

# Central Joint Fire District

## Standard Operating Procedure



Central Joint Fire District

SUBJECT: Staging

SOP Number: 422  
Effective Date: 1/8/92  
Revised Date:  
Approved:

PURPOSE: The purpose of this standard is to define the specific duties of the Staging sector

SCOPE: This standard is applicable to all persons who are designated “Staging Officer” when the Incident Command system is in use.

ENFORCEMENT: The decision to implement this standard shall be the decision of the Incident Commander.

APPLICATION:

### 422.1 Staging Officer

1. A Staging Officer shall be designated anytime resources are responding to the scene of an incident, to act as a reserve pool of those resources committed to the incident.
2. The Staging Officer shall be responsible for setting up a Staging area located away from the incident area.
3. The most senior person to arrive in the staging area shall assume the duties of Staging Officer until; properly relieved under Incident Command procedures.  
If the need for staging is anticipated by the Incident Commander then a Staging Officer may be appointed prior to the arrival or assignment of any equipment to the staging area.
4. The primary responsibility of the Staging Officer is to keep the Incident Commander informed of the status of units in staging.

### 422.2 Staging Area

1. The staging area should be located out of sight of the incident, to limit the urge to “free lance”. The Staging area should be located close enough to the incident to allow efficient, timely responses from the staging area to the incident scene.
2. The staging area shall be maintained until the incident is declared under control. Prior to disbanding the staging area the Staging Officer shall give the Incident Commander a report of units currently in staging. This is to insure that no units are returned to service, whose services might be required to conclude the incident.

### 422.3 Responding resources

1. All resources responding to the staging area shall, upon their arrival in the staging area report to the “Staging Officer” for assignment.
2. Units in the staging area shall as much as is practical maintain their unit’s integrity.
3. Units shall remain in the staging area until dispatched to the incident, or returned to service, by the Staging Officer.
4. The level of resources in staging shall be sufficient to handle additional resource requirements as dictated by the incident.
5. The Incident Commander shall call for additional equipment if and/or when necessary.