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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Recommended Practice for Apparatus Staging**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

In order to enhance accountability and effectiveness, it is recommended that fire companies utilize a standard system of initial placement for responding equipment and personnel prior to assignment at emergency incidents.

**Procedure:**

Level I Staging

* Automatically applies to all multiple unit response.
* First engine and truck shall respond directly to the scene, give a brief initial report and advise actions to be taken.
* When the first arriving units report on the scene and announce a "Nothing Showing or Investigating", all subsequent responding units shall report to Level 1 staging.
* When the first arriving units report on the scene and provide an initial radio report, the first engine and ladder will report to the scene and all subsequent responding units shall report to Level I staging.
* All other responding units will stage in direction of travel, uncommitted, approximately one block from the scene until assigned a task.
* Staged units will, in normal response situation, report their arrival on location at staging area to communications. It may be necessary at times to be specific when announcing staging area in extraordinary response situations.
* Staged units should stay off the radio until orders are received from the first arriving unit or the incident commander.

Level II Staging

* This procedure will relate to large, complex type situations requiring an on-scene reserve of units and will involve formal staging in an area designated by the incident commander.
* The incident commander will formally announce Level II staging and give the approximate location of the designated staging area. The staging area should be away from the incident command post and incident scene in order to provide adequate space for assembly and for safe and effective apparatus movement.
* All responding units will report to and remain in the staging area until assigned a task.
* In the absence of a designated staging officer by the incident commander, the first arriving officer to the staging area will automatically become the staging officer and should notify command.
* The radio designation for the staging officer will be "Staging".
* Responsibility of the staging officer:
	+ Report directly to the incident commander or the operations section chief.
	+ Ensure that all equipment is parked in an appropriate location.
	+ Maintain a log of units available in the staging area and inventory any specialized equipment that might be required on the scene.
	+ Assume a position that is visible and accessible to all incoming units.
	+ Communicate directly with communications to request additional units in order to maintain a base level of resources set by the incident commander.
	+ When requested by the incident commander/operations officer, the staging officer will verbally assign units to report to specific sectors.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Montgomery County Department of Public Safety Recommended Practice 2009-5