

PURPOSE

To establish safe operating procedures for a system of initial placement for responding apparatus, personnel and equipment to an incident at which fire apparatus may be needed but their immediate arrival could compromise situations on-scene for police or other agencies.

PROCEDURE

1. Incident Management Team and Other Responders

- A. Staff vehicles should be parked in a location where they will not restrict access to the scene.
- B. All Incident Management Team staff will report directly to the Incident Commander as outlined in the *Incident Command System* manual. All other responders will be officially checked into the incident through the Base Manager, if established.
- C. Once a responder has checked in with the Base Manager, they will stay in the Base Area until given an assignment. This procedure will be followed to prevent the Incident Commander from being inundated with requests for assignment.
- D. The only exceptions are: City Manager/Mayor of the involved political jurisdiction, the Chief Executive Fire/Police Officer, and the Fire Investigator or Investigation Team. They may report directly to the Incident Commander for assignment or incident briefing.

1. Hold Short

- A. Responding units will arrive just short of the incident scene if they are not the initial arriving unit. Units will notify dispatch that they have arrived wherever they are holding short.

“Dispatch, Ladder 80; arrived at 1st and Elm”

- B. Used only during the initial stages of an incident, does not apply to initial arriving unit.
- C. Allows the Incident Commander time to investigate, think, and plan.
- D. Units holding short should position in a non-committed position that maintains easy egress without obstructing traffic. This allows them to make their final approach into the scene from any direction. (i.e. one block short, short of the intersection, at a hydrant, etc.)
- E. Team members stay with their apparatus, available for immediate assignment.
- F. Units holding short will be directed to base, staging, or cleared to return.

2. Base

- A. The Base is a location where resources are checked in, uncommitted companies (personnel and apparatus) are positioned, and unused apparatus are parked. Not to be confused with **standing-by** (i.e. E305 is standing by on a hydrant).
- B. Establishment: At Commands discretion Base may be established in a specific location. It is recommended that Command establish Base at the time of calling for a second alarm. If multiple Bases are establish they should be designated with a name or identifier.

- C. Location: Base should be located outside of the fire ground operational area, have sufficient room for apparatus parking and have a less than three minute response time to the scene (e.g., parking lot or designated street).
- D. Base Manager: If Base is established by Command and an Incident Management Team member, or a Volunteer CO is not available to become the Base Manager, then the first arriving Engine on the second alarm assignment will become the Base Manager.
- E. Communications: Base should operate on a separate OPS channel. The Base Manager reports to Logistic or Command if Logistics is not staffed. The Base Manager should coordinate their activities with the Staging Manager.
- F. Minimum Resources: Command or Logistics may determine a minimum amount of resources to be maintained at Base. If this has not been determined by Command or Logistics then two Engines and one Medic will be the standard. If resources fall below this amount the Base Manager will notify Command or Logistics.
- G. Command or Operations may instruct Base to maintain a minimum level of resources until further advised. In such circumstances, Base will communicate directly with dispatch to request additional units.
- H. All responding companies will stay off the air; respond directly to the designated Base area, and report (in person) to the Base Manager. They will standby their unit with crew intact and warning lights turned off.
- I. Assume a position that is visible and accessible to incoming and staged resources by leaving red lights operating.
- J. In some cases, the Base Manager may have to indicate the best direction of response and routing for responding resources to get into the Staging area.
- K. Coordinate with law enforcement to block streets, intersections and other access required for the Base area and provide security where needed.
- L. Ensure that all apparatus is parked in an organized manner.
- M. Maintain a log of companies available in the Base area and inventory all specialized equipment that might be required at the scene. (Refer to Attachment A.)

3. Staging

- A. Staging is a location, typically next to Rehab when established, where resources (personnel) are immediately available for assignment by Command.
- C. A Staging area will be established for available personnel. The Staging area will be established by Command or the Logistics Supervisor to locate resources resting after assignments or companies not currently assigned.
- D. Command or the Logistics Supervisor will assign a Staging Manager. In the absence of such an assignment, the first Officer to arrive at the Staging area will automatically become the Staging Manager, notify Command of their arrival, and assume responsibility for the Staging Area.
- E. In cases where the first Officer arrives with a company, the Officer will assign his company members to the best advantage.

- F. The Staging Manager is responsible for:
 - i. Check-in of all incoming personnel.
 - ii. Dispatching resources at the request of the Operations Chief or Command.
 - iii. Requesting logistic support as necessary for resources located in the Staging Area.
- G. The radio designation for Staging will be given a name or identifier, such as "Staging Alpha". All communications involving staging will occur between Staging and Command or Operations.
- H. When requested by Operations or Command, the Staging Manager will verbally instruct companies to report to a specific assignment, including where and to whom to report. The Manager will then advise Command or Operations of the specific unit(s) assigned.

KEY CONSIDERATIONS

- The Staging Area Manager will keep Planning informed of the status of all unassigned resources, whether they are in Staging or Rehab.
- At some incidents, such as a major medical emergency, it may be necessary to designate a parking area for abandoned apparatus near the incident scene. This would be necessary when the Base area is too far from the incident to facilitate carrying needed equipment to the incident site. In such cases, the Base Manager will instruct each company of its location before they leave Base. 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 to the incident area.

BASE & STAGING

Incident Location: _____

Staging/Base Location: _____

Assignment (Division, Group, Branch)	Assigned Unit	Location/Access

Staging/Base Resources:

App. Type	Time In	Time Out	Task/Assignment	Report To

RFP

**RESOURCE
MANAGEMENT**