

STAGING AREA MANAGER JOB AID

Position: Staging Area Manager

Section: Operations Section

Mission:

To manage all activities within a staging area and respond to requests to assign resources and status of their deployment and/or readiness

Duties:

- ❑ Obtain briefing from the Operations Section Chief.
 - ❑ Determine initial support needs for equipment, feeding, sanitation and security.
 - ❑ Establish check-in functions.
 - ❑ Establish staging area layout.
 - ❑ Assemble and brief staging personnel on duties, safety, and communication.
 - ❑ Contact Safety Officer to determine safety requirements.
 - ❑ Liaise with Logistics Section regarding assigned resources and minimum resources for the staging area.
 - ❑ Respond to requests for resources and for status information.
 - ❑ Maintain unit/activity log (ICS 214).
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