
	<b>STANDARD OPERATING GUIDELINE</b>				
	OPERATIONS				
	STAGING				
	Effective: 01/Jan/91	Revised: 28/Dec/2020	S.O.G. #: O-309	Page: 1 of 3	

**1.0 Purpose**

1.1 The purpose of this guideline is to establish a system for the initial placement of responding apparatus, personnel, and equipment prior to assignment at tactical incidents.

**2.0 Responsibility**

2.1 It is each individual member’s responsibility to follow this Standard Operating Guideline, and each Officer’s responsibility to insure that there is compliance.

**3.0 Reasons for Staging**



- 3.1 Staging apparatus on the scene of an emergency should produce the following outcomes:
- 3.1.1 Prevent excessive apparatus congestion at the scene.
  - 3.1.2 Allow time for Command to evaluate conditions prior to assigning companies.
  - 3.1.3 Place apparatus in an uncommitted location, close to the immediate scene to facilitate more effective assignments by Command.
  - 3.1.4 Produce more effective communications by virtue of reducing radio traffic during the critical initial stages of operations.
  - 3.1.5 Allow Command to formulate and implement a plan without undue confusion and pressure.

**4.0 Levels of Staging**

- 4.1 Staging involves two operational levels, Level 1 and Level 2.
- 4.1.1 Level 1 Staging is automatically in effect for all incidents involving multiple apparatus. During working fire situations, the first-due Truck Company will bypass Level 1 Staging and respond directly to the best tactical position.
  - 4.1.2 Level 2 Staging supersedes Level 1 Staging when ordered by Command. Level 2 Staging is utilized whenever there is a MABAS box alarm activated in Highland Park.
- 4.2 Command and staff vehicles will not stage on arrival at an incident. These vehicles will park outside the operational area where they will not restrict access to the scene and staff personnel will report directly to the Command Post.

**5.0 Level 1 Staging**



- 5.1 Level 1 Staging will automatically apply to all multiple unit responses (three or more companies) unless otherwise ordered by Command. Level 1 Staging involves the following and begins after the arrival of the first company:
- 5.1.1 The first arriving Engine, Squad, or Truck Company will respond directly to the scene and will place themselves in the best tactical position. This position should be at a location where they have observed conditions from three sides of the structure and does not impede the placement of the first due Truck Company.
  - 5.1.2 On a working fire, the first arriving Truck Company will respond directly to the scene and will place themselves to their best tactical advantage. This position will usually be in the front of the building and where they can reach at least two sides of the building.
  - 5.1.3 On a working fire, the first arriving Ambulance 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 apparatus.

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- 5.2 All other responding 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 regards to access, direction of travel, water supply, etc. should be selected.
- 5.3 All staged companies will pull any reference material for the fire area and have it available if needed.
- 5.4 When a unit arrives on the scene and stages, the apparatus will report their company designation and their direction in relation to the incident scene (“Engine 34 staged south”).
  - 5.4.1 In certain situations it may be necessary to be more specific as to your staged location based on tactical conditions, i.e., staging in an alley or at a hydrant preparing for water supply.
- 5.5 Staged companies will stay off the radio until orders are received from Command. If it becomes apparent that Command has forgotten that the company is staged, the Company Officer shall contact Command and re-advise him of their status.
- 5.6 These staging guidelines attempt to reduce routine radio traffic, but in no way should reduce effective communications or the initiative of Officers to communicate. If staged companies observe critical tactical needs, they will advise Command of such critical conditions and their actions.
- 5.7 If there are special conditions that would affect the operations at a structure such that Level 1 Staging would be ineffective, this information should be noted on the preplan.

**6.0 Level 2 Staging**

- 6.1 Level 2 Staging is utilized during MABAS alarms and when there is an on-scene reserve of companies required.
- 6.2 A staging area will be assigned at a location that is away from the scene, provides enough parking for all the apparatus, and allows for the effective movement of apparatus.
- 6.3 A Staging Officer should be assigned to manage the movement of companies in the staging area.
  - 6.3.1 If manpower does not allow for a Staging Officer, the first Company Officer to arrive in Level 2 Staging will function as the Staging Officer.
- 6.4 Level 2 companies will be placed in the staging area and will remain in the staging area until assigned by Command.
- 6.5 Still and Full Still Alarm companies will continue in Level 1 Staging unless otherwise instructed.
- 6.6 The radio designation for the Staging Officer will be “Staging.” The Staging Officer should operate on the IFERN frequency.
- 6.7 All communications involving Staging will be between Staging and Command.
- 6.8 All responding companies will respond directly to the designated staging area and report to the Staging Officer, handing their Passport to the Staging Officer.
- 6.9 When a company is summoned by Command, the Staging Officer will hand the company Passport back to the specific Company Officer, give them their assignments, and designate the Division/Group Officer they are to report to. He/she will also advise them of the tactical frequency they should switch to.
  - 6.9.1 After assigning the company(s), the Staging Officer will advise Command who was assigned what task.
  - 6.9.2 The company, after receiving their assignments, may communicate directly with the Division/Group leader.
- 6.10 Staging will keep Command advised of available resources and the need to obtain additional resources. If additional resources are required, Command will make that decision and advise MABAS Division 3 of the need for additional resources.
- 6.11 The Staging Officer will also be responsible for the following functions:

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- 6.11.1 Coordinate with the Police Department to block streets, intersections, and other access required for the Staging area.
- 6.11.2 Ensure that all apparatus is parked in the appropriate manner.
- 6.11.3 Maintain a log of companies available in the Staging area and inventory all specialized equipment. This information should be available on the MABAS Apparatus Card carried on each vehicle.
- 6.11.4 Assume a position that is visible and accessible to incoming companies.
- 6.11.5 Assist companies in routing to and from the Staging area.
- 6.12 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 may be necessary when the Staging area is too far from the incident to facilitate hand-carrying needed equipment to the incident site.
- 6.13 The parking site should:
  - 6.13.1 Be known by companies before they leave the Staging area.
  - 6.13.2 Be close enough to the incident site to allow for easy transfer of needed equipment.
  - 6.13.3 In no way impede necessary access for ambulances and other units.
- 6.14 Command may instruct Staging to maintain a base level of resources until further advised. In such instances, Staging may communicate directly with MABAS to request additional units.

**7.0 Reference**

- 7.1 Highland Park Fire Department
- 7.2 Tempe Fire Department
- 7.3 MABAS Division III Operating Guidelines

Approved:  Fire Chief