

STAGING MANAGER

Mission: Organize and manage the deployment of supplementary resources, including personnel, vehicles, equipment, supplies, and medications.

Position Reports to: Operations Section Chief		Command Location: _____
Position Contact Information: Phone: (_____) - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (_____) - _____		Fax: (_____) - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Operations Section Chief on: <ul style="list-style-type: none"> ○ Size and complexity of the incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Staging Manager • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from Staging Areas • Provide information to the Operations Chief on the operational situation 		
<p>Determine area objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Document area objectives, tactics, and assignments on the HICS 204: Assignment List • Determine which Staging Area Teams need to be activated <ul style="list-style-type: none"> ○ Personnel Staging Team ○ Vehicle Staging Team ○ Equipment/Supply Staging Team ○ Medication Staging Team • Based on the incident objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Make assignments; distribute corresponding Job Action Sheets and position identification • Brief area personnel on the situation, strategies, and tactics, and designate time for next briefing 		

STAGING MANAGER

<p>Activities</p> <ul style="list-style-type: none"> • Coordinate delivery to requesting areas of needed resources: <ul style="list-style-type: none"> ○ Personnel ○ Vehicles ○ Equipment and supplies ○ Medications • Participate in the planning meeting and development of the Incident Action Plan (IAP) • Implement Staging Area plans, if appropriate, and monitor activities <ul style="list-style-type: none"> ○ Identify an appropriate area to serve as staging area for the receipt and distribution of personnel and equipment ○ Assess problems and needs; coordinate resource management ○ Instruct all Staging Team Leaders to inventory and evaluate onsite equipment, supplies, and medications; then coordinate their needs with the Logistics Section Supply Unit Leader ○ Coordinate staffing needs with the Logistics Section Labor Pool and Credentialing Unit Leader; report status to the Operations Section Chief ○ Ensure the prioritization of problems when multiple issues are presented • Communicate regularly with Staging Area Team Leaders and Operation Section personnel • Consider development of an area action plan; submit to the Operations Chief if requested • Brief Staging Team Leaders on the current situation; outline the Staging Area action plans, if used, and confirm the time for the next briefing • Regularly report the Staging Area status to the Operations Section Chief • Advise the Operations Section Chief immediately of any operational issue you are not able to correct • Communicate regularly with other section chiefs • Meet with the Operations Section Chief and the Logistics Section Chief, as appropriate, to discuss plan of action and staffing in all activities 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to Staging Area personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in Staging Areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all area personnel comply with safety procedures and instructions • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

STAGING MANAGER

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Staging Manager role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Communicate resource problems encountered to the Logistics Section Chief, as appropriate • Coordinate patient care support and staff <ul style="list-style-type: none"> ○ Continue coordinating delivery of needed personnel, equipment, supplies, medications, and support services, working with the Logistics and Planning Sections and the Operations Section Branch Directors, as needed ○ Coordinate the use of external resources ○ Ensure documentation is completed correctly and collected • Coordinate the assignment and orientation of external personnel sent to assist the Staging Teams • Meet regularly with the Operations Section Chief for status reports • Advise the Operations Section Chief immediately of any operational issue you are not able to correct • Provide status updates to team leaders 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in Staging Areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all area personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

STAGING MANAGER

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Staging Manager role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Monitor operations and documentation • Continue to monitor the ability of the Staging Area Teams to meet workload demands, personnel health and safety, resource needs, and documentation practices 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in Staging Areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all area personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Staging Manager role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate 		

STAGING MANAGER

<ul style="list-style-type: none"> ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● As needs for Staging Area decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner, in coordination with the Planning Section Demobilization Unit Leader ● Assist the Operations Section Chief with restoring hospital resources to normal operating conditions ● Ensure the return, retrieval, and restocking of equipment and supplies ● Notify the Operations Section Chief when demobilization and restoration is complete ● Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow up requirements ● Debrief area personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed ● Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues ● Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 221: Demobilization Check-Out ● Ensure all documentation is submitted to the Planning Section Documentation Unit 		

Documents/Tools
<ul style="list-style-type: none"> <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 204 - Assignment List <input type="checkbox"/> HICS 213 - General Message Form <input type="checkbox"/> HICS 214 - Activity Log <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> HICS 221 - Demobilization Check-Out <input type="checkbox"/> HICS 252 - Section Personnel Time Sheet <input type="checkbox"/> Hospital Emergency Operations Plan <input type="checkbox"/> Hospital blueprints and maps <input type="checkbox"/> Hospital Incident Specific Plans or Annexes <input type="checkbox"/> Hospital organization chart <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication