

AHIMT Task Book for the Position of:

STAGING AREA MANAGER (STAM)

JUNE 2016

POSITION TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER

POSITION TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT POSITION TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION/CERTIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials. I also verify that_____

has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY HEAD RECOMMENDATION FOR CERTIFICATION

I certify that

has met all requirements for qualification in this position and I recommend that they be certified for the position.

OFFICIAL'S SIGNATURE AND DATE

OFFICIAL'S NAME TITLE, DUTY STATION, AND PHONE NUMBER

POSITION TASK BOOK

AHIMT Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded RX must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

RESPONSIBILITIES

The Agency Management is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.

The **Individual** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the evaluation record is complete.
- Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
- Keeping the original PTB in personal records.

The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained. Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.

The **Final Evaluator** is responsible for:

signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

The Agency Head or designee is responsible for:

- Issuing the PTB to document task performance explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee and identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

Competency: Assume position responsibilities.

Description: Successfully assume role of Staging Area Manager and initiate position activities at the appropriate time according to the following behaviors.

		EVALUATOR:
0	RECORD	Initial & date
D	#	upon completion
E		of task

Behavior: Ensure readiness for assignment.

1.	 Obtain and assemble information and materials needed for kit. Suggested items: Incident specific reference materials Documentation materials PMS 461, Incident Response Pocket Guide (IRPG) Local telephone directory 	0	
2.	 Obtain complete information from dispatch upon assignment. Incident name Incident order number Request number Incident phone number Reporting time Reporting location Transportation arrangements/travel routes Contact procedures during travel (telephone/radio) 	0	
3.	 Arrive at incident and check in. Arrive properly equipped at assigned location within acceptable time limits. 	Ι	

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
 Determine and order support needs. Compile an inventory list of resources on site or en route to site. Discuss resource needs with supervisors who are assigned to staging area. Evaluate needs for sanitation facilities, food, water, fuel for vehicles and aircraft, maintenance, communications, and other resource requirements. Record resource needs on ICS 213, General Message. Coordinate and discuss resource needs with Operations Section Chief and determine how orders will be placed. Place orders through Operations Section Chief or designated section (logistics). Set up a system for tracking resources requested vs. resources actually received. 	Ι		

Behavior: Gather, update, and apply situational information relevant to the assignment.

6.	 Obtain initial briefing from Operations Section Chief. Current resource commitments Type of incident Expected duration of incident Terrain Weather Number of staging areas 	Ι	
7.	 Obtain information from Incident Action Plans (IAPs) or relevant plans. Incident strategies. Location of staging area. Estimated time of arrival for resources. Present location of resources. Contact information for expected resources. Personnel authorized to order resources out of staging. Length and number of anticipated operational periods. Names and locations of key overhead (to facilitate staging area operation). 	Ι	

TASK	С	EVAL.	EVALUATOR:
	0	RECORD	Initial & date
	D	#	upon completion
	Ε		of task

Behavior: Establish effective relationships with relevant personnel.

 8. Conduct self in a professional manner. <i>Respectful and courteous.</i> <i>Respectful of public and private property.</i> 	Ι	
9. Establish and maintain positive interpersonal and interagency working relationships.	Ι	

Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.

10. Establish staging area procedures.	1	
• Establish a check-in location with Status Check-in		
<i>Recorder and provide the necessary facilities and equipment.</i>		
• Conduct a briefing with incoming resources (e.g.,		
staging area, restricted areas (helibase, private		
property), procedures for staging, dispatching and		
checkout, refueling, feeding).		
• Establish a system of accountability for equipment		
issued at the staging area.		
• Verify time of resources assigned to staging area by		
signing time report.		
• Verify radio frequencies with incoming resources.		
<i>57 5</i> 1		

Behavior: Understand and comply with ICS concepts and principles.

11. Apply the ICS.	I	
 Follow chain of command. Maintain appropriate span of control. Use appropriate ICS forms. Use appropriate ICS terminology. 		

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

D # upon completi	TASK	С	EVAL.	EVALUATOR:
		0	RECORD	Initial & date
T of tools		D	#	upon completion
				of task

Behavior: Model leadership values and principles.

 Exhibit principles of duty. Be proficient in your job, both technically and as a leader. Make sound and timely decisions. Ensure tasks are understood, supervised and accomplished. Develop your subordinates for the future. 	I	
 13. Exhibit principles of respect. Know your subordinates and look out for their well- being. Keep your subordinates informed. Build the team. Employ your subordinates in accordance with their capabilities. 	Ι	
 14. Exhibit principles of integrity. Know yourself and seek improvement. Seek responsibility and accept responsibility for your actions. Set the example. 	I	

Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

15. Provide for the safety and welfare, of assigned resources.	Ι	
• Ensure staging area operations are compliant with		
Lookouts, Communication, Escape Routes, Safety		
Zones (LCES), Standard Firefighting Orders and		
mitigation of applicable Watch Out Situations.		
Recognize, mitigate and communicate potentially		
hazardous situations.		
• Monitor condition of assigned resources.		
• Account for assigned resources.		
• Provide for care of staging area personnel and notify supervisor in event of sickness, injury, or accident.		

TASK	С	EVAL.	EVALUATOR:
	0	RECORD	Initial & date
	D	#	upon completion
	Ε		of task

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

16. Complete daily review of staffing requirements.	Ι	
17. Develop schedule/assignments based on IAP or relevant plan.	Ι	
 18. Ensure subordinates understand assignment for operational period. <i>Provide clear, concise instructions and allow for feedback.</i> 	Ι	
 19. Continually evaluate performance. Communicate deficiencies immediately and take corrective action. Provide training opportunities where available. Complete personnel performance evaluations according to agency guidelines. 	Ι	
Behavior: Emphasize teamwork.		
 20. Establish crew cohesiveness. Provide for open communication. Seek commitment. Set expectations for accountability. Focus on the team result. 	Ι	

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
 Coordinate with Planning Section. Determine staging area location. Acquire maps. Assess current situation. Determine availability of Status Check-In Recorder. Establish incident demobilization plan. Obtain emergency procedures. 	Ι		
 22. Coordinate with Logistics. Determine communications needs. Determine supplies and equipment available. Establish ordering procedures. Arrange for medical aid or assistance. Plan for personnel needs. Provide for sanitation needs. Determine needs for security. Resolve transportation problems. 	Ι		
 23. Coordinate with Finance/Administration. Assure use agreement is in place for staging area. Determine procurement procedures. Determine timekeeping procedures for personnel and equipment. Request Time Unit personnel to assist if necessary. 	I		

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

TASK	С	EVAL.	EVALUATOR:
	0	RECORD	Initial & date
	D	#	upon completion
	Ε		of task

Behavior: Ensure relevant information is exchanged during briefings and debriefings.

 24. Brief and keep subordinates informed and updated. <i>Ensure expectations are communicated and understood.</i> 	Ι	
 25. Attend briefings and meetings as directed. Provide information as requested. Keep supervisor informed of issues and potential problems. 	Ι	
26. Participate in functional area briefings and After Action Reviews (AARs).	Ι	

Behavior: Ensure documentation is complete and disposition is appropriate.

27. Compile list of resources assigned to staging area.	Ι	
28. Complete and submit evaluation and documentation forms through supervisor to Documentation Unit as required.	Ι	

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

29. Provide a copy of staging area layout map to Planning and Logistics Sections.	Ι	
C		

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

TASK	С	EVAL.	EVALUATOR:
	0	RECORD	Initial & date
	D	#	upon completion
	Ε		of task

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

30. Determine and report resource deficiencies to Operations	Ι	
Section Chief.		
• Determine which resources cannot respond to a		
dispatch request within three minutes (e.g., check with		
Single Resource Bosses and leaders throughout		
operational period on condition of resources;		
determine if mitigating measures can correct		
problems).		
• Report situations to Operations Section Chief; describe		
problems and include possible solutions.		
• Determine corrective action with Operations Section		
Chief and proceed to meet these objectives.		

Behavior: Utilize information to produce outputs.

 31. Establish a layout for staging area. Evaluate site on foot or in a vehicle. Set up signs showing traffic flow for personnel and vehicles, dispatch and check-in areas, location of crews and equipment, and other resources at the site. Rope or flag off any special areas or safety hazards. 	Ι	
32. Prepare a map of the staging area.	Ι	

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed r	isks.		
 33. Apply the Risk Management Process found in the IRPG or Agency Field Ops Guide. Step 1: Situation Awareness Step 2: Hazard Assessment Step 3: Hazard Control Step 4: Decision Point Step 5: Evaluate 	Ι		
 34. Respond to requests for resource assignments. Receive requests from Operations Section Chief or designated alternate. Brief personnel about dispatch assignments (e.g., location, travel routes, assignments, name of supervisor, radio frequency to contact supervisor). 	Ι		
 35. Administer dispatch procedures. Supervise movement of resources until they leave staging area. Notify Operations Section Chief when resources have left staging area. Notify Resource Unit Leader of dispatch and destination of resources. Assess dispatch procedures, adjust if necessary, and document changes. 	Ι		

Behavior: Modify approach based on evaluation of incident situation.

 36. Take appropriate actions to relocate the staging area. Notify staging area personnel of move. Ensure resources are in a state of readiness prior to move or release. Designate staged resources to report to new location, new incident, or home unit. Inform staged resources of time frames, travel routes. Notify and coordinate with Ground Support, Resources, and Facilities Unit Leaders on movement of resources to different location. 	R		

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
37. Prepare for weather contingencies or other emergency situations.	Ι		

Behavior: Follow established procedures and/or safety procedures relevant to given assignment.

38. Ensure established guidelines are followed.	Ι	
• Work/rest		
• Agency safety standards and procedures		

Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

 39. Coordinate an efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming Incident Management Team (IMT), host agency). <i>Inform subordinate staff and IC.</i> <i>Document follow-up action needed and submit to supervisor.</i> 	Ι		
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Behavior: Plan for demobilization and ensure demobilization procedures are followed.

 40. Demobilize staging area in timely and orderly manner. Confirm and obtain instructions from Operations Section Chief. Remove signs and barriers and clean up area. Inspect and recommend site rehabilitation. Complete and submit evaluation and documentation forms through supervisor to Documentation Unit. 	Ι	
 41. Demobilize and check out. Receive demobilization instructions from incident supervisor. If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person. 	0	

TRAINEE NAME

#1	1 Evaluator's name: Incident/office title & agency:						
Evalı	ator's home unit ad	ldress & phone:					
Name and Location of Incident or Situation (agency & area)Incident Kind 		Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)				
				to			
Train	The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee. The individual has successfully performed all tasks for the position and should be considered for certification. The individual was not able to complete certain tasks (comments below) or additional guidance is required. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Recommendations:						
Date	Date: Evaluator's initials:						
Evaluator's relevant agency certification or rating:							

#2	#2 Evaluator's name: Incident/office title & agency:						
Eval	uator's home unit ac	ldress & phone:					
Name and Location of Incident or Situation (agency & area)Incident Kind 							
				to			
Train	The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.						
Date	Date: Evaluator's initials:						
Eval	Evaluator's relevant agency certification or rating:						

Additional Evaluation Record Sheets can be downloaded at http://www.nwcg.gov/publications/position-taskbooks

TRAINEE NAME

TRAINEE POSITION

#3	#3 Evaluator's name: Incident/office title & agency:						
Evalu	ator's home unit ac	ldress & phone:					
Name and Location of Incident or Situation (agency & area)Incident Kind 			Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)			
				to			
Train	The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee. The individual has successfully performed all tasks for the position and should be considered for certification. The individual was not able to complete certain tasks (comments below) or additional guidance is required. Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee. Recommendations:						
Date	Date: Evaluator's initials:						
Evaluator's relevant agency certification or rating:							

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#4	#4 Evaluator's name: Incident/office title & agency:						
Eval	uator's home unit ac	ldress & phone:					
Name and Location of Incident or situation (agency & area)		Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)			
				to			
Trair	The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.						
Date	Date: Evaluator's initials:						
Eval	Evaluator's relevant agency certification or rating:						

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