


Staging Officer	
Version 1, PAEMS MCI / ICS Form	

Completed			Report To:
YES	NO	TIME	
			Primary Responsibilities
			Obtain briefing from Medical Branch Director
			Obtain vest and staging officer portfolio; do not proceed to staging at this time
			In cooperation with EMS, Fire and Police establish location of Staging Area
			Proceed to staging area
			Determine equipment and personnel needs in staging area; request same from Medical Branch Director
			Coordinate personnel assigned to staging area
			Ascertain from transportation officer location of ambulance loading zone and best route to zone
			Ascertain from Medical Branch Director approximate number of EMS unites to expect
			Maintain EMS UNIT STAGING LOG
			Send proper number and types of units to ambulance loading zone when requested by the transportation officer
			As number of EMS units in staging area decreases, advice Medical Branch Director of possible need to request additional units
			Report to Medical Branch Director for reassignment upon completion of tasks