

LOS ANGELES POLICE DEPARTMENT
STAGING AREA MANAGER
Course Outline
One Hour Instruction
CurCode A274

Instructional Goal: To reinforce the student’s knowledge of the Incident Command System (ICS) functions, focusing on the duties of the Staging Area Manager.

Performance Objectives: Using learning activities, directed questions and group dialog the students will:

- ❑ Have a basic understanding of the importance of the Incident Command System.
- ❑ Identify the Staging Area Manager’s function.
- ❑ Identify the duties and responsibilities of the Staging Area Manager.

A. Incident Command System Overview

1. Instructors will introduce themselves as the sign-in roster is circulated:
 - a. Name (without rank, as to set the tone of collaboration amongst the students regardless of title).
 - b. Current Assignment.
 - c. Experience working command posts.
2. Overview of the 1 hour training schedule.
 - a. Lecture and dialog.
 - b. Visual aids utilized to describe key functions. (white board)
 - c. Direct questioning of students to reinforce material presented.
 - d. Reasonable time for Q and A session.
3. Brief overview of resources and training
 - a. ICS resources for detailed descriptions and responsibilities.
 - 1) Supervisor’s Field Operations Guide (FOG) (Volume 2 of the EOG)
 - 2) Emergency Operations Guide (EOG) available on the Department LAN.
(http://pdinfoweb/files/RefLib/ManualsGuides/Emergency/2009EOG/EOG_Vol_2.pdf)
 - b. Used to handle incidents of all sizes
 - 1) Flexibility
 - 2) Adaptability
 - 3) Expandable
4. Core Value: ***Quality through continuous improvement.***
 - a. Convey to students that no matter how much you know there is always room for enrichment.
 - b. Briefly point out the direct impact this class has on the overall goal of a service oriented Dept.
 - c. This training is in line with the current “CAPRA” problem solving model adopted by the Department.
5. Instructional goal/Performance objectives:
 - a. Instill in students that the overarching goal is for ESD to help them improve on skills they already possess but need guidance on useful techniques to accomplish the goal.
 - b. Students will familiarize themselves with the function and duties of the Staging Area Manager.
6. **SHOW:** Quote by Confucius: “Tell me, and I will forget. Show me, and I will remember. Involve me, and I will understand.”

B. GROUP DISCUSSION: ICS- Staging Area Manager

Procedures: Group Activity

1. **ASK:** the class, “Who does the Staging Area Manger (STAM) work for?”

Expected Response:

LOS ANGELES POLICE DEPARTMENT
STAGING AREA MANAGER
Course Outline
One Hour Instruction
CurCode A274

- a. Operations Section Chief (OSC)
- 2. **ASK:** What is a Staging Area?

Expected Response:

- a. Staging Areas are temporary locations where personnel and equipment are kept while awaiting tactical assignment.
- 3. **ASK:** the class, “What are the responsibilities of the STAM?”

Expected Response:

- a. The STAM is primarily responsible for: Managing all activities in the Staging Area.
 - 1) Organize, assign, and brief assistants
 - 2) Plan and organize the Staging Area for quick and effective deployment of all resources.
 - 3) Advise OSC when resources levels reach minimums.
 - (a) Status of Resources in the Staging Area
 - (1)Resources preparing to deploy
 - (2)Resources ready to deploy
 - (3)Resources that have deployed
- b. Secondary responsibilities of STAM
 - 1) Establish and maintain the boundaries for the Staging Areas
 - 2) Post signs for identification and traffic control
 - 3) Establish highly visible check-in function (Physical Site)
 - (a) Not actually check people in and out/ that duty falls under the Planning Section
 - 4) Determine the requested logistical support for personnel and equipment
 - 5) Ensure security of Staging Area
 - 6) Keep the Resource Unit Leader (RESL) informed of the status of all resources in Staging Area

C. LEARNING ACTIVITY: Staging Area Suitability

Purpose: To provide the students an overview of factors that may impact a Staging Area.

Procedure: Group Activity

- 1. **Ask** the class, “What factors may determine the suitability of a Staging Area?”

Expected Response:

- a. Resources assigned, type and numbers predicted to respond
 - 1) Knowing what resources have been requested allows you to formulate a plan on how to setup and organize your Staging Area. **The STAM should be familiar with the Incident/Event Action Plan to gather this information.** Placing like resources together will enable the STAM to keep track of what resources are in the Staging Area for updating the OSC.
- b. Anticipated duration of the Staging Area
 - 1) How long resources may stay in your Staging Area can be a factor especially when dealing with extreme weather issues.
 - 2) Emphasize the importance of having adequate facilities for the officers to utilize, i.e. Restrooms, drinking fountains, etc.
- c. Safety

LOS ANGELES POLICE DEPARTMENT
STAGING AREA MANAGER
Course Outline
One Hour Instruction
CurCode A274

- 1) While in the Staging Area the STAM is responsible for the safety and security of all of the personnel and resources. The STAM should have as many assistants as necessary to ensure that everyone is safe. Ex: Officers sitting in the Staging Area for 8+ hours, are they still cognizant of their surroundings (officer safety)?
- d. Highly visible check-in
 - 1) The STAM is responsible for designating where the check-in will be located within the Staging Area. Also, the STAM should ensure that proper signage is posted so that supervisors can be quickly directed to the check-in location.
- e. Adequate signage
 - 1) Signs should be posted around the Staging Area so that responding units can quickly locate the Staging Area. The size of the signage is key to minimizing the possibility of officers being unable to locate staging.
- f. Evaluation of ingress/egress and turn-around
 - 1) The ingress/egress routes to the Staging Area must be constantly evaluated. There should always be more than one egress should an evacuation of the area need to be ordered. However, having too many ingress/egress routes can cause confusion and make it more difficult for the STAM to accurately account for resources in the Staging Area. Staging personnel should be posted at each ingress/egress location to ensure security of the Staging Area and to maintain the location in an orderly fashion with systematic staging structure.
- g. Environmental Impacts/Ownership
 - 1) A STAM must be cognizant of the impact a Staging Area will have on the community and surrounding area. ex: A Staging Location set up in the parking lot of a small strip mall that has “mom and pop” stores and establishments may negatively impact the environment. Imagine if you are the owner of a small restaurant in the mall where the police move in to the parking lot preventing patrons from coming in. Now further imagine if that Staging Area is at that location for the next 24 hours. How has our choice of a location negatively impacted the environment?
- h. Accessibility to Incident Command Post (ICP)
 - 1) Communication and efficiency can be enhanced if the Staging Area is in close proximity to the ICP. However, with small and large incidents you must be cognizant that responding resources do not respond into the ICP unless they have a purpose for being there. Too many people in a command post who don’t belong can cause instant confusion and hamper operations. The Staging Area should be located within five minutes travel time of the area of expected need. In order to achieve this goal more than one Staging Area may need to be set up. (Emergency Operations guide Volume 2)
- i. Areas of expansion
 - 1) When choosing a location ensure that there is sufficient room to expand the Staging Area should the situation require additional resources.
2. Establishing an Incident Command Post (ICP)
 - a. Defined
 - 1) The location on scene from which all incident planning and tactical operations are directed.

LOS ANGELES POLICE DEPARTMENT
STAGING AREA MANAGER
Course Outline
One Hour Instruction
CurCode A274

- 2) There should only be **ONE** Incident Command Post at an incident.
- b. Site Selection
 - 1) Indoor locations
 - a) Schools
 - b) Churches
 - c) City buildings or facilities
 - d) Sporting venues
 - 2) Outdoor locations
 - a) Parking lots vs. City streets
 - b) Mobile Command Post Vehicles needed?
 - 3) Facilities
 - a) Restrooms
 - b) Comfort Station Trailers
 - 4) Is the ICP located in proximity to the incident?
 - a) Outside the area of present and potential hazards.
 - 5) Is the ICP in a secure area and/or can public access be controlled?
 - 6) Is there room for potential expansion?
 - 7) Is there adequate and secure parking?
- c. Setup and Operating
 - 1) Adequate Signage
 - 2) Provide security and control access to the ICP and parking area.
 - 3) Identify and assign work space and identify each functional area.
 - a) Command
 - b) Operations
 - c) Planning
 - d) Logistics
 - e) Finance/Administration
 - 4) Procure required equipment
 - a) Office supplies
 - b) Tables and Chairs
 - c) Maps
 - d) Computers and printers
 - e) Communications equipment
 - 1 Radios
 - 2 Cell phones or Landlines
 - f) Televisions with necessary connections for audiovisual equipment
 - g) Easels and flip charts
 - h) Dry-erase boards w/ markers

D. LEARNING ACTIVITY: How To Operate a Staging Area

Purpose: To provide the students an overview of how to operate a Staging Area.

Procedure: Lecture

1. Direct vehicles and people where to go

LOS ANGELES POLICE DEPARTMENT
STAGING AREA MANAGER
Course Outline
One Hour Instruction
CurCode A274

- a. A Staging Area Manager must have command presence. The vehicles arriving in the Staging Area must be directed where to park.
 - b. Direct the personnel where to stand in formation so that they can be sorted into squads as per the Incident/Event Action Plan.
 - 1) Example: One sergeant/fifteen officers
 - 2) Failure to balance the squads per the plan will cause a squad shortage necessitating the need to call up additional resources.
 - c. Direct supervisory personnel where to proceed to complete the Check-in process.
 - d. Squads are to remain in formation until their supervisor returns to brief them.
2. Check-in will notify the Staging Area Manager when the squad has completed processing and is ready for assignment.
- a. Upon notification that a squad is ready to launch, the Staging Area Manager notifies the OSC or Incident Communications Center that Squad "X" is available for assignment.
 - 1) The Staging Area Manager maintains and provides a status to the Resource unit of all resources in the Staging Area throughout the event.

E. LEARNING ACTIVITY: Walk Through Staging Area

Purpose: To provide the students with a visual walk through of a Staging Area. A complete Staging Area should be set up to emphasize the proper way to stage personnel and equipment. Refer to the attached photographs on different ways to set up a Staging Area.

- a. A Staging Area should be designated and have appropriate signage.
- b. A check-in location should be designated.
- c. Vehicles and equipment arriving at the Staging Area must be directed where to park.
- d. The Staging Area must be orderly and vehicles must be able to expeditiously leave the Staging Area.
- e. Staging Areas must be able to expand to accommodate additional resources.
- f. The Staging Area must be able to accommodate different types of resources.
- g. It is of the utmost importance that personnel in the Staging Area receive information and are checked in expeditiously.

Procedure: Group Activity

1. Walk the students through a mock Staging Area.
 - a. Emphasize the Command Presence needed by a STAM
 - b. Point out the ingress/egress routes
 - c. Staging Area security
 - d. Signage/yellow tape/ boundaries
 - e. Point out where Check-in is related to Staging Area
 - f. Parking Issues
 - g. Utilizing a speaker system to enhance communication and instructions to arriving personnel should be considered.
 - h. A STAM must have enough assistants to complete the mission of getting resources in and out of the Staging Area in an efficient manner
 - i. The STAM is responsible for knowing who is in the Staging Area and to notify the Operations Section Chief when resources are depleted to the trigger amount.

LOS ANGELES POLICE DEPARTMENT
STAGING AREA MANAGER
Course Outline
One Hour Instruction
CurCode A274

Discuss a scenario of a real life example (Rampart shooting with demonstrators)
Show Diagram of the area and point out why the location was chosen

F. CLOSING

Reinforce key learning points:

1. The Staging Area Manager works directly for the Operations Section Chief.
2. The STAM is responsible for the entire Staging Area.
3. For a successful Staging Area ensure that the key issues are not overlooked
 - a. Easily accessible staging location (ingress/egress)
 - b. Signage
 - c. Enough assistants to accomplish mission
 - d. High visibility check –in location
 - e. Accountability, know who is in your Staging Area
 - f. Order must be maintained in the Staging Area
 - g. Use available resources to accomplish your mission (Speaker system, cones, tape, etc.)