



Garland Radio Amateur Civil Emergency Service

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Staging Operations/Staging Manager

A Staging Area serves the function of a place for communicators (resources) to gather and organize for immediate tactical deployment. It may also be used for briefings, repair, rest, feeding, and housing to name a few. The staging area contains the "ready to deploy" (< 5 minutes) communicators. These communicators generally make up the "second wave" or relief operators. In large scale events or incidents where all types of resources respond, the communicators become a sub-group and may be grouped together within the staging area. Staging Areas are always located away from the danger area and should have easy access and close in facilities.

A Mobilization Center is a location near the event/incident where Communicators (resources) respond to. At this location communicators and equipment are logged in and capabilities assessed. As soon as communicators are processed and initial briefings given they are sent to the staging area. This is usually a temporary location for Communicators pending assignment, release, or reassignment. In most cases the mobilization center and the staging area are one in the same.

STAGING MANAGER:

A staging area or mobilization center manager is a RACES/ARES communicator or individual trained in staging activities who receives, organizes, directs, reports, and manages the what, when, where, and who of resources in support of an event or incident. For public service events this may be a meeting location where info packets, last minute details, and T-shirts are handed out.

FUNCTION:

The staging area or mobilization center manager's job is to manage an area where resources can check in, get the service and support they need as efficiently as possible, and get to an assignment at the incident/event quickly.

The staging area/mobilization center manager is the primary contact between the resource net and the amateur radio operator pending assignment.

RESPONSIBILITIES:

- Review the Common Responsibilities Document
- Obtain briefing from Logistics Section or on Scene Team Leader
- Obtain Staging Resource Supplies Kit from ECC or EOC
- Establish the Staging Area, appoint assistants as necessary, post signs, establish area layout with safety in mind
- Develop a traffic plan – traffic flow - park vehicles at a 45° angle
- Establish radio contact with net control (Set-up CRF-B station)
- Establish a check-in process and post Resource requirements and qualifier sheets (Use BLMRS Cards and ICS-211p & e forms – RACES/ARES version)
 - For equipment check in use form ICS-211e
- Provide communicator with contact information
- Have communicators review Common Responsibilities Document
- Determine staffing requirements, locations to be staffed, and appropriate shift lengths
- Advise volunteers of location, shift, talk-in frequency, tactical calls, hazards, etc
 - Post a AR Form 320, Qualifiers
- Determine required resource levels from Operations Section or on Scene Team Leader (See Resource Typing Guide)
- Begin initial staffing work sheet – Form AR-322

- Respond to request for resource assignments
- State any special requirements operators may need, (mobiles, HT's, frequencies used, foul weather gear and other equipment)
- Regularly review staffing progress with the tactical net control
- Accept changes in staffing requirements and make adjustments to work-sheet and volunteer announcements
- If a resource net exists, make frequent announcements requesting volunteers for open staffing requirements
- Advise Operations or on Scene Team Leader as resource levels meet minimums
- Maintain status of all resources in staging area and at on scene locations
- Determining any support needs for equipment, feeding, sanitation and security
- Supervise the parking and safeguarding of personnel's private vehicles which may be parked at or near the staging area
- Maintain a unit log
- Demobilize staging area in orderly manner
 - Ensure a cleanup of staging area
 - Assess any damage to the staging area property and/or facilities
 - Remove all equipment and supplies within the staging area
 - Complete the unit log
- Submit all documentation to R.O. or Resource Team Leader

Note: There is a Staging Materials Kit stored at the ECC. A second kit is in the EOC Radio Room. These kits contain most all forms and support items necessary for Staging Operations.

REFERENCE MATERIAL

Job Aid J-236
 Forms; ICS-211e-AR Check in, Equipment
 ICS-211p-AR Check in, Personnel
 ICS-214AR Unit Log
 BLMRS cards
 Form AR-320, Qualifiers
 Form AR-322, Resource Planning Worksheet
 Garland RACES/ARES® Operations & Procedures Notebook
 Staging Resource Supply Kit
 Various NIMS/ICS documents