



STAGING MANAGER CHECKLIST



INITIAL ASSIGNMENTS

When assigning roles, the Role ID Badge provides the Job Description and tasks to the assignee.

In all cases, **deliver** the **Role ID Badge**, **read** the job description on the badge to the assignee, and **confirm** understanding. Confirm their name has been added to the Incident Command Organization Chart.



FIRST 5 MINUTES COMPLETE THESE ITEMS

- Obtain briefing** from Incident Commander or Operations Chief
- Obtain** Staging Area Manager **Binder**
- Obtain** Staging Area Reunification **Box**
- Review** Binder in its entirety
- Remove Check-in Clipboard and 3 vests and 3 pink wristbands from Staging Area Reunification Box and check yourself in.
- Check in** the Operations Chief and the Incident Commander and provide them pink wrist-bands and vests
- Proceed to Staging Area



FIRST 10 MINUTES COMPLETE THESE ITEMS

- Assist Setup Supervisor with Responder Staging Area setup
- Assign**, check in, and brief **Responder Check-in**
 - Role ID Badge, Wristband, Vest
 - Check-in Clipboard
- Assign** check in, and brief **Communication**
 - Role ID Badge, Wristband, Vest
 - Radio
- Request notification when student emergency contact information is available from the impacted school
- Assign** and brief **Assignments**
 - Role ID Card, Wristband, Vest



FIRST 15 MINUTES COMPLETE THESE ITEMS

- Prepare for Parent Check-in Setup Director:
 - Impacted school emergency contact information
 - Reunification Cards and Clipboards
 - Pens
 - Bullhorn
 - Signage
- Prepare for Parking Setup Director:
 - Cones
 - Signage



FIRST 60 MINUTES COMPLETE THESE ITEMS

- Assign** and brief **Responder Check-out** (This may be the person originally assigned to Responder Check-in)



ONGOING TASKS AND CONSIDERATIONS

- Identify and track resources assigned to and from Staging
- Respond to requests for resources
- Maintain Staging Area in orderly condition



DEMOBILIZATION AND TEARDOWN

- Inventory all materials, note shrinkage

MANIFEST

- Wristband
- Vest
- Role ID Badge
- Staging Area Manager Binder
- Staging Area Reunification Box
- Radio

RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS



STAGING MANAGER TEAM LIST

Title/Position	Name	Cell Phone Number
Supervisor: Operations Chief		
Responder Check-in		
Assignments		
Communication		
Responder Check-out		
Other		



STAGING MANAGER JOB DESCRIPTION

OVERVIEW

Your job is to ensure that all aspects the Staging Area are completed and running smoothly. This includes verifying that all responders checked in or out, assigning responders vests and wristbands.

- Assign staff to positions listed in the checklist
- Read through the Reunification Process before briefing your subordinates.

REPORTS TO

Operations Chief

PRIORITIES

- Responder Check-in position should be immediately filled
- Ensure everyone receives wristband and vest upon checking in. (Role ID Badges are assigned by supervisors.)
- On demobilization return all items to Reunification Operation Kit Boxes.

OBJECTIVES

- Establish the responder staging of the Reunification process as smoothly as possible
- Assign Staging Staff
- Ensure safety of the Staging Area

STRATEGIES

- Standard Reunification Method

TACTICS

- See Checklist

BINDERS

Binders are for top level supervisory roles and include an overview of what each position entails and a process to briefly explain where their position fits into Reunification. Binders also contain materials for subordinates.



Supervisors must read their designated binder first, understand what is being asked of them, request needed staff from staging, and then conduct briefings of their own subordinates.

JOB ACTION SHEET

Binders contain Job Action Sheets for subordinates. The Job Action Sheets contain the Job Description and Checklist for the task.



ROLE ID BADGES

Role ID Badges display the role of the staff member on the front and contain a summary of job duties on the back. Some staff may only receive a Role ID Badge. For example: Greeters can be verbally briefed and can refer to their job duties on the back of the ID.



WRISTBANDS

Every Reunification Staff member should be issued a wristband during check-in at the Responder Staging Area.



Pink bands are used at the Reunification Site, Green bands are issued to the adults at the impacted site.

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART STAGING MANAGER



