# Attachment F: OH WARN Staging Area Manager Checklist

**Purpose:** Personnel assigned to coordinate the arrival of mutual aid/assistance at a remote location near the event needs to track actions to support mutual aid/assistance.

**Instructions:** Complete actions in this checklist. Complete Attachment H and I as needed.

**General Duties**

* Establish Staging Area layout.
* Draw a map of the area; consider using spray paint to mark areas.
* Establish Check-In function for personnel in coordination with the EOC.
* Establish Check-In function for supplies and resources in coordination with the EOC.
* Identify resources that may be needed to initiate, sustain, and demobilize the efforts required during an emergency operation.
* Dispatch resources at the Operations Section Chief’s request.
* Maintain records of all resources entering, deployed to, and demobilized from the staging area.
* Coordinate with the Logistics Section for temporary feeding, fueling, and sanitation services as needed to support the Staging Area.
* Provide for the mechanical, technical, and maintenance needs of the resources requested or required.
* Respond to requests for resource assignments.
* Ensure the safety of personnel and equipment in the staging area.
* Obtain and issue radios and other supplies as required.
* Provide the EOC with status information of personnel, equipment, and supplies in the Staging Area.
* Provide for the orderly demobilization of resources as the incident command structure is dissolved.

**READ ENTIRE CHECKLIST AT START-UP AND**

**AT BEGINNING OF EACH SHIFT**

**Checklist Actions**

**Start-Up Actions**

* Determine any immediate unmet needs and/or outstanding resource requests for staging.
* Proceed to Staging Area.
* Post areas for identification and traffic control.
* Establish check-in procedure/forms for arriving resources, keep all receipts.
* Set up communications between the EOC and the staging area(s).
* Staff staging areas with additional personnel to load, unload, stock, deliver, and distribute supplies and keep pertinent records.
* Obtain and issue radios and other supplies needed for staging area operations as needed.
* Request personnel through the EOC.
* Determine any support needs for equipment, feeding, sanitation, and security. Request maintenance service for equipment at Staging Area as appropriate.
* Keep a log of items requested and check to see that they have been ordered, sent, received, and distributed to the requesting individual. (This MUST be done continually to ensure that requests are filled as expeditiously as possible).
* Respond to request for resource assignments.
* Dispatch resources as requested.
* Notify the individual that requested the item of the status of the resource request:
  + Date and time of delivery of goods and material.
  + Delivery site.
  + Type and quantity of goods and material to be delivered as well as any items that are not available.
* Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
* Frequently determine required resource levels from the Operations Section Chief.
* Advise the Operations Section Chief when reserve levels reach minimums.
* Maintain and provide status to Resource Unit of all resources in Staging Area.
* Maintain Staging Area in safe and orderly condition.
* Ensure all personnel time and costs are tracked for reimbursement.
* Document:
  + Messages received
  + Action taken using **Attachment K: OH WARN Activity Log**
  + Decision justification and documentation
  + Requests filled

**Deactivation**

* Deactivate Staging Area Manager and staging area(s) when no longer required.
* Provide for the orderly demobilization of resources as the incident command structure is dissolved.
* Ensure any unfinished business is completed before leaving or passed on to Logistics.
* Ensure any required forms or reports are completed prior to your release and departure.
* Be prepared to provide input to the After-Action Report.
* Deactivate your section and close out logs when authorized by Logistics.
* Demobilize Staging Area in accordance with Incident Demobilization Plan.
* As necessary, give the EOC Manager a forwarding phone number where you can be reached.

**Notes:**