

# BASE AND STAGING

## 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. 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.
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.
  - B. Establishment

At the Incident Commander's discretion, Base may be established in a specific location. It is recommended that the Incident Commander establish Base at the time of calling for a second alarm. If multiple Bases are established 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 the Incident Commander and an incident management team member, or a volunteer company officer 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 TAC channel. The Base manager reports to the Logistic manager or Incident Commander if Logistics is not staffed. The Base manager should coordinate their activities with the Staging manager.
  - F. Minimum Resources

The Incident Commander or Logistics manager may determine a minimum amount of resources to be maintained at Base. If this has not been determined, then two engines and one truck will

be the standard. If resources fall below this amount the Base manager will notify the Incident Commander or Logistics manager.

- G. The Incident Commander or operations manager may instruct the Base manager to maintain a minimum level of resources until further advised. In such circumstances, the Base manager 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 stand by their unit with team 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.
3. Staging and Rehab Area
- A. Staging is a location, typically next to Rehab when established, where resources (personnel) are immediately available for assignment by the Incident Commander.
  - B. Rehab is a location, typically next to Staging when established, for operations personnel to rest, receive refreshment, and obtain a medical evaluation.
  - C. A Staging/Rehab area will be established for available personnel. The Staging/Rehab area will be established by the Incident Commander or the logistics manager to locate resources resting after assignments or companies not currently assigned.
  - D. The Incident Commander or the logistics manager will assign a Staging/Rehab manager. In the absence of such an assignment, the first officer to arrive at the Staging/Rehab area will automatically become the Staging/Rehab manager, notify the Incident Commander of their arrival, and assume responsibility for the Staging/Rehab area.
  - E. If the first arriving officer is a truck officer, transfer Staging/Rehab to the first arriving engine officer. In cases where the first officer arrives with a company, the officer will assign his company members to the best advantage.
  - F. The Staging/Rehab Manager is responsible for
    - i. Check-in of all incoming personnel.
    - ii. Dispatching resources at the request of the operations manager or Incident Commander.
    - iii. Requesting logistic support as necessary for resources located in the Staging/Rehab area.
  - G. The radio designation for Staging/Rehab will be given a name or identifier, such as 'Staging Alpha'. All communications involving staging will occur between the Staging/Rehab manager and the Incident Commander or operations manager.
  - H. When requested by the operations manager or Incident Commander, the Staging/Rehab manager will verbally instruct companies to report to a specific assignment, including where and to whom to report. The Staging/Rehab manager will then advise the Incident Commander or operations manager of the specific unit(s) assigned.