











# ESA Level II and III Staging Area Key locations and Information Guide

V:1

This guide has been developed to assist Incident Management Teams and Incident Controllers/Operations Officers in selecting appropriate sites for Staging Areas.

These pre-identified locations could be suitable to establish a Staging Area to support operations depending on Staging Area functions and location of incident. These pre-identified locations are suitable to establish Staging Areas for more complex and prolonged operations where the key functions of a Staging Area as defined in AIIMS will be required over a number of shifts.

The pre-identified locations included in this guide are:

- Parks & Conservation Service Namadgi Visitors Centre Naas Road
- Molonglo RFS Brigade-25 Drake-Brockman Drive, Belconnen
- Rivers SES/RFS Unit-903 Cotter Road, Stromlo
- Parks & Conservation Service Glendale Depot Brandy Flat Road
- Parks & Conservation Service Bulls Head Picnic Area Mount Franklin Road
- Uriarra Village Community Sheds Jim Bradley Crescent
- ACT Rural Fire Service Southern Brigade Tidbinbilla Road
- ACT State Emergency Service Tuggeranong Unit Johnson Drive

Generally, the Staging Area support across ESA is delivered on behalf of ESA by the ACT State Emergency Service (SES) under section 57(2a) of the Emergencies Act "to undertake assistance operations to support other entities in the exercise of their functions".

SES has a comprehensive training course for Staging Area Management and can deploy two Staging Area trailers to support operations. ESA Resource Centre has well established contracts and links to local business to enhance larger Staging Areas to support operational outcomes. To assist Incident Management Teams and Incident Controllers in establishing Staging Areas, the following information is to be considered in identifying the type of Staging Area required:

- Incident.
- Sector or Division.
- Strategic/Transit.

# Incident Staging Area

Established to stage personnel and resources for the entire incident e.g. a Staging Area established to support a large rural fire, an industrial fire/structural collapse, or a flood or search where the incident is contained within a confined area.

## Sector or Division Staging Area

Established to support a Sector or Division when a single Staging Area for the entire incident would be ineffective (*due to the size, distance to travel, complexity or arrangement of the incident, topographical features, road or other access difficulties*) e.g. the establishment of two Staging Areas, each supporting a separate Sector or Division on the same incident such as large rural fire.

## Strategic/Transit

Established to stage resources such as strike teams and taskforces travelling long distances intra or interstate. May also be established to hold resources and personnel as a reserve (not allocated to the incident).

## Levels of Staging Area

ESA will work on a tiered Staging Area capability. This will allow flexibility in decision making and ensure the Staging Area capability is appropriately tasked.

Level 1- this is an incident Staging Area where the capability of the small Staging
Area trailer can support the operation. The key activities would be registration,
briefing area, limited rest/welfare. This would suit search and some rural fire incidents
where the field teams are in the staging area for a short time and are self-sufficient.

Both SES Staging Area trailers can undertake a level 1 operation.

• Level 2 - this is an incident where more capability is required within the Staging Area. The key difference is the need to provide greater welfare for members. Staging Area trailer 2 has the same level of equipment as Staging Area trailer 1, however, has added welfare capacity to allow overnight deployment of members.

This would suit operations where members are staying within the Staging Area for an extended period or overnight. An example would be a remote search where the Staging Area will remain active, and members will be staying overnight.

Level 3 - this is an incident where extended complex operations are occurring. This
type of Staging Area will need significant support and will include hired equipment
and full Staging Area team rostering.

The prime example will be extended operations in rural areas for fire.

## Activities Managed at a Staging Area

There are many activities that may need to be carried out to ensure that a Staging Area operates, safely, effectively, and efficiently to support incident response. These activities must be identified by the IMT when arranging Staging Area support and may include:

- Reception of incoming resources.
- Arranging for the briefing and debriefing of personnel.
- Dispatching personnel and equipment to deployment/task areas.
- Co-located with an Incident Control Point.
- Displaying incident information including maps and WHS information.
- Logging activities and reporting changes in resources to the Incident Management Team.
- Tracking resources moving in and out of the Staging Area (e.g., T-cards).
- Holding reserves awaiting deployment.
- Providing limited rest and recovery facilities.
- Providing first aid facilities.
- Ensuring facilities for catering for meals and drinks are established.
- Arranging areas within the staging layout for refuelling and provisioning appliances and other vehicles.
- Arranging designated areas for welfare support.
- Arranging areas within the staging layout for Ground Support functions.
- Arranging an area to clean vehicles/equipment/PCC/PEE if Parks & Conservation Service regulations require cleaning.

# Considerations for planning the establishment of Staging Areas

In reviewing past After Action Reviews some common issues have been raised that Incident Management Teams and Incident Controllers need to consider:

- Unrealistic timeframes to establish a Staging Area being requested, resulting in poorer than anticipated operational outcomes.
- Uncertainty on the functions to be undertaken in a Staging Area by Incident Management Team or Incident Controller resulting in delays.
- Uncertainty on the appropriate location to establish a Staging Area:
  - Incident Management Teams need to identify the appropriate location especially in a fire.
- Not including the Staging Area in Incident Action Plans:
  - 1. Communications plan.
  - 2. Work Health and Safety plan.
  - 3. Staging Area members names not displayed on rosters.

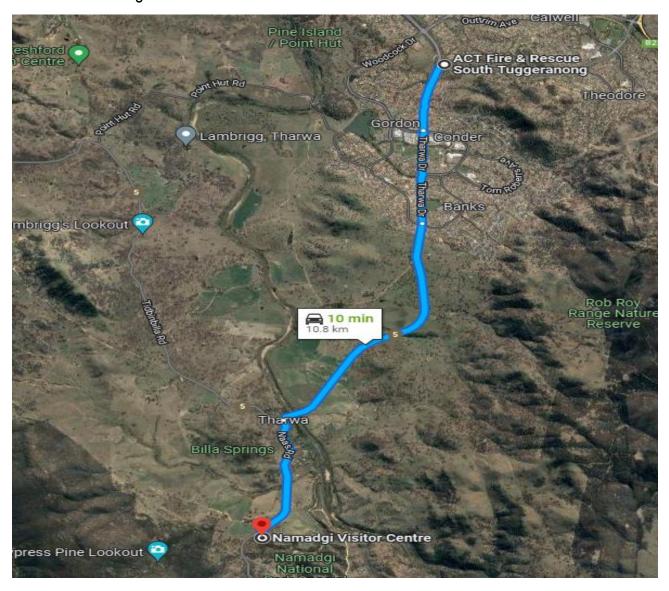
- There have been Work Health & Safety and operational impacts associated with IAPs accuracy.
- Uncertainty on reporting line from the Staging Area manager to the Incident Management Team:
  - Staging Areas report to Operations not Logistics.
- Poor future planning from Incident Management Teams for ongoing Staging Area support, resulting in short notice extensions of shifts.
- The Incident Management Team relocating the Staging Area site but not updating the ESA CAD or the IAP, resulting in field teams arriving at the wrong location.
- Poor catering in the Staging Area due to Incident Management Team Logistics delivering food that is out of alignment with shift times/field team's needs:
  - Meals arriving after the field teams have moved forward of the Staging Area.
  - Hot meals arriving some hours before the field teams with no way to maintain correct temperatures.
  - Special diet needs not considered (especially for ACTRFS)
- Poorly planned and communicated demobilisation requirements from Incident Management Team.
  - Both the Incident Management Team and the Staging Area manager are responsible for effective communications.

Effective two-way communications (*from the IMT to the Staging Area and from the Staging Area to the IMT*) is essential for efficient Staging Area operations. Many of the above issues could be resolved before they become operational problems, if once identified the Staging Area and the IMT communicate and resolve the issue early.

# Parks & Conservation Service Namadgi Visitors Centre - Naas Road

# Travel planning:

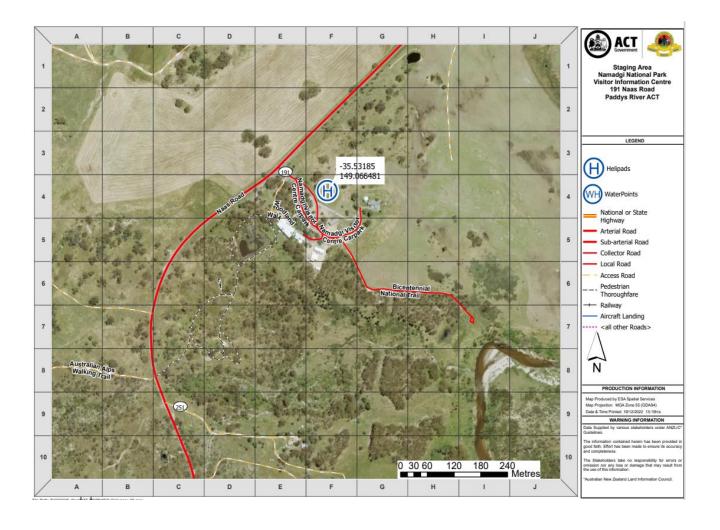
- Sealed road.
- Distance -10.8 Km from ACTF&R South Tuggeranong Station
- Timings -10 to 15 mins
- Note at night there can be a lot of native animals near the road.



- How do you get approval to us the site?
  - o Call 02 6237 5307, or
  - o Call PCS Agency Rep on 02 6205 9906.
- Entry off Naas Road

Capability	Onsite	Comments
Landline phones	✓	in main buildings
ACT Govt ICT	✓	in main buildings
Mobile phone overage	✓	in main buildings
Power	✓	in main buildings
Water-tank only	✓	whole site
Kitchen	✓	in main buildings
Toilets	✓	in main buildings
TRN coverage	✓	whole site
Heli Pad	✓	as marked on map
Auditorium (good for briefings)	✓	in main buildings
Undercover shed/workshop suitable for mechanical		
repairs	✓	in main buildings

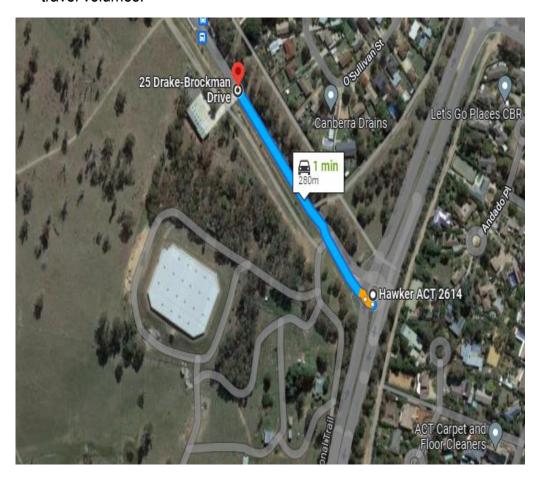
- Traffic management plan for NAAS road to reduce speed and warnings of vehicles entering.
- Has an identified helicopter pad/area.
- Has a good onsite road infrastructure suited for most vehicles.
- Has good onsite parking.
- NNP will most likely be closed due to large operations, but this needs to be confirmed with PCS.
- The site has space and is suitable for establishment of port-a-loos and commercial rubbish hoppers to suit a prolonged operation.
- Private residence onsite. Will need to plan their access in SAM planning.



## Molonglo RFS Brigade-25 Drake-Brockman Drive, Belconnen.

# Travel planning:

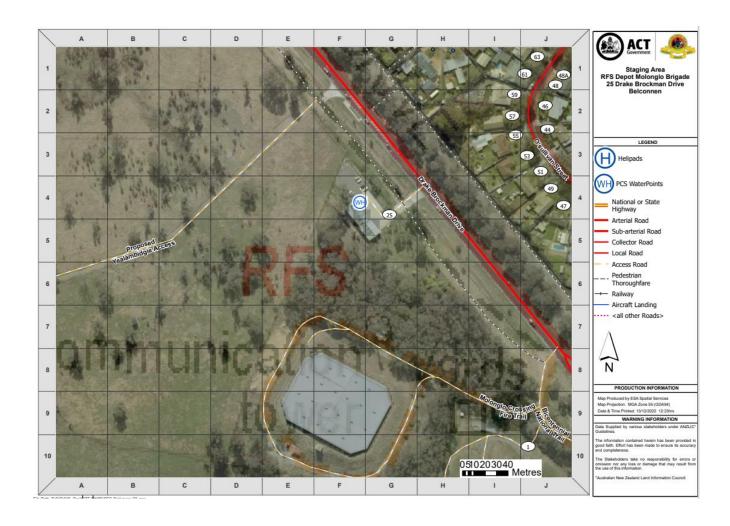
- Sealed urban road.
- Off Kingsford Smith Drive, Belconnen
- Drake-Brockman and Kingsford Smith Drives are major roads that can carry high travel volumes.



- How do you get approval to us the site?
  - o Call the RFS Duty Officer
- Entry Off Drake-Brockman Drive

Capability	Onsite	Comments
Landline phones	✓	in main building
ACT Govt ICT	✓	in main building
Mobile phone overage	✓	in main building
Power	✓	in main building
Water	✓	in main building
Kitchen	✓	in main building
Toilets-in ground tank	✓	in main building. Will need monitoring
TRN coverage	✓	whole site
Rooms suitable to briefings	✓	in main building
Water filling point for fire		
trucks	✓	as marked on map

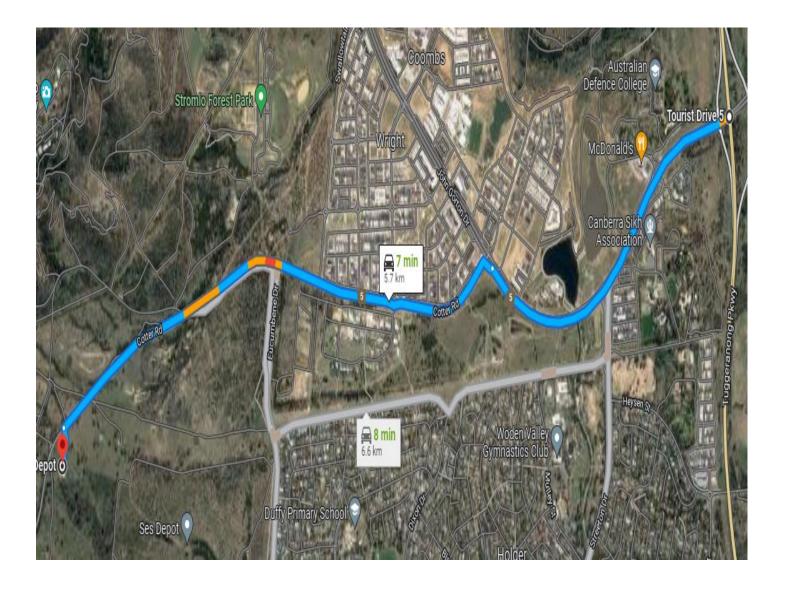
- ESA Swipe access required will need to be open via RFS Duty Officer
- Traffic management plan for Drake-Brockman Drive to reduce speed and warning of vehicles entering.
- Has space for heavy vehicle parking off Drake-Brockman Drive.
- Has the Bicentennial Trailer adjacent to the main entry that can cause on occasion high pedestrian traffic.
- Overall has good local parking.
- High volume people onsite may see the need for planned in ground sewerage tanks to be emptied.
- Active Emergency Services location, this needs to be considered in planning to not impact on response operations from the ACTRFS Brigade.
- Has a fitted waterpoint for fire vehicles.
- The site has space and is suitable for establishment of port-a-loos and commercial rubbish hoppers to suit a prolonged operation.



## Rivers SES/RFS Unit-903 Cotter Road, Stromlo

# Travel planning:

- Sealed road.
- Distance 5.7 Km from intersection of Cotter Road and Tuggeranong Expressway.
- Timings 10 mins
- Note at night there can be a lot of native animals on or near the road.
- Note this is a popular road for pushbike raiders that can delay traffic movement.



- How do you get approval to us the site?
  - o Call SES Duty Officer or RFS Duty Officer
- Entry off Cotter Road.

Capability	Onsite	Comments
Landline phones	✓	in main buildings
ACT Govt ICT	✓	in main buildings
Mobile phone overage	✓	whole site-can be intermittent
Power	✓	in main buildings
Water	✓	whole site
Kitchen	✓	in main buildings
Toilets-in ground tank	✓	in main buildings. Will need monitoring
TRN coverage	✓	whole site
Briefing/breakout rooms	✓	in main building
Water filling point for fire vehicles	<b>✓</b>	near second animal / traffic grate

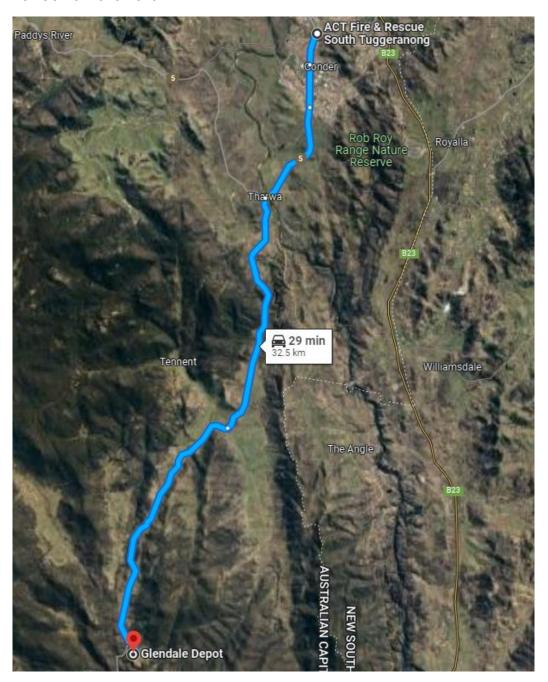
- ESA Swipe access required gates will need to be open (via RFS or SES Duty Officers).
- Access to site via private easement. Landholder will need to be consulted to ensure all livestock are secured.
- Traffic management plan for Cotter Road to reduce speed and warning of vehicles entering.
- Has a good onsite road infrastructure suited for most vehicles.
- Has good onsite parking.
- High volume people onsite may see the need for planned in ground sewerage tanks to be emptied
- Active Emergency Services location, this needs to be considered in planning to not impact on response operations from the ACTSES Unit/ACTRFS Brigade.
- Has a waterpoint for fire vehicles.
- The site has space and is suitable for establishment of port-a-loos and commercial rubbish hoppers to suit a prolonged operation.



## Parks & Conservation Service Glendale Depot- Brandy Flat Road

# Travel planning:

- Mainly sealed rural road on Boboyan Road, turning on to Brandy Flat Road changes to formed unsealed road.
- Distance 32.5 Km from ACTF&R South Tuggeranong Station.
- Timings 30 to 40 mins
- Note at night there can be a lot of native animals near the road.
- Note during bushfires parts of this road can carry heavy smoke haze impacting on traffic movement.



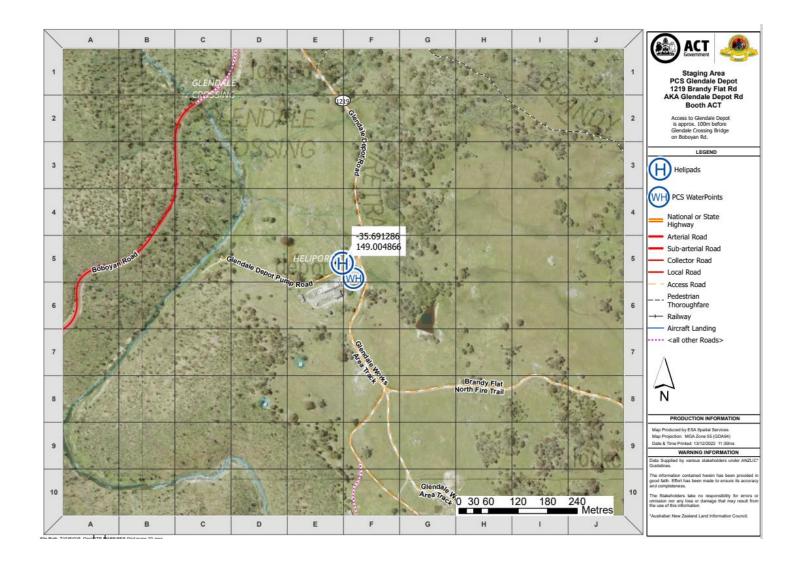
#### Site information:

- How do you get approval to us the site?
  - o Call 02 6237 5307, or
  - o Call PCS Agency Rep on 02 6205 9906
- Entry off Boboyan Road, turning on to Brandy Flat Road.

#### What is on site:

Capability	Onsite	Comments
Landline phones	✓	in main buildings
ACT Govt ICT	✓	in main buildings
Mobile phone overage	✓	whole site-can be intermittent
Power	✓	in main buildings
Water	✓	whole site
Kitchen	✓	in main buildings
Toilets	✓	in main buildings.
TRN coverage	✓	whole site
Briefing/breakout rooms	✓	in main building
Water filling point for fire vehicles	✓	near main gate
Helicopter pad/area	✓	as marked on map

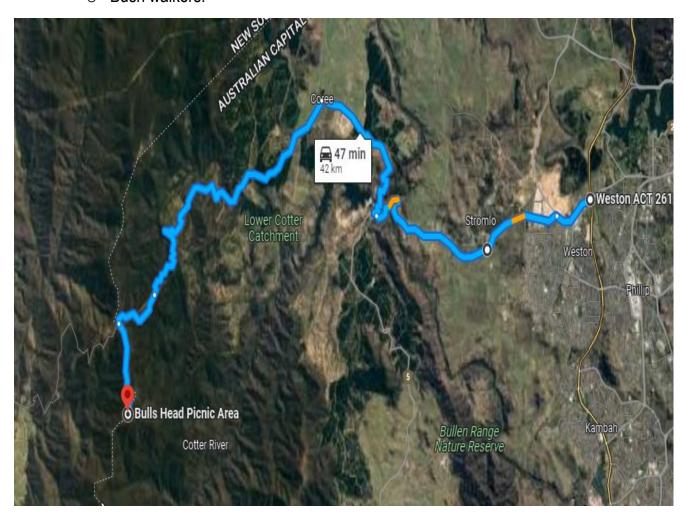
- Will need to mark the Brandy Flat Road turn off.
- Traffic management plan for Boboyan Road to reduce speed and warning of vehicles entering.
- Has a good local road infrastructure suited for most vehicles.
- Has good local parking.
- Has water filling point for fire vehicles.
- Has an onsite dam that maybe suitable as a filling point.
- Has an identified helipad.
- NNP will most likely be closed due to large operations, but this needs to be confirmed with PCS.
- The site has space and is suitable for establishment of port-a-loos and commercial rubbish hoppers to suit a prolonged operation.



## Parks & Conservation Service Bulls Head Picnic Area Mount Franklin Road

# Travel planning:

- A mixture of sealed and non-sealed roads.
- Distance 42 Km from intersection of Cotter Road and Tuggeranong Expressway.
- Timings 50 to 60mins
- Note at night there can be a lot of native animals on or near road. Parts of the road are low speed due conditions and bends.
- Note Snow and ice can be an issue in winter and the gate maybe locked at Piccadilly Circus.
- Note is very popular area for:
  - Recreational 4WDs
  - Pushbike riders
  - Bush walkers.



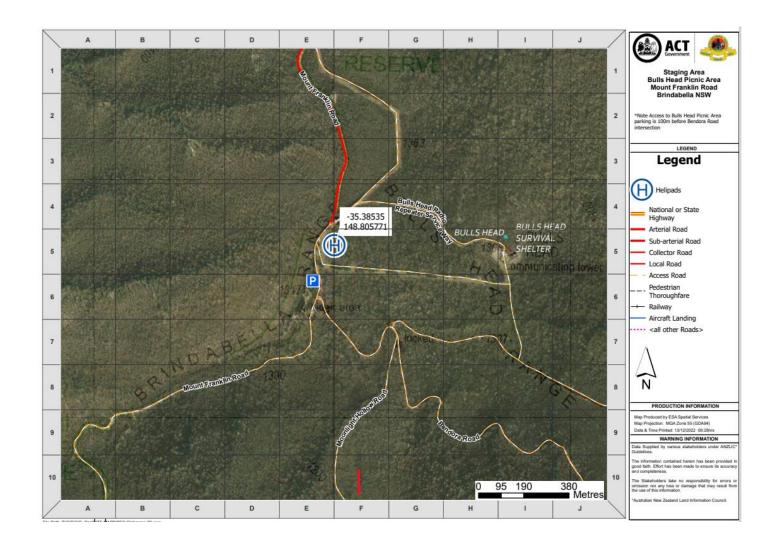
#### Site information:

- How do you get approval to us the site?
  - o Call 02 6237 5307, or
  - o Call PCS Agency Rep on 02 6205 9906
- Entry off Brindabella Road turning on to Mount Franklin Road at Piccadilly Circus.

#### What is on site:

Capability	Onsite	Comments
Landline phones	*	
ACT Govt ICT	×	
Mobile phone overage	✓	unreliable coverage
Power	✓	external to structures
Water	*	water tanks onsite are for fire-fighting purposes only
BBQ	$\checkmark$	wood BBQs only onsite
Kitchen	*	
Toilets-in ground	✓	will need monitoring
TRN coverage	✓	whole site
Helicopter pad/area	✓	as marked on map

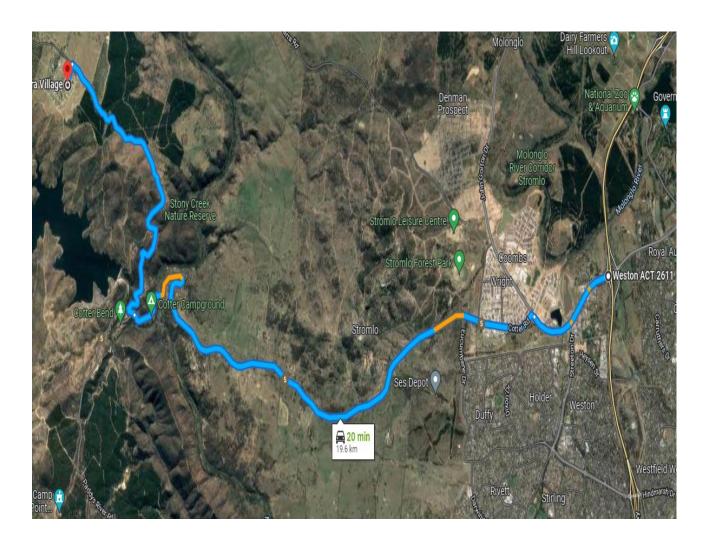
- Will need to mark the Mount Franklin Road turn off.
- Traffic management plan for Mount Franklin Road to reduce speed and warning of vehicles entering.
- Local road infrastructure suited for most vehicles, however in wet conditions the road deteriorates quickly with use.
- Overall has good local parking.
- Will requires consumable water brought on site.
- High volume people onsite may see the need for planned in ground sewerage tanks to be emptied
- NNP will most likely be closed due to large operations, but this needs to be confirmed with PCS.
- The site has space and is suitable for establishment of port-a-loos and commercial rubbish hoppers to suit a prolonged operation.
- A lot of public can be in this area including 4WDs, off road motor bikes and hikers.



## **Uriarra Village-Community Sheds-Jim Bradley Crescent.**

# Travel planning:

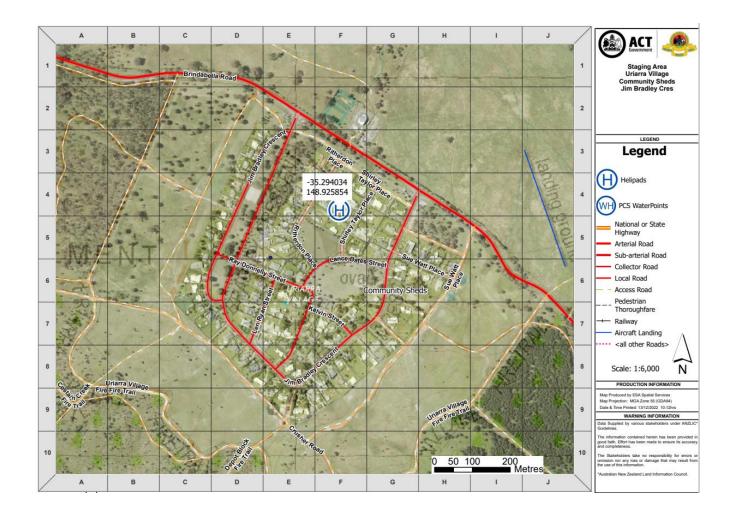
- Sealed rural roads.
- Distance 20 Km from intersection of Cotter Road and Tuggeranong Expressway.
- Timings 20 to 40mins
- Note at night there can be a lot of native animals on or near the road. Parts of the road are low speed due conditions and bends.



- How do you get approval to us the site?
  - o Call FCU 21 Team Leader via ESA ComCen, or
  - o Call ACT Strata Management 51312600
- Entry off Brindabella Road turning on to Jim Bradley Crescent

Capability	Onsite	Comments
Landline phones	*	
ACT Govt ICT	×	
Mobile phone overage	✓	can have unreliable coverage
Power	✓	external to structures
Water	✓	mains a water on site
BBQ	✓	wood BBQs only onsite
Kitchen	✓	basic
Toilets-in ground	✓	will need monitoring
TRN coverage	✓	whole site
Helicopter pad/area	✓	on oval as marked on map

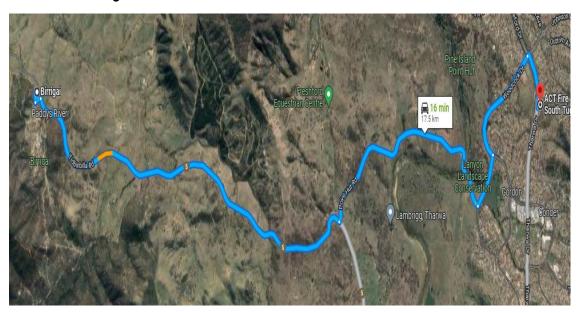
- Will need to mark the Jim Bradley Crescent turn off.
- Traffic management plan for Brindabella Road and Jim Bradley Crescent to reduce speed and warning of vehicles entering.
- Oval could be used as an identified helicopter pad/area.
- Has a good local road infrastructure suited for most vehicles.
- Has good local parking.
- High volume people onsite may see the need for planned in ground sewerage tanks to be emptied
- The site has space and is suitable for establishment of port-a-loos and commercial rubbish hoppers to suit a prolonged operation.
- A lot of public can be in this area including 4WDs, off road motor bikes and hikers.
- In the middle of urban
- This location is close to homes and community centre so high level of vigilance required.
- Helipad will need to be arranged for use on sporting oval.
- A noise reduction planning needs to be considered given the proximity of the community.



# ACT Rural Fire Service Tidbinbilla Brigade - Tidbinbilla Road

# Travel planning:

- Sealed urban and rural roads
- Distance 18 Km from ACTF&R South Tuggeranong Station.
- Timings 20 mins
- Note at night there can be a lot of native animals on or near the road.



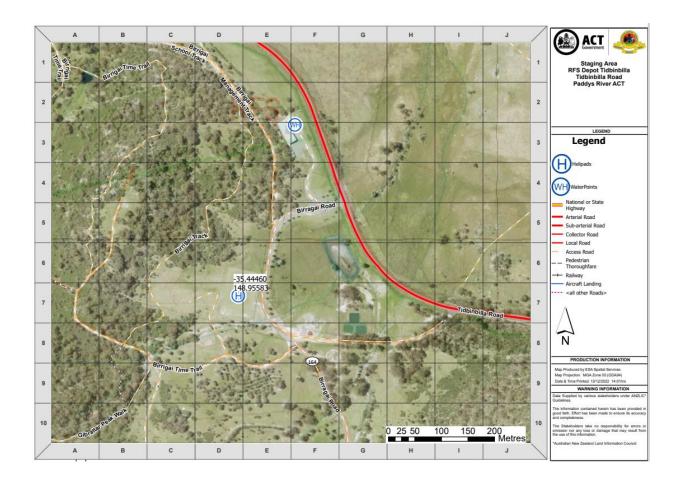
# Site information:

- How do you get approval to us the site?
  - o Call the RFS Duty Officer
- Entry Off Tidbinbilla Road.

## What is on site:

Capability	Onsite	Comments
Landline phones	✓	in main buildings
ACT Govt ICT	✓	in main buildings
Mobile phone overage	✓	whole site-can be intermittent
Power	✓	in main buildings
Water	✓	whole site-tank only
Kitchen	✓	in main buildings
Toilets-in ground	✓	will need monitoring
TRN coverage	✓	whole site
Water filling point for fire vehicles	✓	as marked on map
Helicopter pad/area	✓	as marked on map

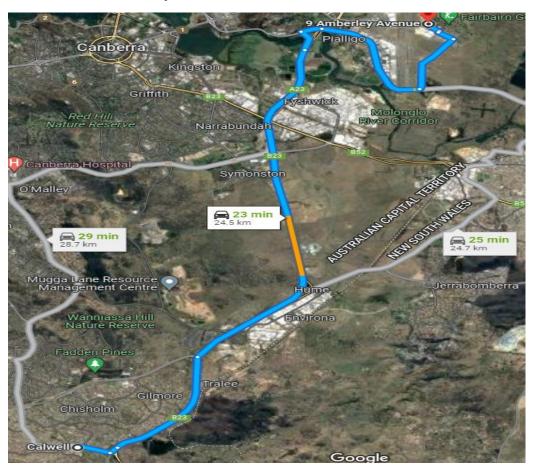
- Traffic management plan for Tidbinbilla Road to reduce speed and warning of vehicles entering.
- ESA Swipe access required will need to be open via RFS Duty Officer
- Has space for heavy vehicle parking off Tidbinbilla Road.
- Has a shared entry road with Birrigai Outdoor School. Traffic management planning needs to consider this.
  - o Birrigai contact is (02) 6205 2006
- Has good local parking.
- High volume people onsite may see the need for planned in ground sewerage tanks to be emptied
- Active Emergency Services location, this needs to be considered in planning to not impact on response operations from the ACTRFS Brigade.
- The site has space and is partially suitable for establishment of port-a-loos and commercial rubbish hoppers to suit a prolonged operation.
- High volume people onsite may see the need for planned in ground sewerage tanks to be emptied.



# **ACT State Emergency Service Tuggeranong Unit – Johnson Drive**

# **Travel Planning:**

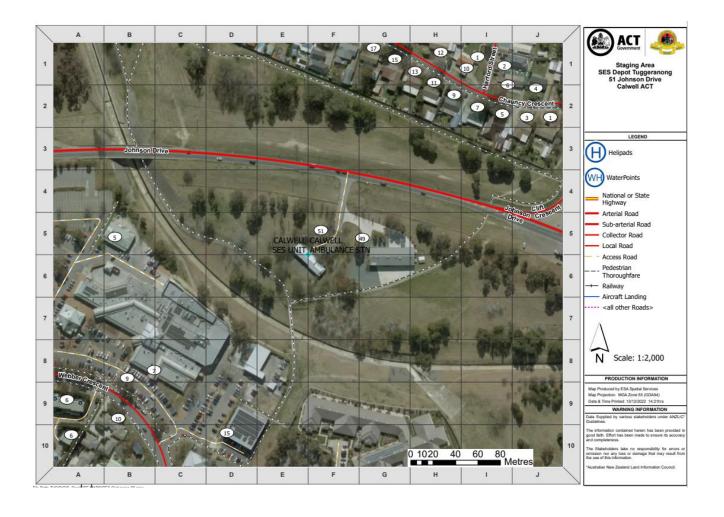
- Sealed urban road
- Distance 24 Km from ESA HQ at Majura.
- Timings 25 mins
- Johnson Drive is a major road in South Canberra



- How do you get approval to us the site?
  - o Call the SES Duty Officer
- Entry Johnson Drive

Capability	Onsite	Comments
Landline phones	✓	in main buildings
ACT Govt ICT	✓	in main buildings
Mobile phone overage	✓	in main buildings
Power	✓	in main buildings
Water	✓	whole site
Kitchen	✓	in main buildings
Toilets	✓	in main buildings.
TRN coverage	✓	whole site

- ESA Swipe access required gates will need to be open via SES Duty Officer
- Traffic management plan for Johnson Drive to reduce speed and warning of vehicles entering.
- ACT Ambulance Service shares a common driveway-planning to reduce noise and not impact on response is required.
- Has space for heavy vehicle parking on the verge off Johnson Drive. May need TCCS advice.
- Overall, has limited onsite local parking within the compound.
- Active Emergency Services Unit, this needs to be considered in planning to not impact on response operations from the Unit.
- The site has space and is partially suitable for establishment of port-a-loos and commercial rubbish hoppers to suit a prolonged operation.
- Close to Calwell shops and associated increased risk in theft and vehicle break ins so security is to be considered in SAM plan.



All site comparison list.

- = onsite and available.
- = not available
- ✓ = onsite but limited (see notes)

Capability	TID RFS	TUG SES	Uriarra	Bullshead	Glendale	MLO RFS	RIV RFS/SES	NVC
Landline phones	✓	✓	×	×	✓	✓	✓	✓
ACT Govt ICT	✓	✓	×	×	✓	✓	✓	✓
Mobile phone overage	-	✓	-	-	-	✓	-	✓
Mobile phone overage- intermittent/unreliable	✓	-	✓	✓	✓	-	✓	-
Power	✓	✓	✓	✓	✓	✓	✓	✓
Water-tank only	✓	-	✓	✓	-	-	✓	✓
Water	-	✓	✓	×	✓	✓	-	-
Kitchen	✓	✓	✓	×	✓	✓	✓	✓
Toilets	-	✓	-	-	✓	-	-	✓
Toilets-in ground	✓	-	✓	✓	-	✓	✓	-
TRN coverage	✓	✓	✓	✓	✓	✓	✓	✓
Water filling point for fire vehicles	✓	×	*	✓	✓	✓	✓	×
Helicopter pad/area	✓	×	✓	✓	✓	×	×	✓
BBQ	*	*	✓	✓	×	×	×	×
Briefing/breakout rooms	✓	✓	*	×	✓	✓	✓	✓
Undercover workshops	*	*	*	*	✓	×	*	✓