Santa Cruz County-Equine Evacuation Unit
Staging Area and Staging Area Manager

For the purposes of the Santa Cruz County Equine Evacuation Unit, a Staging Area and Staging Area Manager will be established to assist with the organization of resources in the field and in close proximity with the Incident. The Staging Area may have been pre-selected to provide a place with adequate space to accommodate Equine Evacuation teams, their trucks and trailers, and all activities related to mobilizing these teams to assignments within the affected areas.

The Staging Area Manager is responsible for managing all activities at the Staging Area in coordination with the Santa Cruz Animal Services. This document is prepared to outline the activities and responsibilities of the Staging Area and the Staging Area Manager once an Incident is recognized and County Office of Emergency Services or the Equine Evacuation Agency Representative at the EOC activates individual Equine Evacuation team or individual members.

The Staging Area is selected to provide a place to stage resources necessary to support the Incident and facilitate the activities of the Equine Evacuation Unit and the Santa Cruz "County Animal Services. The Staging Area will be selected based on its proximity to the incident allowing resources to be close enough to the affected area that travel times are kept to a minimum. The Staging Area is also selected to be a safe location and one far enough from the incident to allow for the safety of Equine Evacuation teams, their equipment, and any other resources that are needed to be quickly dispatched to the Incident in relationship to the activities of the Equine Evacuation Unit. The Staging Area will provide adequate parking and turn-around space to accommodate Equine Evacuation Teams and their trucks and trailers. Following "Activation" by team leaders, individual members or teams will be instructed to mobilize and report to the Staging Area and the assigned Staging Area Manager.

The Staging Area Manager will be responsible for all the equine evacuation activities in the Staging Area. Individual Equine Evacuation members or teams will be instructed by their team leaders to report to the Staging Area Manager upon their arrival to the Staging Area.

The Staging Area Manager will assign an individual to perform the roll of Check-In recorder. The Check-In recorder will maintain the documentation necessary to know which resources are present, when each Equine Evacuation Unit member or team has arrived, and maintain a list of all the Equine Evacuation resources on scene in the Staging Area. This inventory of resources will be utilized to assist with the mobilization of team members based on their individual capabilities, time of arrival, type of equipment, and previous experience in relationship to the type of Incident.

The Staging Area Manager will also be responsible for the dissemination of information to each evacuation team necessary for the safest and most efficient performance of an assignment in relation to the Incident. The Staging Area Manager is responsible for providing accurate information, an inventory of resources and personnel, and any needs that may be necessary in establishing a functional Equine Evacuation Staging Area.
Following is a list outlining the activities and responsibilities of the Staging Area Manager:

Equine Evacuation Team-Staging Area Manager
Responsibilities:

The Staging Area Manager, works in coordination with SCC Animal Services and reports directly to the Equine Evacuation Agency Representative at the EOC to provide the, "Eyes and Ears" in the field for the EEAR at the EOC.
The Staging Area Manager will act as a liaison in the field between the Equine Evacuation Unit and Animal Control.
The Staging Area Manager is responsible for providing information to both the EOC and the individual Equine Evacuation members present at the Staging Area.

Checking In at the Staging Area
The "Check-In" Recorder, will document the arrival of Equine Evacuation members as they arrive at the Staging Area.
Upon arrival at the Staging Area, each Equine Evacuation member or team, will be checked in. and assigned an Identification Number. This number will be used to identify each team, and members assigned to that team. Example: Each Team is numbered, members reporting and assigned to that team will receive a number for the team. Say team 1 leader is first to report, the 2nd member to report would be11.next 12. Tactical Calls will also be assigned to individuals equipped with radio communications.

The Staging Area Manager will provide Equine Evacuation Agency Rep. at EOC with the most current Inventory of Available Resources to support the Incident.
The Staging Area Manager will be responsible for individual Equine Evacuation member's assignments for animal evacuations. These assignments will be based upon the time of arrival, capabilities, rig types, and size. Assignments are also dependent upon experience and special capabilities. The Staging Area Manager will assign Equine Evacuation members and teams according to arrival time, unless special circumstances require that another member or team be selected for special assignment. These assignments are final.
Site Discipline-Staging Area Manager ensures that all activities of Equine Evacuation volunteers are consistent with Equine Evacuation training standards.

The Staging Area Manager maintains the status of all Equine Evacuation members and teams until the time they are officially released from an incident. Any member volunteer may request a release at anytime.

Staging Area Communications
The Staging Area Manager will assign or request an individual to handle all phases of communication at the Staging Area.
Evaluate Communications; Cell Phone Coverage, Repeater/Simplex Frequencies
Assign Radio operators to Critical Locations-50 watt Radios
Assign Tactical Calls
Assign Radio Operators to Individual Rigs
Request Radio Operators from ARES Resource Nets
Maintain Communications between Equine Evacuation Units-Monitor Equine Evacuation "Simplex" frequencies.
Provide information to ARES Resource Nets and Incident Command
Maintain a communication LOG.