## 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).