

Job Description: Staging Manager

The Staging Manager is responsible for managing the operation of the Staging Area at a drill, public service event, or activation. The Staging Manager reports to the Incident Commander.

Duties:

Provide a central location for all participants to check-in and check-out of the activity.

Review Scenario/Goals & Objectives/Purpose of the event (ICS-202).

If available, review the Plans and After Action Reports for any similar events previously conducted to learn from those events.

Develop a plan to accomplish the required tasks, document the plan, and review it with other Area Planners and the IC.

Working with the Logistics Manager, locate and obtain the necessary equipment needed: tables, chairs, pop-ups, T-card Racks, blank forms, folders, and bins to collect documents.

Recruit and train assistants to staff the Staging Area.

Set-up and staff the Staging Area before to the arrival of participants.

Maintain ICS-211 Check-in Lists, T-cards, and other related documents.

As required operate a Staging Net to maintain tracking of all participants until they are given an assignment.

Distribute briefing documents, ICS-205, maps, etc. to participants as needed.

Make job assignments for participants based on procedures, policies, or local needs. For drills and exercises, these would be pre-assigned.

Using T-Cards track participants' location/assignment during their time at the event.

Be prepared to report the location and assignment of participants when queried.

When participants are ready to leave the event, check them out, collect their paperwork, and perform other tasks as may be directed related to demobilization.

Collect all documents generated during the activity and provide them to the Documentation Unit or as directed for archival.

Generate an After Action Report for the staging operation.

Job Description: Logistics Manager

The Logistics Manager is responsible for tracking all equipment used at the event. The Logistics Manager reports to the Incident Commander.

Duties:

Track all equipment needed to conduct the event. Assist event staff in locating equipment from other staff, participants, agencies, etc.

Review Scenario/Goals & Objectives/Purpose of the event (ICS-202).

Work with other planners to identify equipment needed and determine who will provide it, or from where equipment will be obtained.

If available, review the Plans and After Action Reports for any similar events previously conducted to learn from those events.

Develop a plan to accomplish the required tasks, document the plan, and review it with other Area Planners and the IC.

Publish a list for all event staff of what equipment is needed and from where/who it will be provided.

If equipment is damaged, note the damage and make suggestions of how it should be addressed.

Generate an After Action Report for the logistics operation.

Job Description: Public Information Officer

The PIO is responsible for interfacing with the public to address their questions and provide information about Amateur Radio and our role in emergency communications. The PIO reports to the Incident Commander.

Duties:

Act as the primary point of contact to the public or media related to the activities at the event. This normally would apply for drills and public service events. Activations would normally have a PIO assigned by the served agency.

If available, review the Plans and After Action Reports for any similar events previous conducted to learn from those events.

Develop a plan to accomplish the required tasks, document the plan, and review with other Area Planners and the IC.

Have material and a story to tell about the event.

Be prepared to answer questions from the public or the media.

Be well versed in ARES/RACES/ACS mission and roles.

Understand ICS and SEMS as it relates to our role in emergency communications.

If appropriate, have a story board or table with literature available for distribution.

Be prepared to offer information about obtaining an Amateur Radio license for those that express an interest. This might include the location of classes, testing groups, and printed and online test preparation material.

Generate an After Action Report for the PIO function.

Drill Planning Task Checklist

Staging

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
- Documentation
 - DSW List (County Staff can provide – DEC/ADECs)
 - Event Sign-up/position lists
 - Event planning documents as appropriate
 - Participant materials (one for each participant including staff)
 - ICS-205 if not supplied in advance (normally not supplied for drills and real activations)
 - Safety Briefing (2 copies, one copy to be signed and returned to Staging)
 - Map of event location/facilities if appropriate
 - Any overall briefing documents based on scenario ISC-201, ISC-202
 - Position specific briefing documents provided by area planners
 - For pre-planned events the material could be placed in packets and labeled with the participants name.
 - For planned or non-preplanned events materials can be provide to participants as stacks of documents. However, some method to control who gets each document may be needed. For example, a person working Packet would not need briefing documents for a Shadow position.
- Forms/supplies
 - ICS-211
 - ICS-214 (In case participants forget to bring one)
 - T-Cards (Post a sample of how it should be filled out)
 - Clipboards & pens (participants should have their own but plan for those that forget)
 - File Folders
 - Paper weights
 - Weatherproof container for documents
- Equipment
 - Tables and chairs
 - Pop-up or other shelter
 - Radio, antenna, power, headphone, etc. if the staging net will be run from the Staging location
 - Signage to identify Staging Location
 - Lighting if needed

Suggested Staging Operations

- Upon arrival at the event site, the participant checks out of the Resource Net and into the Staging Net prior to leaving their vehicle.
- Suggested three areas to be used within Staging: Check-in, Assignment, and Check-out

Drill Planning Task Checklist

Staging

Check-In Desk

- Participant signs in on ICS-211
- Staging Admin checks for
 - o Event sign up
 - o DSW verification or registration
- Participant reads and completes Safety Briefing Form, signing one copy
- Participant completes T-Card using examples

Assignment Desk

- Participants pick-up their assignment materials based on sign-ups or other established needs
- The Assignment Desk is responsible for maintaining the T-card rack. The T-Card Rack will have columns for all activities/assignments. Columns may be added or omitted depending on the event
- Path A – “Pull” Assignments
 - o Upon receiving a request for personnel, a colored dot is placed in the corresponding T-card column to indicate an open request is pending.
 - o Participant T-cards are selected from the In Staging column and the participant notified of the assignment via voice or the Staging Net.
- Path B – “Push” Assignments
 - o Staging Admin signed up events and assigns participant first available event.
 - o Field positions are generally available immediately
 - o Net Control positions may be pre-assigned by name and shift time.
 - o Packet positions may be pre-assigned by name and shift time.
 - o The participant notified of the assignment via voice or the Staging Net.
- Both Paths
 - o When an assignment is accepted, the T-card is annotated with the assignment, current time, and is placed in T-Rack; and the colored dot is removed for that position to indicate the position has been filled.
 - o Participant is instructed to proceed to the assignment location.
 - o During transit from the Staging Area to the assignment location, the participant remains on the Staging Net.
 - o Upon arrival at the assignment location, the participant signs in on the location ICS-211 and checks out of the Staging Net.
 - o Upon completion of the assignment the participant signs out of the location ICS-211 and returns to staging.
 - o When they return to staging at end of assignment the T-card is placed in the In Staging column

Drill Planning Task Checklist

Staging

Assignment Desk (continued)

- If requests are pending, the assignment process is repeated.
- If no requests are pending and/or the participant requests to be released from the event, the participant is directed to the Check Out Desk.
- Otherwise the participant is directed to a convenient waiting area to wait for a new assignment.

Check-Out Desk

- Upon completion of all assignments the participant returns to Staging for demobilization
- The participant's T-Card is removed from the rack and current time noted on the T-card.
- All forms/documents are collected and reviewed for accuracy/completeness.
 - Properly completed forms are collected and sorted by type.
 - Any forms not properly completed are returned to participant with instructions on how to complete. This is a chance to educate participants about proper form completion and should be viewed as instructional.
- If an event Evaluation is available, the participant is asked to complete it.
- Participant signs out of the Staging ICS-211.
- Participant is thanked for their service and directed to check-out of the Staging Net and into Resource Net

Drill Planning Task Checklist

Logistics

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
- Determine equipment needs from each planner and IC
- Develop list of what is available and who will supply
- Seek out items still needed and arrange to borrow/obtain them prior to the event.
- Use Spread Sheet to document all equipment needs and who will provide

Logistics - Equipment - Name Of Exercise

	A	B	C	D
1				
2	Staging			
3	Equipment	Qty	Provided By	Notes
4	Pop-Up	1	name	
5	Table	2	name	
6	Chairs	2	name	
7	Clip Boards	2	name	
8	Signs identifying stations	3	name	
9	T-Cards	25	Trailer	Record assignment of participants to Teams
10	HTs	1 each	All Staff	Maintain contact on Command Net
11				
12				
13	Location 1 -Evaluators			
14	Equipment	Qty	Provided By	Notes
15	Pop-Up	1	Evaluators	
16	Table	1	Evaluators	
17	Chairs	2	Evaluators	
18	Dual Band Radio for evaluations	1	Evaluators	
19	Clip Boards	2	Evaluators	
20	Sign identifying evaluators	1	Evaluators	
21	Evaluation forms and documents		Evaluators	
22				
23				
24	Location 1			
25	Equipment	Qty	Provided By	Notes
26	list of equipment here	4	name	3 for exercise
27	Traffic Cone	2	name	
28				
29	Location 2			
30	Equipment	Qty	Provided By	Notes
31	Pop-Up	1	name	
32	Table	1	name	
33	Chairs	2	name	

Drill Planning Task Checklist

Public Information Officer (PIO)

If operating in a park or other public space it is likely that members of the public may ask what is going on when they see personnel wearing vests and carrying radio gear.

A PIO should be assigned and prepared to answer these questions in a responsive and professional manner. This allows the drill participants to quickly say “we are conducting a radio drill” and then direct the public to the PIO. This is what would be done in a real activation where only the served agency PIO is allowed to provide media or public briefings.

- Review Scenario/Goals & Objectives/Purpose (ICS-202)
- Have your story to tell prepared ahead of time targeted for:
 - Adults
 - Youth
 - General public
 - Emergency Preparedness Interest
 - If appropriate have press kit ready to distribute to media
- Have material/literature to handout about Amateur Radio and Emergency Service
- Signage, ID Badge, professional appearance – you are representing Amateur Radio to the public – look like a professional