J.R. Ewing
Clothing	Children	124 pants 145 shirts 55 pair socks	Shelf #74 & #75	Ann Walk
Flash Lights	2 D Cells	100	Bin #155	Ann Walk
Electrician	Bill Jones	1	Armband #24	J.R. Ewing
Plumber	Tom Jones	1	Armband #25	J.R. Ewing

Note: *This is only a sample form. Contact your local Department of Emergency Government and request their advice as to when, how, and where you should report your recovery efforts and recovery resources offered or delivered to an Incident Commander.*

TO: Local Director of Emergency Management -
Cc: Local Director of Emergency Services -

<u>Resource Report and Inventory Log</u>   This Order #_____

Sent From: _____ Ref IC Request Order# _____
Requested by: _____ Requested when: _____
Radio Frequency:_____

Date & Time Sent: _____ Estimated Arrival Date: _____

Sponsoring Organization:
Web Address:
Email Address:
Contact(s):
Telephone #(s)
Fax #(s)
Physical Assembly and Packaging Address:
Driver(s)
Cell Telephone #(s)
Fax #(s)
Other information you think important to the Incident: Such as additional resources
on the way, resources damaged or spoiled in transit, etc._____
_____

Resource	Name or Type	Quantity	Identity Given	Cleared by:

Staging Area – Design, Development and Deployment

Staging areas must be located out of harms way, yet close enough to the "Hot Zone" to respond quickly once the Hot Zone has been defined and stabilized. Defined means the scope of the incident is apparent and a perimeter around the Hot Zone has been established. Stabilized means the Incident Commander is aware of threats to life within the Hot Zone.

During a Single Command the Incident Commander will designate the Staging Area. As soon as a Unified Command is requested, the Logistics Section Chief should identify alternative Staging Areas appropriate to the type, scope, and anticipated duration of the incident. Staging areas should have one entry point but might have multiple exits depending on the type of incident. To enter the Staging area, you should first come in contact with "Security Forces" positioned and trained to conduct inspections appropriate to the incident threat. For example, during a terrorist incident, security conducting vehicle searches must be far enough from the Staging Area entrance to detect, delay, and defend against multiple vehicle bomb attacks. During a biological hazard incident, the Staging Area must be upwind and far enough away to respond to a toxic plumb coming from the Hot Zone.

The size and surface area of the Staging Area must be appropriate to accommodate the response personnel, equipment, and resources anticipated by the Incident Commander. For example, large fire fighting equipment should be parked on blacktop or concrete to avoid getting stuck and positioned in either a clockwise or counter clockwise formation for one directional deployment. Police vehicles equipped with cameras should be parked around the Staging Area perimeter (facing out) so as to provide a line of defense, record approaching threats, and be ready for fast deployment if needed.

Decontamination stations should be located on the outbound side of the Hot Zone so victims and response personnel can be triaged before being allowed back in the Staging Area or Back to Normal Zone. Depending on the type and scope of the incident, medical triage should be located at the center of the Staging Area to take advantage of security provided and available medical personnel awaiting deployment.

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