

# INSARAG Guidelines

**Volume III: Operational Field Guide**

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## Abbreviations

|           |  |
|-----------|--|
| AAR       | After Action Report                                |
| ASR Level | Assessment, Search And Rescue Level                |
| BMS       | BoO Medical Station                                |
| BoO       | Base of Operation                                  |
| Con.      | Construction                                       |
| CP        | Command Post                                       |
| Dep.      | Deputy   |
| DVI       | Disaster Victim Identification                     |
| GIS       | Geographic Information System                      |
| GPS       | Global Position System                             |
| Hazmat    | Hazardous material                                 |
| IATA      | International Air Transport Association            |
| ICAO      | International Civil Aviation Organization          |
| ICT       | Information & Communication Technology             |
| IOD       | Injury on Duty                                     |
| INSARAG   | International Search and Rescue Advisory Group     |
| LEMA      | Local Emergency Management Authority               |
| LO        | Liaison Officer                                    |
| MAP       | Medical Map Action                                 |
| MEDEVAC   | Medical Evacuation                                 |
| MIL       | Medical Incident Log                               |
| OCHA      | Office for Coordination of Humanitarian Affairs    |
| OSOCC     | On-Site Operations Coordination Centre             |
| PPE       | Personal Protective Equipment                      |
| PTSD      | Post-Traumatic Stress Disorder                     |
| RC/HC     | Resident Coordinator/Humanitarian Coordinator      |
| RCM       | Rapid Clearance Marking System                     |
| RDC       | Reception/Departure Centre                         |
| SAR       | Search and Rescue                                  |
| SLS       | Security Level System                              |
| TL        | Team Leader  |
| UC        | USAR Cell  |
| UCC       | USAR Coordination Cell                             |
| UNDAC     | United Nation Disaster Assessment and Coordination |
| UNDSS     | United Nation Department of Safety and Security    |
| UNJLC     | United Nation Joint Logistics Centre               |
| USAR      | Urban Search and Rescue                            |
| VHF       | Very High Frequency                                |
| VIP       | Very Important Person                              |
| VO        | Virtual On-Site Operations Coordination Centre     |

## Introduction

The INSARAG Guidelines, Volume III: Field Operational Guide targets all USAR managers and team members and is designed to be a quick-reference guide that assists with field and tactical information for all missions, exercises and training sessions.

This Field Handbook follows the five components of USAR capability: Management, Search, Rescue, Medical and Logistics. It also includes a section on Safety and Security.

The annexes at the back of this handbook include the INSARAG Marking System and check-sheets for the establishment of a Reception Departure Centre (RDC) and a provisional On-Site Operations Coordination Centre (OSOCC).

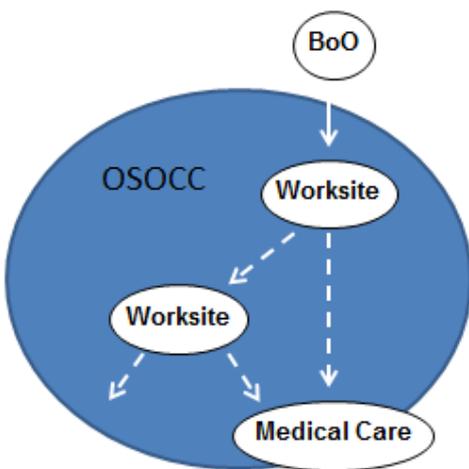
The pocket-sized handbook is designed to allow individual USAR teams to add other reference material relevant and specific to their team so as to assist in rescue operations.

Overview of Response Cycle and USAR Teams Functions:

Overview USAR Operations for INSARAG Guidelines, Vol III, Field Guide

|                             | Mobilisation                    | Operation  | Demobilisation           | Post-Mission   |
|-----------------------------|---------------------------------|--|--------------------------|--|
| <b>Operation Management</b> | VOSOCC<br>Annexes 4-7 pag 25-29 | RDC<br>Operation Cycle<br>Management Cycle<br>Logistic Cycle<br>OSOCC Meeting<br>SUB-OSOCC<br>LEMA Meeting | RDC<br>Coordination Area | Post Mission Report<br>Share Experiences, Best Practices and Lessons Learned |
| <b>Media Management</b>     | Annexe 3, pag 23                |  |                          |  |
| <b>Management</b>           | Ch 2.1 pag 3                    | Ch 2.2 pag 4   | Ch 2.3 pag 6             | Ch 2.4 pag 6   |
| <b>Search</b>               | Ch 3.1 pag 7                    | Ch 3.2 pag 7   | Ch 3.3 pag 8             | Ch 3.4 pag 8   |
| <b>Rescue</b>               | Ch 4.1 pag 9                    | Ch 4.2 pag 9   | Ch 4.3 pag 9             | Ch 4.4 pag 9   |
| <b>Medical</b>              | Ch 5.1 pag 10                   | Ch 5.2 pag 10  | Ch 5.3 pag 11            | Ch 5.4 pag 11  |
| <b>Logistics</b>            | Ch 6.1 pag 13                   | Ch 6.2 pag 14  | Ch 6.3 pag 14            | Ch 6.4 pag 14  |
| <b>S&amp;S</b>              | Ch 7.1 pag 15                   | Ch 7.2 pag 16  | Ch 7.3 pag 16            | Ch 7.4 pag 16  |

Overview of USAR activities during the Operation phase:



- 1. Task Assignments from LEMA /OSOCC**
  - Assessment Tasks
  - Worksite Assignment
  - Other Tasks
- 2. Assessment /ASR 1-5)**
  - Structural Assessment
  - Hazmat Assessment
  - Security & Safety Assessment
  - Results: GO / NO GO
- 3. Search Activities**
  - Dog search
  - Acoustic Search
  - Visual/Cam Search
  - Ev. New Tasks
- 4. Rescue Activities**
  - Security & Safety Measures
  - Rescues Activities
  - Preparation for Medical Action
  - Parallel new Tasks
- 5. Medical Treatments**
  - Medical Procedures
  - Preparation for evacuation
- 6. Evacuation Procedures**
  - Organization Transport
  - Administrative Works

**During all Phases:**  
- Logistics Support ensured by USAR Unit from BoO

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## 1. Preparedness

The Preparedness phase is the period between disaster responses. In this phase USAR teams conduct training and exercises, review lessons learned from previous experiences, update standard operating procedures (SOPs), and plan future responses.

Can include but not limited to:

- Maintenance of a national/local USAR directory.
- Maintenance of travel documentation.
- Maintenance of vaccination programme.
- Regular training and exercises.
- Protocols for management including governmental liaison.
- Auditing processes.
- Attendance at international conferences and other information sharing opportunities.
- Distribution of advisories, alerts, and activations.
- Coordination of the dispatch of USAR teams.
- Dispatch of a disaster assessment (reconnaissance) team as required.

Please note that Volume II deals with Preparedness and Response and can be referred to for further detail.

| <b>2. Management</b>   |  |                   |
|--|--|-------------------|
| <b>2.1 Mobilisation</b>  |  |                   |
| <b>Action</b>  | <b>Description</b>   | <b>Reference</b>  |
| <b>Do you have approval to go?</b>   | <ul style="list-style-type: none"> <li>- Gather as much current information as possible on affected country and the actual situation to aid in the decision making process.</li> <li>- Liaise with the team's governing body to determine whether the USAR team will be deployed on the mission.</li> </ul>  | Annex C, D        |
| <b>Do an information search, check the VO and update with fact sheet, forms.</b> | <ul style="list-style-type: none"> <li>- Make an entry on the VO detailing the USAR team's travel details including its special needs upon arrival in the affected country.</li> </ul>   | Annex A, D, G     |
| <b>Is your team ready for deployment/availability?</b>                           | <ul style="list-style-type: none"> <li>- Conduct an initial planning session to determine the team's readiness to deploy.</li> <li>- Ensure departure within ten (10) hours after the request for assistance.</li> <li>- Communicate internally within the team.</li> <li>- Provide passenger lists and equipment manifest.</li> <li>- Is cache appropriate for deployment?</li> </ul> | Annex A, C, D, G, |
| <b>Brief the team members on the current situation.</b>                          |  | Annex C           |
| <b>Is there a contact in affected country?</b>                                   | <ul style="list-style-type: none"> <li>- Embassy in the affected country.</li> <li>- UN system in the affected country.</li> <li>- Check VO.</li> </ul>  | Annex C           |
| <b>Brief team on plan of action and cultural awareness.</b>                      |  | Annex C           |
| <b>Check for any changes to assignment before departure.</b>                     | <ul style="list-style-type: none"> <li>- Develop contingency plans based on available information about the situation (i.e. staffing, specialist components, special hazards, transportation, etc.)</li> </ul>   | Annex C, D        |
| <b>Check on media arrangement for the mission.</b>                               |  | Annex B           |

|   |  |                     |
|---|--|---------------------|
| Ensure accountability systems for all personnel.  |  |                     |
| Update the national focal point of the teams' status.   |  |                     |
| Arrange and fund transportation to the affected country.  |  |                     |
| Develop a plan of action regarding safety and security issues, moving to and from the disaster sites, logistics and specialised teams if required (i.e. reconnaissance team, liaison, team, identify the BoO and work area, etc.) | <p><b>Plan of Action Definition:</b><br/> An <b>action plan</b> is a detailed plan outlining actions needed to reach one or more USAR activities goals.<br/> A group needs to be convened that should include stakeholders interested in or affected by the action as necessary.<br/> It's important to define <b>what actions</b> need to occur, <b>who will carry them out</b> and <b>when, and for how long these actions should occur.</b></p> |                     |
| Ensure a plan of action on arrival.   |  |                     |
| Establish the RDC and OSOCC.  | -  |                     |
| Prepare all documents for RDC and OSOCC.  | - Make trained and qualified personnel available to establish and sustain the coordination function within the RDC and OSOCC, if required.   | Annex E, F, I, J, K |
| Do you have appropriate forms for assessment?   |  |                     |
| Prepare for customs immigration.  | <ul style="list-style-type: none"> <li>- Passport Photos (x4)</li> <li>- Identification cards.</li> <li>- Record of immunisation.</li> <li>- Microchips and vaccination certificates of search dogs, including scan Reader.</li> <li>- Personnel lists and equipment manifest.</li> </ul>  |                     |
| Check on transport arrangement in-country.  |  |                     |
| Check on load/unload availability for cache.  |  |                     |
| Prepare for meeting with the LEMA (or National Disaster Management Authority (NDMA))/OSOCC.   |  | Annex K, L          |
| Meet with the LEMA to discuss BoO site, suppliers, other teams, local suppliers, INSARAG, safety and security and reporting.  |  | Annex O, Q, R       |

|   |  |         |
|---|--|---------|
| <b>Liaise with point of contact back in home country.</b> |  |         |
| <b>Prepare media statements.</b>                          |  | Annex B |
| <b>Prepare plan of operations.</b>                        |  |         |

| <b>2.2 Operations</b>  |   |                  |
|--|---|------------------|
| <b>Action</b>  | <b>Description</b>  | <b>Reference</b> |
| <b>Ensure the team follows the affected country policies, which includes the USAR Team Leader working under the LEMA.</b>                                  |   | Annex C          |
| <b>Ensure management meets RDC and attend a briefing at the RDC, if established, and/or the LEMA to receive information on the current situation.</b>      | - If an RDC has not been established, the first arriving USAR team is required to set up establish an RDC and operate it until the arrival of the UNDAC team.   | Annex E, F, H    |
| <b>Ensure management meets OSOCC and attends a briefing at the OSOCC, if established, and/or the LEMA to receive information on the current situation.</b> | - If an OSOCC has not been established, the first arriving USAR team is required to set up establish a provisional OSOCC and operate it until the arrival of the UNDAC team.  | Annex I, J, K    |
| <b>Gather and document information from the OSOCC and/or the LEMA including:</b>   | - Current situation updates.<br>- Chain of command.<br>- Points of contact.<br>- Team assignments and reassignments.<br>- Safety and security considerations.<br>- Communications plan.<br>- Resupply.  | Annex K          |
| <b>Team Management needs to gain information from the OSOCC regarding:</b>   | - Length of operational periods to accomplish assigned tasks.<br>- Guidance for patient handover from the USAR team to local medical system as well as medical treatment and medical evacuation plans for an injured USAR team member.<br>- Map of disaster sites.<br>- Safety and security issues regarding site evacuation.<br>- Logistics support available to the team.<br>- The reporting schedule including situation | Annex K          |

|   |  |         |
|---|--|---------|
|   | <ul style="list-style-type: none"> <li>reports, operational briefings, etc.</li> <li>- Internal briefing schedules.</li> <li>- Communications methods available and in use.</li> <li>- USAR team logistical support locally available.</li> <li>- How reports and requests are transmitted to and from the OSOCC.</li> <li>- Availability and location of a BoO.</li> <li>- Site location and information.</li> <li>- Information regarding the affected area prior to the event.</li> <li>- Availability of specialised equipment.</li> <li>- General population demographics, languages and anticipated numbers of victims.</li> <li>- Information on infrastructure assessments.</li> <li>- Identified objectives of the assignment.</li> <li>- Translators.</li> <li>- GPS Datum.</li> </ul> |         |
| <b>Brief the OSOCC and/or the LEMA on the team capabilities using the USAR Team Fact Sheet.</b>   |  | Annex D |
| <p><b>Assign a Liaison Officer (LO) to the OSOCC/UCC to assist communications between team and the OSOCC.</b></p> <p><b>Have you the capability to do tasks given by the LEMA (resources, time and quality)?</b></p> <p><b>Develop and implement a plan of action for the operational period including:</b></p> | <ul style="list-style-type: none"> <li>- ASR considered conducted.</li> <li>- Establish strategies to achieve the objectives of the LEMA.</li> <li>- Management of ongoing operations.</li> <li>- Briefing and assignment of resources.</li> <li>- Evaluation of the effectiveness of operations.</li> <li>- Identification of accomplishments.</li> <li>- Order additional resources as required.</li> <li>- Regular briefings to the OSOCC on progress and shortfalls.</li> <li>- Update of the plan of action.</li> </ul>   | Annex T |

|   |  |                  |
|---|--|------------------|
| <b>Identify local support needs required by the team and forward these to the OSOCC. The OSOCC will coordinate with the LEMA officials for the supply of the required local support including:</b>      | <ul style="list-style-type: none"> <li>- Fuel.</li> <li>- Timber.</li> <li>- Compressed gases.</li> <li>- Heavy lifting and other specialised equipment and/or support personnel (i.e. local emergency responders, local civilian volunteers, NGOs, military personnel, etc.)</li> <li>- Debris removal plan.</li> </ul> | Annex S          |
| <b>Check coordination needs with other teams.</b>   |  |                  |
| <b>Brief all teams on the operation, including safety.</b>  |  | Annex L, Q, X, Y |
| <b>Report information on the VO and update it.</b>  |  | Annex Y          |
| <b>Build a rotating system (shift system).</b>  |  |                  |
| <b>Prepare a plan for media and execute.</b>  | <ul style="list-style-type: none"> <li>- Request the OSOCC to provide information on the requirements of the LEMA for interacting with the media.</li> <li>- Brief team personnel on the procedures for interacting with the media.</li> </ul>   | Annex B          |
| <b>Is there effective communications with team members?</b>   |  |                  |
| <b>Do you have plans for medevac, transport, site evacuation, media, communications and hazmat?</b>   |  | Annex Q, R       |
| <b>Prepare meeting requirements (including internal meetings) with the LEMA, and coordinate own country meetings in timelines.</b>  |  | Annex L, Y       |
| <b>Assess the potential BoO sites identified by the OSOCC.</b>  | <ul style="list-style-type: none"> <li>- The OSOCC may task a USAR team to identify potential BoO locations for arriving international USAR teams.</li> </ul>  | Annex N, O, P    |
| <b>Maintain a detailed operations log listing the chronological order of events and activities during the mission for each worksite; a site-specific report should be completed and should include:</b> | <ul style="list-style-type: none"> <li>- Number of rescues and body recoveries.</li> <li>- Other activities undertaken.</li> <li>- Details of potential worksites.</li> <li>- Safety and security considerations.</li> <li>- A sketch of the worksite</li> <li>- Operational shortfalls regarding equipment,</li> </ul>  | Annex Y          |

|  |                           |               |
|--|---------------------------|---------------|
|  | supplies, personnel, etc. |               |
| <b>The USAR Team Leader is required to attend scheduled OSOCC briefings to ensure the team is kept informed of current issues and latest developments.</b> |                           | Annex K       |
| <b>Have you necessary risk assessment forms?</b>   |                           | Annex T, U, W |
| <b>Perform risk assessment with specialist (engineers, hazmat).</b>  |                           | Annex U, W    |

| <b>2.3 Demobilisation</b>   |                    |                  |
|---|--------------------|------------------|
| <b>Action</b>   | <b>Description</b> | <b>Reference</b> |
| <b>Manage the VO and post regular updates.</b>                      |                    | Annex X          |
| <b>Provide support for UNDAC as required and liaise with OSOCC.</b> |                    |                  |
| <b>Notify OSOCC that all assignments are complete</b>               |                    | Annex K, B1      |
| <b>Facilitate in-kind donations.</b>                                |                    |                  |
| <b>Coordinate transportation for team.</b>                          |                    |                  |
| <b>Provide mission summary.</b>                                     |                    | Annex C1         |
| <b>Become available for beyond the rubble phase.</b>                |                    |                  |
| <b>Notify home base.</b>  |                    |                  |
| <b>Develop a return to readiness plan.</b>                          |                    |                  |
| <b>Disestablishment of BoO.</b>                                     |                    |                  |
| <b>Ensure all members are accounted for.</b>                        |                    |                  |
| <b>Ensure effective communication with all parties.</b>             |                    |                  |
| <b>Prepare a press release.</b>                                     |                    | Annex B          |
| <b>Ensure effective briefing to the LEMA.</b>                       |                    | Annex K          |

| <b>2.4 Post-Mission</b>   |                    |                  |
|---|--------------------|------------------|
| <b>Action</b>   | <b>Description</b> | <b>Reference</b> |
| <b>Manage the VO and post regular updates. Close down when mission completed.</b> |                    |                  |

|   |   |              |
|---|---|--------------|
| <b>Ensure post-mission report is completed.</b>   | - The INSARAG Secretariat requests that a copy of the USAR Team Post-Mission Report is received within 45 days of the teams return. | Annex C1, D1 |
| <b>Perform an analysis of USAR team operations, training, gaps, and personnel issues.</b>                                     |   | Annex D1     |
| <b>Place lessons learned on INSARAG Website.</b>  |   | Annex D1     |
| <b>Ensure all groups (Rescue, Search, Logistics and Medical) complete report on mission.</b>                                  |   | Annex D1     |
| <b>Ensure injury follow-ups as well as short and long-term stress management issues are addressed.</b>                        |   |              |
| <b>Post-mission vet check recommended.</b>  | - Analyse its deployment performance and amend SOPs as required.  |              |
| <b>If necessary, ensure the team members post-mission treatment in case of post-mission problems (PTSD, Fear).</b>            |   |              |
| <b>Ensure a debriefing with the USAR team to discuss the carrying out of all the USAR action.</b>                             |   |              |
| <b>Develop and ensure a lesson-learned process to improve the USAR team training with new requirements after the mission.</b> |   |              |

### 3. Search

| 3.1 Mobilisation  |             |            |
|---|-------------|------------|
| Action  | Description | Reference  |
| Ensure availability of canine microchips, documents, health.                                  |             |            |
| Ensure appropriate caging and/or containment for canines is available.                        |             |            |
| Ensure equipment is available for technical search, e.g. Search cameras.                      |             |            |
| Consider transport option for canines, e.g. cages.  |             |            |
| Consider relief stations for canine.  |             |            |
| Check on emergency evacuation plan.   |             | Annex Q, R |
| Check health risk of affected country, e.g. extreme weather.                                  |             |            |
| Check on cultural issues regarding canines.   |             | Annex C    |
| Check vaccination cards are available with the canine teams at all times while on deployment. |             |            |
| Coordinate with rescue, logistics, and medical elements.                                      |             |            |
| Report back to management.  |             |            |

| 3.2 Operations   |  |           |
|--|--|-----------|
| Action   | Description  | Reference |
| Develop a safety and security plan and brief the team.                         |  | Annex Q   |
| Determine search strategy and reconnaissance.                                  | - Two (2) or three (3) canine teams (canine team = one (1) dog and one (1) handler). |           |
| Apply canine, acoustic and optical visual when necessary in an integrated way. |  |           |
| Ask for additional victim information from locals and first responders.        |  |           |

|   |  |               |
|---|--|---------------|
| <b>Ask for advice on building structure, (is it clear?) and add to worksite information form.</b> |  | Annex V, W, X |
| <b>Can contact be made with victim?</b>   |  |               |
| <b>Liaise with rescue and medical to determine tactics and confirm your tactics.</b>              |  |               |
| <b>Ensure rest time for canine and rotation of personnel (shift system).</b>                      |  |               |
| <b>Are canine/personnel available for other tasking's or priorities?</b>                          |  |               |
| <b>Ensure communications with all other team functions.</b>                                       |  |               |
| <b>Are personnel familiar with the evacuation signalling system?</b>                              |  | Annex O       |
| <b>Ensure appropriate PPE.</b>  |  |               |
| <b>Ensure re-commissioning of all equipment and return to logistics.</b>                          |  |               |
| <b>Ensure effective accountability system for all personnel.</b>                                  |  |               |

|  |   |  |
|--|---|--|
| <p><b>Search group leader should consider:</b></p> | <ul style="list-style-type: none"> <li>- The physical readiness of searchers through proper nutrition, water intake, rest and stress control techniques.</li> <li>- Site assessment to include safety, structural, hazmat, number of victims and any other information relevant to the search.</li> <li>- Ensure proper equipment needs are met and equipment is operational prior to each work period.</li> <li>- Ensure use of all safety practices and procedures.</li> <li>- Briefs, debriefs and observes the canine team during search.</li> <li>- Reports relevant information to appropriate USAR team manager and coordinates any follow-up or reassignment activities.</li> <li>- Brief shift replacement fully on all ongoing operations when relieved at work cycle rotations.</li> <li>- Report any signs/symptoms of incident stress, injury, fatigue, or illness in searchers to immediate supervisor.</li> <li>- Participate in USAR team daily briefings and meetings as requested.</li> </ul> |  |
|--|---|--|

| 3.3 Demobilisation  |             |           |
|---|-------------|-----------|
| Action  | Description | Reference |
| <p>Ensure that appropriate caging and/or containment for canines is available.</p>  |             |           |
| <p>Ensure the readiness of the canines (health, fitness, hygiene, diet, etc.) for travel, including all specialised gear and equipment.</p> |             |           |

|   |  |  |
|---|--|--|
| Ensure that the canines have an opportunity to relieve themselves immediately prior to departure. |  |  |
|---|--|--|

| 3.4 Post-Mission   |                                   |           |
|--|-----------------------------------|-----------|
| Action   | Description                       | Reference |
| The Search group prepares and delivers a report on the mission to their USAR team.   |                                   | Annex X   |
| A post-mission veterinary check is recommended.  |                                   |           |
| Attend USAR Post-Mission debriefing.   | - Full team debrief should occur. | Annex C1  |
| Perform an analysis of USAR team operations (performance and tactics, training gaps, personnel problems, new needs for the members). |                                   |           |
| Analysis of the team works, behaviours and eventually definition of needs in the Preparedness phase.                                 |                                   |           |

## 4. Rescue

| 4.1 Mobilisation   |             |           |
|--|-------------|-----------|
| Action   | Description | Reference |
| Check on readiness of equipment.                             |             |           |
| Is cache appropriate for affected country?                   |             | Annex C   |
| Check health risk of affected country, e.g. extreme weather. |             | Annex C   |
| Check on emergency evacuation plan.                          |             | Annex R   |
| Check on rescue tactics with structural engineers.           |             |           |
| Liaise with hazmat and security over tactics/issues.         |             | Annex U   |
| Coordinate with rescue, logistics, and medical elements.     |             |           |
| Report back to management.                                   |             |           |

| 4.2 Operations   |             |           |
|--|-------------|-----------|
| Action   | Description | Reference |
| Follow the affected country's policies and procedures regarding incident operations.                   |             | Annex C   |
| Develop a safety and security plan and brief the team.   |             | Annex Q   |
| Apply INSARAG Marking System.  |             | Annex Z   |
| Check assignment and define strategy and determine what equipment is required on existing information. |             |           |
| Liaise with Logistics for transport/ check on fuel.  |             |           |
| Check availability of extra rescue equipment.  |             |           |
| Liaise with medical for possible treatment and determine handover point.                               |             |           |

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| Check on site safety during tunnelling, shoring, stabilising medical treatment, victim extrication, O <sub>2</sub> dust. |  |         |
| Ensure evacuation point.   |  | Annex R |
| Are personnel familiar with the evacuation signalling system?  |  | Annex Z |
| Ensure appropriate PPE do safety readings.   |  |         |
| Ensure appropriate handover to other shift or other emergency services.  |  | Annex Y |
| Manage reporting system both internal and external.  |  |         |
| Ensure re-commissioning of all equipment and return to logistics.  |  |         |
| Ensure effective accountability system for all personnel.  |  |         |
| Consider decontamination.  |  |         |
| Ensure debrief on return to BoO.   |  | Annex X |

| 4.3 Demobilisation  |             |             |
|---|-------------|-------------|
| Action  | Description | Reference   |
| Brief the LEMA on structural stability concerns and make recommendations regarding demolition to reduce hazards to survivors. |             | Annex K     |
| Hand over all structural reporting forms to the LEMA.   |             | Annex Y, C1 |

| 4.4 Post-Mission   |             |             |
|--|-------------|-------------|
| Action   | Description | Reference   |
| The Rescue group prepares and delivers a report on the mission to their USAR team. |             | Annex X, D1 |
| Full team debrief should occur.  |             |             |
| Attend USAR Post-Mission debriefing.   |             | Annex C1    |

## 5. Medical

### 5.1 Mobilisation

| Action  | Description   | Reference     |
|---|---|---------------|
| Ensure deploying USAR medical personnel have:   | <ul style="list-style-type: none"> <li>- Passport.</li> <li>- Personal medication.</li> <li>- Inoculation record.</li> <li>- Personal issue equipment.</li> <li>- Documentation to support right to clinical practice.</li> <li>- Issued name and number contact list.</li> </ul>   |               |
| Have pre-deployment checks been completed, canine also?   |   |               |
| Check on medical tasks and procedures.  |   |               |
| Evaluate the medical check report and liaise with management if required.                                       |   |               |
| Conduct remote information gathering to include:  | <ul style="list-style-type: none"> <li>- Any prevailing endemic medical situations (e.g. prevalence of HIV/AIDS, rabies, etc.)</li> <li>- Determine need for country-specific prophylaxis (e.g. malaria).</li> <li>- Unusual or site-specific medical conditions and appropriate precautions (e.g. vectors).</li> <li>- Altitude and or extreme weather considerations.</li> <li>- Local health and medical infrastructure (include veterinary facilities).</li> <li>- Medical Evacuation Plan (as known at the time).</li> </ul> | Annex C, Q, R |
| Review USAR team policy for dealing with Injury on Duty (IOD) or death of a USAR team member during deployment. |   |               |
| Supervise the accountability and security of the controlled drugs in conjunction with the LO.                   |   |               |
| Initiate Medical Incident Log (MIL).  |   |               |

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| <b>Coordinate with the designated personnel responsible for hazmat and safety on known incident hazards.</b> |  |  |
| <b>Prepare questions for the LEMA including:</b>   | <ul style="list-style-type: none"> <li>- Local medical command structure.</li> <li>- Availability of local medical resources (including veterinary) to support USAR medical activities.</li> <li>- Availability of international and medical resources (e.g. hospitals, field hospitals).</li> <li>- Casualty handover procedure.</li> <li>- Casualty transport capabilities.</li> <li>- Fatality management procedure including Disaster Victim Identification (DVI) procedures as determined by the LEMA.</li> </ul> |  |
| <b>Establish a plan of action for medical.</b>   |  |  |
| <b>Check on all medical documents.</b>   |  |  |
| <b>Is there a medical contact in affected country and emergency contact in home country?</b>                 | <ul style="list-style-type: none"> <li>- Establish contact with local medical focal point in affected country.</li> </ul>  |  |
| <b>Ensure welfare of canine after transportation.</b>  |  |  |
| <b>Report back to management.</b>  |  |  |

## 5.2 Operations

| Action   | Description   | Reference  |
|--|---|------------|
| <b>Develop a mission specific Medical Action Plan (MAP) that is updated regularly. The MAP should include:</b> | <ul style="list-style-type: none"> <li>- Review medical mission priorities as required.</li> <li>- Collaboration with local and international medical and health infrastructure.</li> <li>- Resource limitations.</li> <li>- Re-supply constraints.</li> <li>- Deceased victim management, including DVI requirements.</li> </ul> |            |
| <b>Prepare medical facilities at BoO.</b>  | <ul style="list-style-type: none"> <li>- Undertake daily maintenance of the BoO Medical Station (BMS) to ensure it is clean, tidy and functional.</li> <li>- Ensure accountability</li> </ul>   | Annex N, O |

|   |   |  |
|---|---|--|
|   | <p>and security of the controlled drugs with the USAR Medical Manager and LO.</p> <ul style="list-style-type: none"> <li>- Record and update daily the medical consumables used.</li> <li>- Monitor medications that require refrigeration as required.</li> <li>- Record any equipment faults, damages or losses.</li> <li>- Advise USAR Medical Manager of any equipment concerns or low-stock items.</li> <li>- In conjunction with the MO develop a re-supply plan as required.</li> </ul>  |  |
| <p><b>Ensure medical capability on worksites.</b></p> | <ul style="list-style-type: none"> <li>- Provide medical management and oversight of the assigned worksite.</li> <li>- Monitor health and welfare of the rescue group during operations.</li> <li>- Set-up and operate a medical post at the worksite as required.</li> <li>- Establish a medical evacuation plan for the worksite.</li> <li>- Monitor victims for potential negative impacts from rescue operations (e.g. dust, noise, falling debris) and coordinate mitigation measures with rescue personnel as required.</li> <li>- Ensure Personal Protective Equipment (PPE) (e.g. eye, hearing and respiratory protection) is applied to patients during the disentanglement and extrication process.</li> <li>- Ensure accountability and security of the drugs on site.</li> <li>- Safeguard the medical equipment cache and restrict access to authorised personnel only.</li> </ul> |  |

|   |   |          |
|---|---|----------|
| Ensure contact with other medical services is available in affected area, plus own country.                       |   |          |
| Support rescue operations.  |   |          |
| Check medical evacuation plan for possible emergency situation.   |   |          |
| Ensure hygiene standards are maintained both at base and worksites.   |   |          |
| Maintain health checks and monitor personnel and canine continually.  |   |          |
| Check on causality handover procedures.   |   | Annex A1 |
| Ensure appropriate medical transport procedures.  |   |          |
| Ensure appropriate management of medical documentation.   |   |          |
| Participate in daily USAR team briefings and conduct the daily medical briefing.                                  |   |          |
| Provide ongoing clinical care as required.  |   |          |
| Supervise the monitoring of USAR team members for:  | <ul style="list-style-type: none"> <li>- Stress-related health problems and implement stress management techniques as appropriate (e.g. fatigue).</li> <li>- General state of health – monitor trends (e.g. diarrhoea).</li> <li>- Hydration status.</li> <li>- Nutrition status.</li> </ul>  |          |
| Coordinate with the personnel responsible for hazmat and safety issues regarding.                                 | <ul style="list-style-type: none"> <li>- The potential for hazardous materials contamination or other exposures (and documentation of potential exposures per home team protocol).</li> <li>- Decontamination information for various contaminants or exposures.</li> <li>- Available treatment options for hazardous materials exposures.</li> </ul> | Annex U  |
| Monitor any USAR team members hospitalised at local healthcare facilities as required.                            |   |          |
| Ensure the implementation of the isolation procedure for any USAR team members suffering a potentially contagious |   |          |

|   |  |         |
|---|--|---------|
| <b>condition that may jeopardise other members of the team.</b>           |  |         |
| <b>Facilitate the adherence to safe BoO health and hygiene practices.</b> | <ul style="list-style-type: none"> <li>- Food storage and preparation.</li> <li>- Water.</li> <li>- Sanitation.</li> </ul> | Annex N |

| <b>5.3 Demobilisation</b>  |   |                  |
|--|---|------------------|
| <b>Action</b>  | <b>Description</b>  | <b>Reference</b> |
| <b>Ensure medical manager initiates demobilisation plan.</b>   |   | Annex B1         |
| <b>Ensure appropriate caging for canines and health checks.</b>  |   |                  |
| <b>Medical cache donations.</b>  | <ul style="list-style-type: none"> <li>- Identify medical equipment and appropriate consumables to be donated, if any.</li> <li>- Identify an appropriate recipient for donated items (e.g. local health authorities, other international organisations).</li> <li>- Communicate with LO and USAR Team Leader regarding donated medical items as it pertains to amendments to the medical cache inventory.</li> </ul> |                  |
| <b>Coordinate demobilisation with the local relevant health authorities (e.g. through OSOCC).</b>  |   | Annex B1, C1     |
| <b>Supervise the accountability and security of the controlled drugs with the USAR medical personnel and the LO.</b>   |   |                  |
| <b>Coordinate the repatriation of any USAR team members hospitalised whilst on deployment. If the team member cannot be repatriated with the rest of the team, other team members should be assigned to accompany them until such time as they can be repatriated.</b> |   |                  |

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| Prior to departure from the affected country, consider conducting a health and welfare check breakdown at the BMS. |  |  |
| Perform basic decontamination, packing and loading of the medical cache.   |  |  |
| Pack items requiring refrigeration appropriately for transport.  |  |  |
| Ensure accountability and security of the controlled drugs with the LO.  |  |  |
| Preparation of initial Medical After Action Report (AAR).  |  |  |

| <b>5.4 Post-Mission</b>  |                    |                  |
|--|--------------------|------------------|
| <b>Action</b>  | <b>Description</b> | <b>Reference</b> |
| Ensure immediate medical follow-up of all staff on return to home country.   |                    | Annex D1         |
| Complete and submit all medical paperwork.   |                    |                  |
| Attend USAR Post-Mission debriefing.   |                    | Annex C1         |
| Report on the operational readiness of the USAR medical component of the team and its equipment cache once restored. |                    |                  |
| Complete medical contribution to the AAR as required by USAR team policy.  |                    |                  |
| Analyse Medical teamwork, behaviours and eventually definition of needs in the Preparedness phase.                   |                    |                  |

| <b>6. Logistics</b>   |  |                  |
|---|--|------------------|
| <b>6.1 Mobilisation</b>   |  |                  |
| <b>Action</b>   | <b>Description</b>   | <b>Reference</b> |
| <b>Ensure having sufficient logistics support, equipment and staff to set up and maintain a BoO for the duration of the mission, including:</b> | <ul style="list-style-type: none"> <li>- Sufficient food and water.</li> <li>- Equipment storage and maintenance facilities.</li> <li>- Sanitation and hygiene facilities for the team for the duration of the mission.</li> <li>- Sufficient and appropriate medical supplies.</li> <li>- Search dog rest and exercise areas.</li> <li>- Appropriate shelter for the prevailing weather.</li> <li>- Communications equipment.</li> <li>- Power generation and lighting.</li> <li>- Transportation.</li> </ul> | Annex N, O, P    |
| <b>Check all transport documents, hazmat, and equipment.</b>  | <ul style="list-style-type: none"> <li>- Personnel lists and equipment manifest.</li> </ul>  |                  |
| <b>Check on air transport.</b>  |  |                  |
| <b>Do you have ten(10) days self-sufficiency (food and water)?</b>  |  |                  |
| <b>Do you have ability to purchase/acquire supplies (fuel)?</b>   |  |                  |
| <b>Check on availability of transportation in affected country.</b>   |  |                  |
| <b>Check on capabilities of designated arrival at country airport.</b>  | <ul style="list-style-type: none"> <li>- Make contact with airport security.</li> <li>- Liaise with airport authorities regarding unloading.</li> <li>- Prepare unloading /loading plan.</li> <li>- Monitor cache during unloading/loading.</li> </ul>   | Annex H          |
| <b>Check on communications in team and affected country.</b>  |  |                  |
| <b>Prepare a communications plan for affected area.</b>   |  |                  |
| <b>Coordinate with other elements of team to ensure all cache requirements.</b>   |  |                  |
| <b>Do you have food/drink for</b>   |  |                  |

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|---|--|---------------------|
| transport?  |  |                     |
| <b>Liaise with all other elements of team regarding priorities of cache.</b>  |  |                     |
| <b>Do you have a transport plan?</b>  | <ul style="list-style-type: none"> <li>- Gather information on transport routes/mobility.</li> <li>- Establish a route plan.</li> <li>- Check on vehicles and drivers and ensure security briefing, advise on routes.</li> <li>- Develop and route a contingency plan.</li> </ul>              |                     |
| <b>Prepare questions for the LEMA regarding BoO, water, fuel and sanitation.</b>  |  | Annex M             |
| <b>Prepare logistics' plan to service multiple sites.</b>   |  |                     |
| <b>Consider BoO reconnaissance and establish GPS coordinates.</b>   |  | Annex N, O, P       |
| <b>Establish BoO plan in affected area.</b>   |  | Annex N, O, P       |
| <b>Ensure you have an overarching BoO plan and staffing plan.</b>   |  | Annex N, O, P       |
| <b>Ensures updates on security level and situation on arrival.</b>  | <ul style="list-style-type: none"> <li>- Develop a Safety and Security plan.</li> </ul>  | Annex Q, R          |
| <b>Ensure suitable personnel accountability systems are functional for all personnel.</b>   |  |                     |
| <b>Ensure briefing of all personnel.</b>  |  | Annex A, C, G, Z    |
| <b>Compile transport documentation. Identify aspects that may require additional or supplementary logistical support, e.g. climatic conditions.</b> |  |                     |
| <b>Report back to management.</b>   |  |                     |
| <b>6.2 Operations</b>   |  |                     |
| <b>Action</b>   | <b>Description</b>   | <b>Reference</b>    |
| <b>Consider the following when selecting a BoO site:</b>  | <ul style="list-style-type: none"> <li>- Locations provided by the OSOCC and or the LEMA</li> <li>- Suitably sized areas (minimum size 50x40m).</li> <li>- Locations should be as safe and secure as the environment allows.</li> <li>- Close proximity to the OSOCC and worksites.</li> </ul> | Annex N, O, P, Q, R |

|   |   |                  |
|---|---|------------------|
|   | <ul style="list-style-type: none"> <li>- Allow easy access to transportation.</li> <li>- Environmental considerations (hard-surfaced, good drainage, etc.)</li> <li>- Close proximity to logistics and support resources.</li> <li>- Should be situated in an area that does not influence communications (satellite).</li> </ul>   |                  |
| <b>Ensure BoO is fully functional.</b>  |   | Annex N, O, P    |
| <b>Select and set up the site based on mission priorities and available resources to include:</b>   | <ul style="list-style-type: none"> <li>- Equipment stock and maintenance area.</li> <li>- Medical treatment area.</li> <li>- Management area.</li> <li>- Communications centre.</li> <li>- Food preparation and feeding area.</li> <li>- Personnel lodging area.</li> <li>- Sanitation and hygiene area.</li> <li>- Vehicle parking.</li> <li>- Transportation access areas.</li> <li>- Search dog areas.</li> <li>- Briefing area.</li> <li>- Generators and lighting should be strategically placed to ensure a safe and secure environment.</li> </ul> | Annex N, O, P    |
| <b>Coordinate with external/internal parties for supplies and logistics.</b>  |   |                  |
| <b>Establishing the BoO immediately upon arrival at the site, the location for the BoO should be confirmed based on the following considerations:</b> | <ul style="list-style-type: none"> <li>- Suitably sized area approx. 50 x 40 meter</li> <li>- Safety and security.</li> <li>- Close proximity to the worksites.</li> <li>- Access to transportation</li> <li>- Environmental considerations (hard-surfaced, good drainage, etc.)</li> <li>- Access to logistics and support resources.</li> <li>- Access to communications (mobile phone, satellite etc.)</li> </ul>  | Annex N, O, P, Q |
| <b>Compare allocated BoO site with the preferred BoO layout plan. Make any required changes to suit mission priorities, site layout and available</b> | <ul style="list-style-type: none"> <li>- Maintaining the BoO.</li> <li>- A trained team of trained USAR Logistics Specialists should be responsible for BoO maintenance.</li> </ul>   |                  |

|  |  |             |
|--|--|-------------|
| resources.   |  |             |
| Prepare and ensure effective transport plan.   |  |             |
| Have you the ability to acquire suppliers?   |  |             |
| Maintain and keep track of equipment.  |  |             |
| Implement sanitation plan.   |  |             |
| Ensure the operational communications plan is established and functional.            |  |             |
| Ensure adequate food and suppliers for personnel and canines, within rosters system. |  |             |
| Support the management in security and safety measures in BoO.                       |  | Annex Q     |
| Prepare evacuation plan and demobilisation plan.                                     |  | Annex Q, B1 |

| <b>6.3 Demobilisation</b>   |   |                  |
|---|---|------------------|
| <b>Action</b>   | <b>Description</b>  | <b>Reference</b> |
| Activate the demobilisation plan.   |   | Annex B1         |
| The BoO site should be restored to its original state as far as is possible.  |   |                  |
| Coordinate the demobilisation with OSOCC and the LEMA.  |   | Annex B1         |
| Provide resources for logistical requirements during demobilisation (preparing of manifests, packing and loading, etc.) |   |                  |
| Ensure relevant communication links are maintained during the demobilisation phase.                                     |   |                  |
| Ensure correct documentation for logistics.   |   |                  |
| Equipment is to be recommissioned, checked and packed for return to country, with consideration to the following:       | - Quarantine issues that may arise during demobilisation. Possibility of re-deployment while en route home. Gifting of equipment and/or resources. The BoO site should be restored to its original state if possible. |                  |
| Consider donation/gifting to affected country.  |   |                  |

| <b>6.4 Post-Mission</b>   |                    |                  |
|---|--------------------|------------------|
| <b>Action</b>   | <b>Description</b> | <b>Reference</b> |
| <b>Ensure all cache items are ready for immediate deployment.</b>           |                    |                  |
| <b>Attend USAR Post-Mission debriefing.</b>                                 |                    | Annex C1         |
| <b>Equipment should be cleaned, checked and re-stowed ready for re-use.</b> |                    |                  |
| <b>Share lessons learned with management in written format.</b>             |                    | Annex D4         |

| <b>7. Safety and Security</b>  |  |                  |
|--------------------------------|--|------------------|
| <b>7.1 Mobilisation</b>        |  |                  |
| <b>Action</b>                  | <b>Description</b>   | <b>Reference</b> |
| <b>Personnel.</b>              | <ul style="list-style-type: none"> <li>- Are physically able to perform their tasks.</li> <li>- Have appropriate immunisations for working in the affected country.</li> <li>- Have appropriate documentation (i.e. passport, visa, Certificate of Vaccination, emergency contacts for next-of-kin).</li> <li>- Work in appropriate PPE for the incident environment.</li> <li>- Have appropriate clothing for the climate.</li> </ul>   |                  |
| <b>Equipment and supplies.</b> | <ul style="list-style-type: none"> <li>- Safety practices are incorporated into the packaging, labelling, storing, and movement of personnel and equipment</li> <li>- Operator manuals should accompany specialised equipment.</li> <li>- Team members must be trained in the use of their equipment, PPE, hazard identification and mitigation procedures.</li> <li>- Sufficient quantities of food appropriate for entry into the affected country are available and will not adversely affect personal health and performance.</li> <li>- Adequate water is available for the initial phase and that there is sufficient water purification equipment to support the team's needs.</li> <li>- Sufficient sanitation and hygiene provisions are available for deployment.</li> </ul> |                  |
| <b>Security.</b>               | Level 1 — Minimal<br>Level 2 — Low<br>Level 3 — Moderate<br>Level 4 — Substantial<br>Level 5 — High  | Annex T, Q       |

|  | Level 6 — Extreme  |          |
|--|--|----------|
| <b>Assign the security and safety function to a team member.</b>   |  |          |
| <b>Identify the general and disaster-specific safety issues and include in the initial team briefing. Identify the environmental conditions at the disaster area. Before departure, identify and brief the team on the hazards associated with modes of transport that will be used to travel to the affected country and those most likely to be encountered for transport within the affected country.</b> |  | Annex U, |
| <b>In transit monitor and enforce compliance with established safety and security practices.</b>   |  |          |
| <b>Receive briefing from the RDC and or OSOCC on safety and security aspects including:</b>  | <ul style="list-style-type: none"> <li>- Type and condition of transport equipment.</li> <li>- Local driving customs.</li> <li>- Movement of equipment.</li> <li>- Any special hazard considerations (i.e. road conditions, land mines, animals, infrastructure, weather, looting, civil unrest, criminal acts, restricted areas, check point procedures, escort procedures, etc.)</li> <li>- Identify local medical capabilities available in case of an emergency during transportation to the disaster site.</li> </ul> |          |
| <b>Implement security procedures as appropriate.</b>   | <ul style="list-style-type: none"> <li>- Vehicle inspection programme.</li> <li>- Ensure reserve fuel supply.</li> <li>- Movement procedure, i.e. only move about in pairs etc.</li> <li>- Establish evacuation routes.</li> <li>- Establish a safe haven</li> <li>- Implement a roll call system.</li> <li>- Establish communications protocols.</li> </ul>   |          |

| <b>7.2 Operations</b>   |                    |                  |
|---|--------------------|------------------|
| <b>Action</b>   | <b>Description</b> | <b>Reference</b> |
| Liaise with OSOCC and/or the LEMA on safety and security issues.  |                    |                  |
| Continually conduct a risk/hazard analysis of the BoO, travel routes and assigned work area and take appropriate mitigation action. |                    |                  |
| Establish BoO and worksite perimeter control procedures.  |                    | Annex N, O, P, Q |
| Ensure safety and security considerations are included in the plan of action and briefings.   |                    | Annex Q, R       |
| Ensure a warning system and evacuation plan is established, briefed and exercised.  |                    | Annex R, Z       |
| Regular roll-call of all personnel should be maintained throughout the mission.   |                    |                  |
| Ensure that team personnel adhere to the “buddy system.”  |                    |                  |
| Provide adequate lighting for security of BoO and worksites.  |                    | Annex N, O, P    |
| Continually monitor weather forecasts.  |                    |                  |
| Ensure biomedical control measures are adhered to (i.e. body recovery, patient handling, sanitation, hygiene etc.)                  |                    |                  |
| Investigate and document all accidents.   |                    |                  |
| Ensure personnel and equipment decontaminating practices are followed prior to leaving the worksite and entering the BoO.           |                    |                  |
| Ensure that all team personnel have reliable means of communications.   |                    |                  |
| Ensure adequate rest, rotation, hydration, and feeding of team members.   |                    |                  |

| 7.3 Demobilisation   |  |           |
|--|--|-----------|
| Action   | Description  | Reference |
| <b>Personnel considerations during this phase include:</b> | <ul style="list-style-type: none"> <li>- Mitigating fatigue.</li> <li>- Monitor team members for signs of stress.</li> <li>- Preventing loss of concentration and motivation.</li> <li>- Maintaining team discipline ensuring regular information exchange.</li> </ul> |           |

| 7.4 Post-Mission  |   |              |
|---|---|--------------|
| Action  | Description   | Reference    |
| <b>On the return to the home base, the following safety and security issues should be considered.</b> | <ul style="list-style-type: none"> <li>- Safety and security concerns are incorporated into the Post-Mission Report. It is imperative that the safety findings and lessons learned are highlighted and incorporated into future training sessions, field exercises and operational guidelines.</li> <li>- Safety equipment and supplies must be restocked.</li> </ul> | Annex C1, D1 |
| <b>Attend USAR Post-Mission debriefing.</b>   |   | Annex C1     |

## 8. Hazardous Materials Operations

**Generally, the following tactics should be adopted while assessing a site that is suspected to be contaminated:**

- Ensure a safe approach – usually downwind or in the event of a liquid spill, up-slope
- Ensure clear command and control arrangements are in place and well understood by all present
- Secure the site as best as possible to ensure the safety of others
- Attempt to identify the contaminant (UN Numbers, Dangerous Goods or Hazchem Codes)
- Assess the potential harm and minimise, where possible, environmental contamination
- Call in assistance – expert advice/additional resources, if possible
- If within the teams' capability – render safe
- Always assume the worst until proven otherwise

**Decontamination can be both equipment and labour intensive; therefore consideration should be given to avoiding overextending the teams' capability in this area.**

**Whenever protective clothing or equipment is used, decontamination strategies need to be considered.**

**Prior to committing resources to a contaminated site the following should be considered:**

- A risk analysis should be conducted based upon hazard/risk assessment and the site survey
- Teams should evaluate the risk in relation to the rescue of viable victims versus recovery of the dead
- Teams should also consider other search and rescue priorities within the immediate vicinity

**While undertaking search and rescue operations at any worksite teams should consider the following issues and implement a monitoring regime for the duration of the operations:**

- Oxygen levels
- Flammability of substance or surrounding atmosphere
- Toxicity levels
- Explosive limits
- Radiological monitoring
- 8.4 Other Considerations

**The following considerations may also effect the decision on whether to conduct search and rescue operations:**

- Condition of voids – if the hazard can be easily isolated or mitigated and this is carried out, the situation is considered handled and operations are to continue.
- Time required to access victims – this will be an estimate of the time required to get to the first victim. It should include the time it would take to mitigate hazards, cut through floors, walls, roofs, etc., and to shore and brace the access route as well as relevant adjacent structures if required.
- Special occupancy information – increased attention and monitoring will be given to certain types of target hazards, especially those involving nuclear energy, radiological elements, specialised military facilities, chemical manufacture, and biological production or storage.
- Decontamination – careful planning is needed to ensure the team has procedures in place that provides adequate decontamination of members including search dogs.
- No-go conditions – and subsequent risk assessments:
  - Time required to complete the assignment
  - Protection and limitations of available personal protective equipment
  - Results of the risk-benefit analysis
  - Resource status
  - Security and safety considerations

**The following should be considered when undertaking detection and monitoring:**

- Detection and monitoring is required of both the Operational Worksites and BoO.

- 
- Operational Worksite detection and monitoring should be performed by the assigned hazmat specialist in the team and include the following:
    - Establishing safe perimeters of each assigned structure
    - Establishing clean entry points of each assigned structure
    - Plan for the need to monitor additional voids or potential spaces encountered during operations
    - Establishing decontamination sites – including the appropriate disposal of contaminated run-off
    - Ensuring decontamination of assigned tools and equipment, including protective clothing
    - Ensuring decontamination of assigned transportation vehicles

Refer to Annex U for the Hazmat Evaluation Guide.

**Important note:** USAR teams deployed with Hazmat capabilities can assist to identify potential chemical hazards following disasters such as toxic spills. They would mark off the danger zone to warn others and immediately report this threat to the OSOCC, who, in turn, would coordinate with OCHA's

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## Annexes

### Annex A: Ethical Considerations for USAR Teams

#### Sensitive issues to consider:

1. The value that the local community attaches to life
2. Cultural awareness including race, religion and nationality
3. Wearing of sunglasses during conversations may be deemed to be inappropriate
4. Communication barriers due to language differences
5. Differences in work ethics and values
6. Different local apparel
7. Local customs with regard to food and manners
8. Local law enforcement practices
9. Local policy on weapons
10. Local living conditions
11. Local driving habits and customs
12. Local policy on the use of different medications
13. Use of alcohol and illegal drugs
14. Handling of sensitive information
15. Use of search dogs
16. Care and handling of patients and/or the deceased
17. Dress code or standards
18. Gender restrictions
19. Recreational restrictions
20. Local communication restrictions and accepted use
21. Taking of and showing pictures of victims or structures
22. Collecting of souvenirs (building parts etc.)
23. Defacing property such as occurs with the use of the structural marking system
24. Access into restricted areas (Military, religious, etc.)
25. Moral standards
26. Consideration for other teams' capabilities and operating practices
27. Use of gratuities to promote cooperation
28. Political issues
29. Any actions or behaviour that may aggravate stressful situations
30. Smoking indiscriminately

## Annex B: Media Management Checklist

### 1. MOBILISATION

**Upon activation, USAR team should:**

- Prepare a press release
- Brief all personnel about the latest information and critical media issues

**Upon arrival, the designated USAR team representative should:**

- Establish contact with the OSOCC and or the LEMA
- Determine press protocols and ground rules
- Obtain a copy of the LEMA media management plan from the OSOCC

### 2. OPERATIONS

**USAR team should develop a media plan that includes:**

- Developing media releases and special feature stories
- Managing the media on-site
- Participating in press conferences
- Coordinating with the OSOCC, the LEMA and home base

### 3. DEMOBILISATION

**USAR team should:**

- Coordinate with the OSOCC and the LEMA
- Prepare a press release
- Participate in press conferences or exit interviews
- Coordinate information with the home base regarding media issues
- Determine what information and documentation can be released

### MEDIA MANAGEMENT SUGGESTIONS

**Interviewing “Dos”**

- Ask the reporter’s name. Then use it in your response.
- Use your full name. Nicknames are not appropriate.
- Choose the site (if possible). Make sure you are comfortable with the location of the interview. Consider what is in the background.
- Choose the time (if possible). If you would be more comfortable waiting another five minutes, ask the reporter if it’s okay. However, you should bear in mind that the reporter has a deadline for the report.
- Be calm. Your demeanour and apparent control of the situation are very important in establishing the tempo of evolving events.
- Tell the truth.
- Be cooperative. You have accountability to explain to the public. There is an answer to most questions, and if you don’t know it now, let them know you will work diligently to determine the facts needed.
- Be professional. Don’t let your personal feelings about the media, or this reporter in general, affect your response.
- Be patient. Expect dumb questions. Do not get angry to those ill-natured or ill-tempered questions. If the same question is asked again, repeat your answer without irritation.
- Take your time. If you make a mistake during a taped or non-broadcast interview, indicate that you would like to start over with your response. If appearing live, just start over again.
- Use wrap-around sentences. This means repeating the question with your answer for a complete “sound bite.”

**Interviewing “Don’ts”**

- Do not discriminate against any type of press or any specific press agency. You should be

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open to all media such as TV or radio, nationwide or local paper and foreign or national press.

Do not reply with “no comment.”

Do not give your personal opinion. Stick to the facts.

Do not go off the record. Anything you say can and will be used against you.

Do not lie. To tell a lie unintentionally is a mistake. To intentionally tell a lie is stupid.

Do not bluff. The truth will come out.

Do not be defensive. The media and their audience recognise a defensive attitude and tend to believe you are hiding something.

Do not be afraid. Fear is debilitating and is not a characteristic you want to portray.

Do not be evasive. Be upfront on what you know about the situation and what you plan to do to mitigate the disaster.

Do not use jargon. The public is not familiar with much of the language used in this field.

Do not confront. This is not the time to tell a reporter how much you dislike the media.

Do not try to talk and command a disaster at the same time. You won't do either well.

Do not wear sunglasses.

Do not smoke.

Do not promise results or speculate.

Do not respond to rumours.

Do not repeat leading questions.

Do not run down the efforts of the affected country or any other organisation.

Do not compare the response to one disaster with that of another.

## Annex C: Country Information – Affected Area Information Template

Template for use in research of affected area to establish baseline information at team's home base.

### Affected Area Information

*(Template for use in research of affected area to establish baseline information)*

#### Disaster Event Information

|   |                     |  |
|---|---------------------|--|
| 1 | Type of disaster    |  |
| 2 | Area affected       |  |
| 3 | Date of event       |  |
| 4 | Local time of event |  |
| 5 | Scale/magnitude     |  |
| 6 | Initial reports     |  |

#### Safety and Security

|   |                    |  |
|---|--------------------|--|
| 7 | Safety issues      |  |
| 8 | Security situation |  |

#### Basic information on the affected area

|    |                            |  |
|----|----------------------------|--|
| 9  | Country Name               |  |
| 10 | Capital city               |  |
| 11 | Official language(s)       |  |
| 12 | Form of government         |  |
| 13 | Religion(s)                |  |
| 14 | Cultural information       |  |
| 15 | Immigration requirements   |  |
| 16 | Time difference            |  |
| 17 | Currency                   |  |
| 18 | Drive right or left        |  |
| 19 | International calling code |  |
| 20 | Population size            |  |
| 21 | Demographics               |  |

#### Landscape description

|    |                |  |
|----|----------------|--|
| 22 | Flat/ mountain |  |
| 23 | Forest/ barren |  |
| 24 | Urban/ rural   |  |

#### Predominant building characteristics

|    |                   |  |
|----|-------------------|--|
| 25 | Construction type |  |
| 26 | Size              |  |

#### Climate

|    |                     |  |
|----|---------------------|--|
| 27 | Climate information |  |
| 28 | Weather forecast    |  |

**Condition of Critical Infrastructure**

|    |                         |  |
|----|-------------------------|--|
| 29 | Airports                |  |
| 30 | Sea ports               |  |
| 31 | Roads/railways          |  |
| 32 | Bridges                 |  |
| 33 | Power generation        |  |
| 34 | Drinking Water Supplies |  |
| 35 | Other                   |  |

**Health and care**

|    |                          |  |
|----|--------------------------|--|
| 36 | Vaccination requirements |  |
| 37 | Health issues            |  |
| 38 | Water quality            |  |
| 39 | Common diseases          |  |

**Response**

|    |                        |  |
|----|------------------------|--|
| 40 | National response      |  |
| 41 | International response |  |
| 42 | Coordination structure |  |

**Donor country/team information**

|    |   |  |
|----|---|--|
| 43 | Embassy/consular representation in region |  |
| 44 | Team's mandate/mission                    |  |

**Other Information**

|    |  |
|----|--|
| 45 |  |
|----|--|

**Form Completed by**

|    |       |           |
|----|-------|-----------|
| 46 | Date: | Name:     |
|    |       | Position: |

**Annex D: USAR Team Fact Sheet template**

Team information to be uploaded to the VO and submitted to the RDC/OSOCC.

| <b>USAR TEAM FACT SHEET</b>   |   |  |  |
|---|---|---|--|
| <i>Team details to be uploaded in the VO before departure and given to RDC/UC on arrival.</i> |   |   |  |
| <b>TEAM INFORMATION</b>   |   |   |  |
| A.0 Team-ID   | <input style="width: 100%;" type="text"/>   |   |  |
| A.1 Team name   | <input style="width: 150%;" type="text"/>   | A.2 Home country  | <input style="width: 150%;" type="text"/>  |
| A.3 Number of persons   | <input style="width: 100%;" type="text"/>   | A.4 Number of dogs  | <input style="width: 100%;" type="text"/>  |
| A.5 Team type <b>responding</b>   | Light <input type="checkbox"/>  | Medium <input type="checkbox"/>   | Heavy <input type="checkbox"/> Other <input style="width: 50%;" type="text"/>  |
| A.6 INSARAG Classification  | None <input type="checkbox"/>   | Medium <input type="checkbox"/>   | Heavy <input type="checkbox"/>   |
| <b>Responding elements:</b>   |   |   |  |
| A.7 Technical Search  | yes <input type="checkbox"/>  | no <input type="checkbox"/>   |  |
| A.8 Canine search   | yes <input type="checkbox"/>  | no <input type="checkbox"/>   |  |
| A.9 Rescue  | yes <input type="checkbox"/>  | no <input type="checkbox"/>   |  |
| A.10 Medical  | yes <input type="checkbox"/>  | no <input type="checkbox"/>   |  |
| A.11 Hazmat detection   | yes <input type="checkbox"/>  | no <input type="checkbox"/>   |  |
| A.12 Structural engineers   | yes <input type="checkbox"/>  | no <input type="checkbox"/>   | Number <input style="width: 50%;" type="text"/>  |
| A.13 RDC/OSOCC support  | yes <input type="checkbox"/>  | no <input type="checkbox"/>   |  |
| A.14 UC support   | yes <input type="checkbox"/>  | no <input type="checkbox"/>   |  |
| A.15 Other capabilities   | <input style="width: 100%;" type="text"/>   |   |  |
| A.16 Self-sufficiency (number of days)  | Water <input style="width: 50%;" type="text"/> days   | A.17 Food   | <input style="width: 50%;" type="text"/> days  |
| A.18 Expected arrival date [DD-MMM]   | <input style="width: 30%;" type="text"/> DD <input style="width: 30%;" type="text"/> MMM  |   |  |
| A.19 Expected arrival time [hh:mm]  | <input style="width: 30%;" type="text"/> hh <input style="width: 30%;" type="text"/> mm   |   |  |
| A.20 Point of arrival   | <input style="width: 100%;" type="text"/>   |   |  |
| A.21 Aircraft type  | <input style="width: 100%;" type="text"/>   |   |  |
| <b>SUPPORT REQUIREMENTS</b>   |   |   |  |
| <u>Transport for</u>  |   |   |  |
| B.1 Persons (number)  | <input style="width: 100%;" type="text"/>   | B.2 Dogs (number)   | <input style="width: 100%;" type="text"/>  |
| B.3 Equipment (ton)   | <input style="width: 100%;" type="text"/>   | B.4 Equipment (cubic metres)  | <input style="width: 100%;" type="text"/>  |
| <u>Supplies</u>   |   |   |  |
| B.5 Gasoline (litres per day)   | <input style="width: 100%;" type="text"/>   | B.7 Cutting Gas (cylinders)   | Type <input type="checkbox"/> Oxygen <input type="checkbox"/> Propane <input type="checkbox"/> Acetylene                   |
| B.6 Diesel (litres per day)   | <input style="width: 100%;" type="text"/>   | Number  | <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> |
| B.8 Medical Oxygen (cylinders)  | No. <input style="width: 50%;" type="text"/>  | Size  | <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> |
|   | Size <input style="width: 50%;" type="text"/>   | B.9 BoO Space Requirement (m <sup>2</sup> )   | <input style="width: 100%;" type="text"/>  |
| B.10 Any other logistical needs   | <input style="width: 100%;" type="text"/>   |   |  |
| <b>CONTACTS</b>   |   |   |  |
| c.1 Contact 1 Name  | <input style="width: 100%;" type="text"/>   |   |  |
| c.2 Mobile phone  | <input style="width: 100%;" type="text"/>   |   |  |
| c.3 Sat phone   | <input style="width: 100%;" type="text"/>   |   |  |
| c.4 E-Mail  | <input style="width: 100%;" type="text"/>   |   |  |
| c.5 Contact 2 Name  | <input style="width: 100%;" type="text"/>   |   |  |
| c.6 Mobile phone  | <input style="width: 100%;" type="text"/>   |   |  |
| c.7 Sat phone   | <input style="width: 100%;" type="text"/>   |   |  |
| c.8 E-Mail  | <input style="width: 100%;" type="text"/>   |   |  |
| c.9 Base of Operations Address (if known)   | <input style="width: 100%;" type="text"/>   |   |  |
| c.10 Radio Frequency (BoO)  | <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> . <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> | MHz   |  |
| <i>(GPS coordinates normally in Datum WGS84)</i>  |   |   |  |
| c.11 BoO GPS coordinates (if known)   | c.11 GPS Coordinates <b>decimal format</b>  | <input style="width: 50%;" type="text"/>  | <input style="width: 50%;" type="text"/>   |
|   | c.11 GPS Coordinates <b>other formats</b>   | <input style="width: 50%;" type="text"/>  | <input style="width: 50%;" type="text"/>   |
| <b>Form completed by:</b> Name <input style="width: 100%;" type="text"/>                      |   |   |  |
| Date  | <input style="width: 30%;" type="text"/> DD <input style="width: 30%;" type="text"/> MMM  | Title/Position <input style="width: 100%;" type="text"/>                            |  |

## Form guidance notes

| A.   | TEAM INFORMATION   |
|------|--|
| A.0  | Three letter Olympic Country code, these are listed on the separate worksheet; followed by-<br>The national team number; 1,2, 3 for classified teams, 10, 11, 12 etc for unclassified teams. |
| A.1  | Team name as known internationally or domestically   |
| A.2  | Team's country of origin   |
| A.3  | Total number of persons deployed   |
| A.4  | Total of number of dogs deployed   |
| A.5  | Type of team responding according to INSARAG guidelines  |
| A.6  | The official INSARAG External classification (IEC) level of the team, medium or heavy (if held)  |
| A.7  | Has the responding team deployed with technical search capability?   |
| A.8  | Has the responding team deployed with canine search capability?  |
| A.9  | Has the responding team deployed with rescue capability?   |
| A.10 | Has the responding team deployed with medical capability?  |
| A.11 | Has the responding team deployed with hazmat detection capability?   |
| A.12 | Has the responding team deployed with structural engineers? Give the number of engineers   |
| A.13 | Has the responding team got the capacity for establishing a provisional OSOCC/ RDC?  |
| A.14 | Has the responding team got the capacity for supporting a UC?  |
| A.15 | Detail any other capabilities e.g. own transportation, water rescue capability with boats etc.   |
| A.16 | Number of days with self-sufficiency of water supply.  |
| A.17 | Number of days with self-sufficiency of food supply.   |
| A.18 | Estimated arrival date to affected region - day as a number, month as 3 letters e.g. 13 APR  |
| A.19 | Estimated arrival time to affected region - 24hr clock using local time  |
| A.20 | Point of arrival to affected region (airport, city, port, etc.)  |
| A.21 | Type of aircraft (model, size)   |

|             |   |
|-------------|---|
| <b>B.</b>   | <b>SUPPORT REQUIREMENTS</b>   |
| <b>B.1</b>  | Total number of people to be transported  |
| <b>B.2</b>  | Total number of dogs to be transported  |
| <b>B.3</b>  | Total weight of equipment expressed in ton to be transported  |
| <b>B.4</b>  | Total volume of equipment expressed in cubic metres to be transported   |
| <b>B.5</b>  | Gasoline requirement expressed in litres to be supplied daily expressed in litres   |
| <b>B.6</b>  | Diesel fuel requirement expressed in litres to be supplied daily expressed in litres  |
| <b>B.7</b>  | Cutting gas cylinders to be filled daily  |
| <b>B.8</b>  | Medical oxygen cylinders to be filled daily   |
| <b>B.9</b>  | Space requirement expressed in square meters for the location of the Base of Operations   |
| <b>B.10</b> | Other logistical requirements   |
| <b>C.</b>   | <b>CONTACT DETAILS</b>  |
| <b>C.1</b>  | Name or title of Contact 1  |
| <b>C.2</b>  | Mobile phone number of Contact 1  |
| <b>C.3</b>  | Satellite phone number of Contact 1   |
| <b>C.4</b>  | E-Mail address of Contact 1   |
| <b>C.5</b>  | Name or title of Contact 2  |
| <b>C.6</b>  | Mobile phone number of Contact 2  |
| <b>C.7</b>  | Satellite phone number of Contact 2   |
| <b>C.8</b>  | E-Mail address of Contact 2   |
| <b>C.9</b>  | Location or address of Base of operations - if known  |
| <b>C.10</b> | Radio Frequency (BoO) in MHZ  |
| <b>C.11</b> | GPS coordinates of the Worksite, taken at the Worksite marking:<br>Standard GPS format is: Map datum WGS84<br>If possible use decimal coordinates e.g. Lat $\pm$ dd.dddd° Long $\pm$ ddd.dddd°<br>If another format is used then use the lower boxes and state the format used. |

## Annex E: RDC Establishment Checklist

### RDC Establishment Checklist

Identify airport authorities or equivalent and determine focal points for air and ground traffic control, administration, logistics, customs, immigration, security, humanitarian aid storage facilities, and, if necessary, military liaison

Arrange for airport official passes, particularly if required to go airside on the airport

Brief airport authorities with partners on the purpose of the RDC and OSOCC and how it supports the arrival of international actors and relief items

Negotiate a venue for the RDC that is visible and easily accessible but not too exposed to public traffic

Establish the RDC with communication links and ICT equipment

Establish one or more reception desks easily visible and accessible

Prepare for crowd management, including:

- Place signage to the RDC throughout the airport
- Visible signal (RDC flags) on reception desks and RDC
- Arrangements for paging with airport authorities

Preparation of waiting area for arriving teams including area for search dogs

Arrangements for customs, immigration and administrative support for arriving teams

Arrangements for transport of teams to the disaster site

Prepare briefing hand-outs about own purpose, contact information and situation update

If available, distribute maps

Prepare questionnaires for registration of arriving teams

Prepare briefing for arriving teams

Prepare for support of departing teams, including accommodation, logistics, and flight booking

Prepare questionnaires for departing teams

Develop exit strategy, including the identification of procedures that should be maintained and the entities to which they should be handed over

Liaise with responsible authorities to provide information about the purpose and capability of the RDC by providing assistance to airport authorities in processing arriving international relief teams to facilitate rapid deployment to the disaster- affected area

Establish a sequence of stations to allow the rapid processing of arriving relief teams. The stations should include immigration, customs, registration, briefing, logistics, and transport to the site

Supervise the activities of RDC staff through the operation

Ensure an information flow from the RDC to the OSOCC and LEMA

Facilitate logistics support for arriving International relief teams in cooperation with LEMA and airport authorities. This task includes determining logistics requirements of arriving USAR teams, making necessary logistical arrangements with LEMA and briefing newly arrived relief teams accordingly

If the RDC is requested by the OSOCC or LEMA to assist with the tracking of international contributions, the RDC/OSOCC Logistics functions would be assigned this responsibility

Liaise with the Logistics Cluster if and when established

Ensure the establishment of the RDC, including station for rapid processing of arriving relief teams

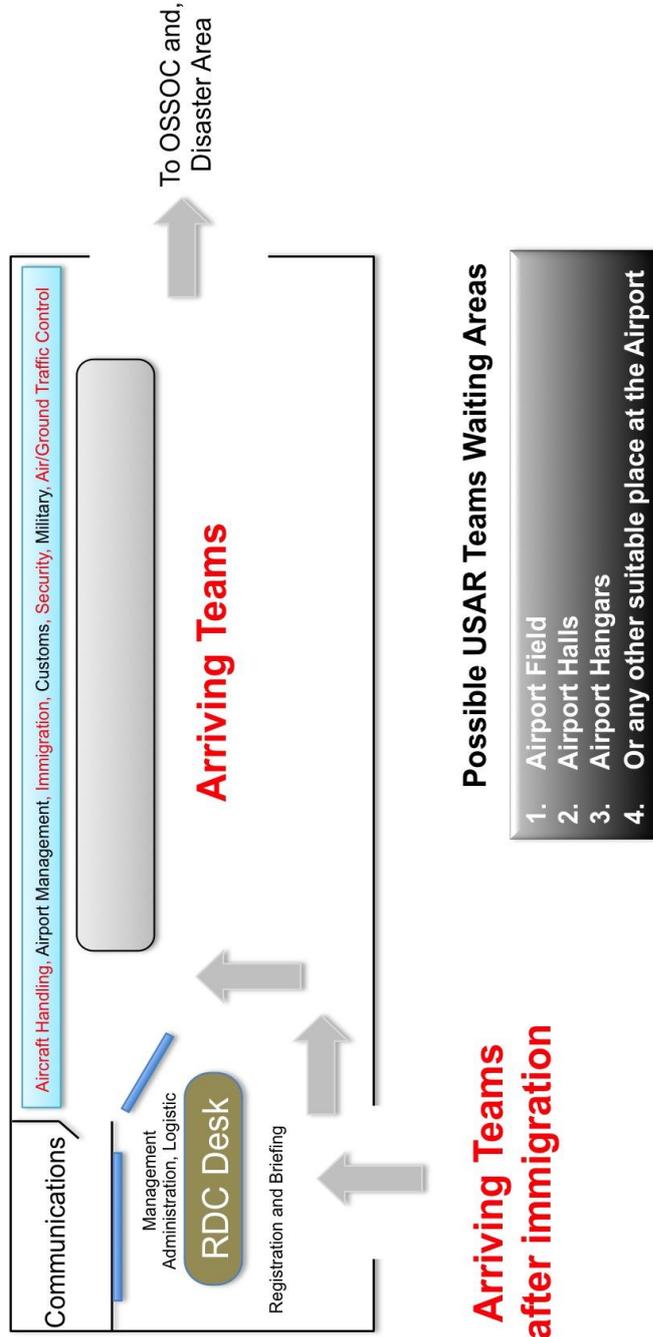
Ensure the set-up and operation of any electronic equipment that is required to carry out its task, including ICT equipment, internet connectivity and communication within the RDC

Register information about arriving relief teams at dedicated reception stations and share this information with the OSOCC and other stakeholders

Establish a system for filing and back-up of electronic documents on a regular basis

Proposed RDC Layout

# Proposed RDC Layout





## Form filling instructions

### A Situation report

- A.1 Date of issue of situation report day shown as a number, month shown as three letters e.g. 13 APR
- A.2 Time of issue of situation report; 24hr clock, local time
- A.3 Overview of situation in affected areas
- A.4 Scale of response (e.g. Number of USAR Teams deployed)
- A.5 Coordination structure in place for the response
- A.6 General safety issues in country or affected region
- A.7 General security issues in country or affected region
- A.8 GPS Datum to be used as defined by LEMA or OSOCC; default is WGS84 using decimal coordinates e.g. N/S  $\pm 12.3456^\circ$  E/W  $\pm 123.4567^\circ$

### B BoO location

- B.1 Sector where BoO is located if known
- B.2 City where BoO is located
- B.3 Address where BoO is located
- B.4 Place name where BoO is located
- B.5 GPS - Coordinates of the BoO using WGS84 using decimal coordinates e.g. N/S  $\pm 12.3456^\circ$  E/W  $\pm 123.4567^\circ$

### C OSOCC Details

- C.1 Sector where OSOCC is located
- C.2 City where OSOCC is located
- C.3 Address where OSOCC is located
- C.4 Place name where OSOCC is located
- C.5 GPS - Coordinates of the OSOCC using WGS84 using decimal coordinates e.g. N/S  $\pm 12.3456^\circ$  E/W  $\pm 123.4567^\circ$
- C.6 Route information to access OSOCC (e.g. detours, blockages)
- C.7 Telephone number of OSOCC if known
- C.8 Radio frequency
- C.9 Email address
- C.10 Specify time and date of next OSOCC meeting

### D Team requirements

- D.1 Transport availability and request procedure
- D.2 Supplies availability and request procedure

---

## Annex G: Security Briefings

### FOR TEAMS IMMEDIATELY UPON ARRIVAL

#### Content and Structure

##### 1. Background – local geography

- Cover neighbouring/bordering countries
- Major logistical hubs (airports, harbours, etc.)
- Topographical layout
- Main features
- Centres of population
- Use maps – visual aids
- Routes and road conditions

##### Background – Local History

- Major dates and events
- Ethnic groups – size and locations
- Dependability in history – influence by others
- Major source of income (industry, farming, mining) and locations

##### Political issues

- Major political parties and/or personalities
- aims, objectives and trends
- Level of influence
- Other relevant issues

##### 2. Your mission – other stakeholders – new players

- Your mission, role and mandate
- Your locations and footprint
- Location of national deployed assets
- Location of other international stakeholders
- Civil military cooperation and coordination

##### 3. General security

- General security situation
- Recent security incidents
- Armed groups, fractions, combatant.
- Sensitivities / Natural hazards
- Other aspects that affect security (e.g. crime)
- Hazmat

---

### Threats and risks

- General Threat & Risks
- Response to threats
- Movement restrictions or 'Out of bounds' places or Curfews
- Other organisation's threat levels (e.g. UN- Phase system)

### Security Plan

- General Outline and purpose of plan
- Where to find it
- Procedures on Hibernation, Relocation and Evacuation (activation, safe haven, routes, priorities etc.)
- Office emergency and security procedures (RV's fire or bomb, safe rooms - Hibernation)

### 4. Medical Plan - Contacts

- International medical aid (MD's, NGO, Military etc.)
- Local hospitals (recommended and not)
- Locations & Contacts (use map)
- What is recommended to carry with you
- Medical kits (vehicles / buildings)
- Medical situation on site (diseases)
- Dangerous animals, plants

### 5. Local laws and customs

- Local police
- Other relevant emergency services
- Significant laws (unusual or different)
- Contacts (if relevant and functional)
- Driving rules
- Special dress code
- Other local customs

### Questions and answers?

**Annex H: Airfield Assessment (Short)**

**Airport/ Airstrip Assessment**

|   |                  |   |  |                       |                  |                          |                           |  |  |  |  |
|---|------------------|---|--|-----------------------|------------------|--------------------------|---------------------------|--|--|--|--|
| Airport name:   |                  | International? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |                       |                  |                          |                           |  |  |  |  |
|   |                  | If yes, airport Code:   |  |                       |                  |                          |                           |  |  |  |  |
| Airport focal point contact:  |                  | GPS Coordinates:  |  |                       |                  |                          |                           |  |  |  |  |
| Location of the Airport   |                  | If yes operating hours  |  |                       |                  |                          |                           |  |  |  |  |
| Is the airport fully operational? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                  | Operational at night? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |                       |                  |                          |                           |  |  |  |  |
| What are the existing communications means?   |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| <input type="checkbox"/> Radio Room <input type="checkbox"/> Mobile phone <input type="checkbox"/> Sat-phone <input type="checkbox"/> landline <input type="checkbox"/> Other:  |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| Are these structures operational  |                  | Do they need Rehabilitation?  |  |                       |                  |                          |                           |  |  |  |  |
| Taxiways <input type="checkbox"/> Yes <input type="checkbox"/> No   |                  | Taxiways <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |                       |                  |                          |                           |  |  |  |  |
| Parking areas <input type="checkbox"/> Yes <input type="checkbox"/> No  |                  | Parking areas <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |                       |                  |                          |                           |  |  |  |  |
| Cargo handling areas. <input type="checkbox"/> Yes <input type="checkbox"/> No  |                  | Cargo handling areas <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |                       |                  |                          |                           |  |  |  |  |
| Services available:   |                  | CONTACTS  |  |                       |                  |                          |                           |  |  |  |  |
| - Customs <input type="checkbox"/> Yes <input type="checkbox"/> No<br>- Immigration <input type="checkbox"/> Yes <input type="checkbox"/> No<br>- Cargo Storage facilities <input type="checkbox"/> Yes <input type="checkbox"/> No<br>- Airport security <input type="checkbox"/> Yes <input type="checkbox"/> No<br>- Refuelling <input type="checkbox"/> Yes <input type="checkbox"/> No |                  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Customs / Immigration</td> <td style="width: 25%;">Airport security</td> <td style="width: 25%;">Cargo Storage facilities</td> <td style="width: 25%;">Broker/ Freight Forwarder</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> |  | Customs / Immigration | Airport security | Cargo Storage facilities | Broker/ Freight Forwarder |  |  |  |  |
| Customs / Immigration   | Airport security | Cargo Storage facilities  | Broker/ Freight Forwarder                                      |                       |                  |                          |                           |  |  |  |  |
|   |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| Technical Data:   | Length (meter)   | Width (meter)   | Surface  |                       |                  |                          |                           |  |  |  |  |
| Runway 1  |                  |   | <input type="checkbox"/> Asphalt <input type="checkbox"/> Dirt |                       |                  |                          |                           |  |  |  |  |
| Runway2   |                  |   | <input type="checkbox"/> Asphalt <input type="checkbox"/> Dirt |                       |                  |                          |                           |  |  |  |  |
| Potential Weather Difficulties:   |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| <input type="checkbox"/> Heavy rains <input type="checkbox"/> Snow/ ice <input type="checkbox"/> Fog <input type="checkbox"/> Muddy ground <input type="checkbox"/> Sandstorms <input type="checkbox"/> Other:  |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| Storage type/ area  |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| <input type="checkbox"/> Capacity <input type="checkbox"/> Bonded <input type="checkbox"/> Covered <input type="checkbox"/> Cold Chain <input type="checkbox"/> Handling Equipment  |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| <input type="checkbox"/> Other/ Comments:   |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| Parking Area:   |                  | Surface:  |  |                       |                  |                          |                           |  |  |  |  |
|   |                  | Number of planes that can be parked:  |  |                       |                  |                          |                           |  |  |  |  |
|   |                  | Condition: <input type="checkbox"/> Unusable <input type="checkbox"/> Can be fixed<br><input type="checkbox"/> Usable <input type="checkbox"/> Good   |  |                       |                  |                          |                           |  |  |  |  |
|   |                  | Helicopter landing zone: <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |                       |                  |                          |                           |  |  |  |  |
| Security: <input type="checkbox"/> Fence <input type="checkbox"/> Guards <input type="checkbox"/> Light <input type="checkbox"/> Alert Procedures <input type="checkbox"/> Fire services <input type="checkbox"/> Communications  |                  |   |  |                       |                  |                          |                           |  |  |  |  |
| Access to Airport: <input type="checkbox"/> Impossible <input type="checkbox"/> Weather dependant <input type="checkbox"/> Need rehabilitation <input type="checkbox"/> Good  |                  |   |  |                       |                  |                          |                           |  |  |  |  |

Copy and paste this table as many times as needed.

## Annex I: OSOCC Planning Form and USAR Planning Tool



| <b>A OSOCC location</b>                             |   |
|---|---|
| A.1   | Team Id                                 |
| A.2   | Date [DD-MMM]                           |
| A.3   | Time [hh:mm]                            |
| A.4   | Sector                                  |
| A.5   | City                                    |
| A.6   | Address                                 |
| A.7   | Place name                              |
| A.8   | GPS Datum to be used - default is WGS85 |
| A.9   | GPS - Coordinates [Lat/Lon ±ddd.dddd°]  |
|   | Lat                                     |
|   | Lon                                     |
| <b>B Situation report</b>                           |   |
| B.1   | Overview of situation in affected areas |
| B.2   | Response                                |
| B.3   | Coordination mechanisms                 |
| B.4   | Safety issues                           |
| B.5   | Security issues                         |
| <b>C Accomplishments of last operational period</b> |   |
| C.1   | Work site location                      |
| C.2   | Number of live rescues accomplished     |
| C.3   | Number of deceased recovered            |
| C.4   | Number of building assessments          |
| C.4.1   | Totally collapsed                       |
| C.4.2   | Partially collapsed                     |
| C.4.3   | Undamaged                               |
| <b>D Assignments for next operations period</b>     |   |
| D.1   | Search assignments                      |
| D.2   | Rescue assignments                      |
| D.3   | Medical assignments                     |
| D.4   | Engineer assignments                    |



| <b>E USAR team needs</b>            |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------------------------|---|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| E.1                                 | Personnel (translators, drivers, guides)  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.2                                 | Vehicles (car, truck)   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.3                                 | Food  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.4                                 | Water   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.5                                 | Shelter   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.6                                 | Lumber for shoring  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.7                                 | Fuel for generators   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.8                                 | Fuel for vehicles   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E.9                                 | Heavy equipment   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>F Affected population needs</b>  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F.1                                 | Affected population in assigned area  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F.2                                 | Shelter   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F.3                                 | Sanitation  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F.4                                 | Medical   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F.5                                 | Others  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>G BoO location</b>               |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G.1                                 | Sector  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G.2                                 | City  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G.3                                 | Site-ID   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G.4                                 | Address   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G.5                                 | Place name  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G.6                                 | GPS - Coordinates [Lat/Lon ±ddd.dddd°]  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                     | <table border="1"> <tr> <td>Lat</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Lon</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | Lat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Lon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lat                                 |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lon                                 |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>H Communication means</b>        |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| H.1                                 | Telephone number  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| H.2                                 | Radio frequency   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>I Provisional OSOCC handover</b> |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I.1                                 | Provisional OSOCC handover to?  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I.2                                 | OSOCC handover date [DD-MMM]  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I.3                                 | Provisional OSOCC handover time [hh:mm]   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>J Other Information</b>          |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                     |   |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Annex J: Provisional OSOCC Establishment

### Provisional OSOCC Establishment Checklist

- Assign personnel to functions and main areas of responsibility
- Establish contact with LEMA and other relief organisations
- Identify with LEMA a suitable BoO site and location and allocate areas to arriving teams
- Conduct internal meetings and briefings (USAR Team Leaders/ LEMA/ Local Authorities)
- Initially identify priority areas for deploying USAR resources, direct relief providers to high need areas, track progress, and adjust the response as required
- Provide briefing on on going operations to LEMA and International USAR community
- Coordinate Damage Assessment
- Monitor and evaluate the efficiency, effectiveness, and impact of operations
- Monitor RDC activities
- Collect, collate, analyse and disseminate information received regarding structural collapse operations including logistical coordination of incoming humanitarian aid
- Oversee the information flow (input, throughout, output) of the OSOCC and RDC
- Prepare situation reports and distribute these accordingly
- Develop and maintain a central registry or organisations including information on contacts and operations and who-what-where information
- Coordinate the development and implementation of common assessments surveys, questionnaires, and other information gathering tools
- Ensure adequate working space and accommodation for the OSOCC
- Ensure adequate transportation to meet the needs of the OSOCC
- Identify local logistic resources such as transport, fuel, and services and secure, as required
- Ensure/ establish/ maintain the necessary technical needs including electricity, lighting etc., to run and sustain and OSOCC
- Identify capability gaps in equipment and facilities
- Liaise closely with other relief organisations and the Logistics Cluster, if and when established, to ensure the coordination of logistical common services
- Determine from LEMA and publish procedures for customs clearance, local documentation and taxes
- Facilitate cooperation and sharing facilities, supplies, and equipment with other relief organisations
- Communicate regularly with other international coordinating bodies and ensure a regular information exchange
- In cooperation with LEMA, the UNDAC Team Leader, RC/HC and OSOCC Manager, establish guidelines for interaction with the media
- Support Donor/ VIP-visits and fact-finding missions
- Liaise closely with LEMA in media questions

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Update OSOCC staff and other relief actors on security information and develop a security plan for the OSOCC, including a staff evacuation plan

Ensure that safety and security measure and established

Monitor the security situation and UN security phases

Assist UN DSS with the establishment of a local security plan and update as required

Communicate security procedures to all affected parties and, if needed, facilitate the implementation of these

Develop a plan for medical evacuation

Plan administrative requirements

Document and file incoming and outgoing messages

Introduce administrative systems and procedures, including logging and filing systems

Procure maps, boards, stationary and other support materials necessary for the OSOCC

Procure and manage translation/ interpretation services

Organise an OSOCC staffing roster

Establish and OSOCC entry point for effective crowd management

Assist with update of contact-lists

Arrange meetings, briefings, and other activities as requested by the OSOCC Manager

Arrange for administrative support and equipment, as appropriate

Providing support for meetings, e.g., venue, briefing material, co-chairing, etc

Establishing information management systems which will support the respective Cluster information management systems

Ensure linkages with relevant governmental entities

Ensuring coordination in areas not covered by clusters such as USAR

Providing GIS support

Plan and execute an effective handover of OSOCC responsibilities once the UNDAC team arrives

## Annex K: OSOCC-LEMA Initial Briefing

| <b>OSOCC-LEMA briefing</b>                                    |   |   |  |  |                             |
|---|---|---|--|--|-----------------------------|
| <i>(Tool to be used when gathering information from LEMA)</i> |   |  |  |  |                             |
| <b>A Situation report</b>                                     |   |   |  |  |                             |
| A.1   | Date [DD-MMM]                           |   |  |  |                             |
| A.2   | Time [hh:mm]                            |   |  |  |                             |
| A.3   | Overview of situation in affected areas |   |  |  |                             |
| A.4   | Coordination mechanisms                 |   |  |  |                             |
| A.5   | Safety issues                           |   |  |  |                             |
| A.6   | Security issues                         |   |  |  |                             |
| A.7   | DATUM to be used (normally WGS84)       |   |  |  |                             |
| <b>B Local response organization</b>                          |   |   |  |  |                             |
| B.1   | Capacity                                |   |  |  |                             |
| B.2   | Organization                            |   |  |  |                             |
| B.3   | USAR integration to local response      |   |  |  |                             |
| <b>C Operations in progress</b>                               |   |   |  |  |                             |
| C.1   | On-going rescue locations               |   |  |  |                             |
| C.2   | Need for assistance                     |   |  |  |                             |
| C.3   | Type of assistance required             |   |  |  |                             |
| <b>D Operational requirements</b>                             |   |   |  |  |                             |
| D.1   | Number of heavy teams                   |   |  |  |                             |
| D.2   | Number of medium teams                  |   |  |  |                             |
| D.3   | Debris removing equipment               |   |  |  |                             |
| D.4   | Lumber, gases, fuel                     |   |  |  |                             |
| <b>E Medical issues</b>                                       |   |   |  |  |                             |
| E.1   | Victim handover procedures (live/dead)  |   |  |  |                             |
| E.2   | Local emergency medical capacity        |   |  |  |                             |
| E.3   | USAR team MEDEVAC plan                  |   |  |  |                             |
| <b>F Communications</b>                                       |   |   |  |  |                             |
| F.1   | Cellular network                        |   |  |  |                             |
| F.2   | Options                                 |   |  |  |                             |
| F.3   | LEMA contact details                    |   |  |  |                             |
| <b>G Other Information</b>                                    |   |   |  |  |                             |
|   |   |   |  |  |                             |
|   |   |   |  |  | <b>Z Form completed by:</b> |
|   |   |   |  |  | Z.1 Name                    |
|   |   |   |  |  | Z.2 Title/Position          |

## Annex L: Standard Meeting Agenda

| <b>Standard meeting agenda checklist</b><br><i>(Standard meeting agenda checklist to be used in meetings within OSOCC/UC/SC)</i> |   |  |  |  |  |   |
|--|---|---|--|--|--|---|
| <b>A General information</b>   |   |   |  |  |  |   |
| A.1  | Date [DD-MMM]                           |   |  |  |  |   |
| A.2  | Time [hh:mm]                            |   |  |  |  |   |
| A.3  | City                                    |   |  |  |  |   |
| A.4  | Sector                                  |   |  |  |  |   |
| A.5  | Place/venue                             |   |  |  |  |   |
| A.6  | Meeting purpose                         |   |  |  |  |   |
| A.7  | Meeting coordinator (Name/Organization) |   |  |  |  |   |
| <b>B General overview</b>  |   |   |  |  |  |   |
| B.1  | Situation                               |   |  |  |  |   |
| B.1.1  | Safety                                  |   |  |  |  |   |
| B.1.2  | Security                                |   |  |  |  |   |
| B.1.3  | Situation in general                    |   |  |  |  |   |
| B.1.4  | Situation in detail                     |   |  |  |  |   |
| B.2  | Activities (Field/Internal)             |   |  |  |  |   |
| B.2.1  | Activities concluded                    |   |  |  |  |   |
| B.2.2  | Activities on going                     |   |  |  |  |   |
| B.2.3  | Activities planned                      |   |  |  |  |   |
| B.3  | Resources                               |   |  |  |  |   |
| B.3.1  | Available resources                     |   |  |  |  |   |
| B.3.2  | Incoming resources                      |   |  |  |  |   |
| <b>C Analysis</b>  |   |   |  |  |  |   |
| C.1  | Summary                                 |   |  |  |  |   |
| C.2  | Priorities                              |   |  |  |  |   |
| <b>D Planning way ahead</b>  |   |   |  |  |  |   |
| D.1  | Proposals for actions                   |   |  |  |  |   |
| D.2  | Instructions                            |   |  |  |  |   |
| D.3  | Any other business                      |   |  |  |  |   |
| D.4  | Questions                               |   |  |  |  |   |
| <b>E Next meeting</b>  |   |   |  |  |  |   |
| E.1  | Date [DD-MMM]                           |   |  |  |  |   |
| E.2  | Time [hh:mm]                            |   |  |  |  |   |
|  |   |   |  |  |  | <b>Z Form completed by:</b><br>Z.1 Name<br>Z.2 Title/Position |



# Assignment Briefing Package

*(Form used to brief USAR Teams when tasks are assigned)*

## Form filling instruction

### **A General information**

- A.0 Specify Worksite Identification code, if assignment is related to a Worksite
- A.1 Specify team being Team ID (Olympic Country code and national team number)
- A.2 Date assignment if given
- A.3 Time assignment if given
- A.4 Specify sector of assignment using sector code
- A.5 City
- A.6 Worksite address or reference to worksite
- A.7 Coordinates of marking location if a Worksite or of starting square corner if a Sector Assessment
- A.8 If Sector Assessment, specify coordinate sof of opposite square corner of sector assigned
- A.9 If necessary, add description to Sector/worksite boundaries to complement coordinates

### **B Assignment information**

- F.8 Describe building use (e.g. Commercial, residential, hospital, etc)
- F.9 Construction type (e.g. Brick, reinforced concrete, steel frame, etc)
- F.10 Construction size (e.g. Number of floors, number of basements, dimension, etc)
- F.11 Description of collapse/damage (Total collapse, partial collapse, damaged, etc)
- B.1 Assessment Search and Rescue level to carry out
- B.2 Mark reporting frequency and timings as necessary
- B.3 Specify if any logistical requirements are needed and if provision is available
- B.4 Describe access or route to worksite or area assigned
- B.5 Include operational relevant local onsite contacts (Name, location, sat phone, etc)
- B.6 Describe other activities at worksite sector
- B.7 Describe specific safety/security issues at worksite/sector

### **C Annexes**

- C.1 Attach Wide Area Assessment report, if assignment is Sector Assessment (ASR2)
- C.2 Attach Worksite Triage Form from sector assessment
- C.3 Attach previous Worksite reports if other USAR Teams have been at worksite
- C.4 Attach pictures and specify file names

### **Z Form completed by:**

- Z.1 Name of person that completed form
- Z.2 Title or position within team

## Annex N: Base of Operations Requirements

## What are the needs, requirements or demands for a Base of Operation

Access to water, electrical power and sewerage  
 Access for cars and trucks  
 Close to the work side  
 Area 50 x 50 for a heavy team (dry, flat demarcation overlooking Survey)

**Security**, Check safety of Buildings, weather condition, Theft Proof



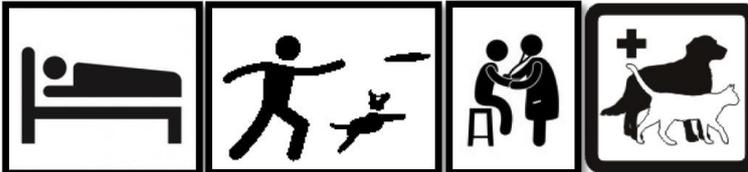
**Parking lot + Store Area** (Cars & Trucks, rescue materials, tools)



**Catering + Social contact**, ( Kitchen, Food storage, Food + drinks meetings)



**Sleep, Rest + Recreation**, (Run for dogs, Sleep Privacy, First Aid )



**Hygiene**, (Restroom Shower, Black & White area)

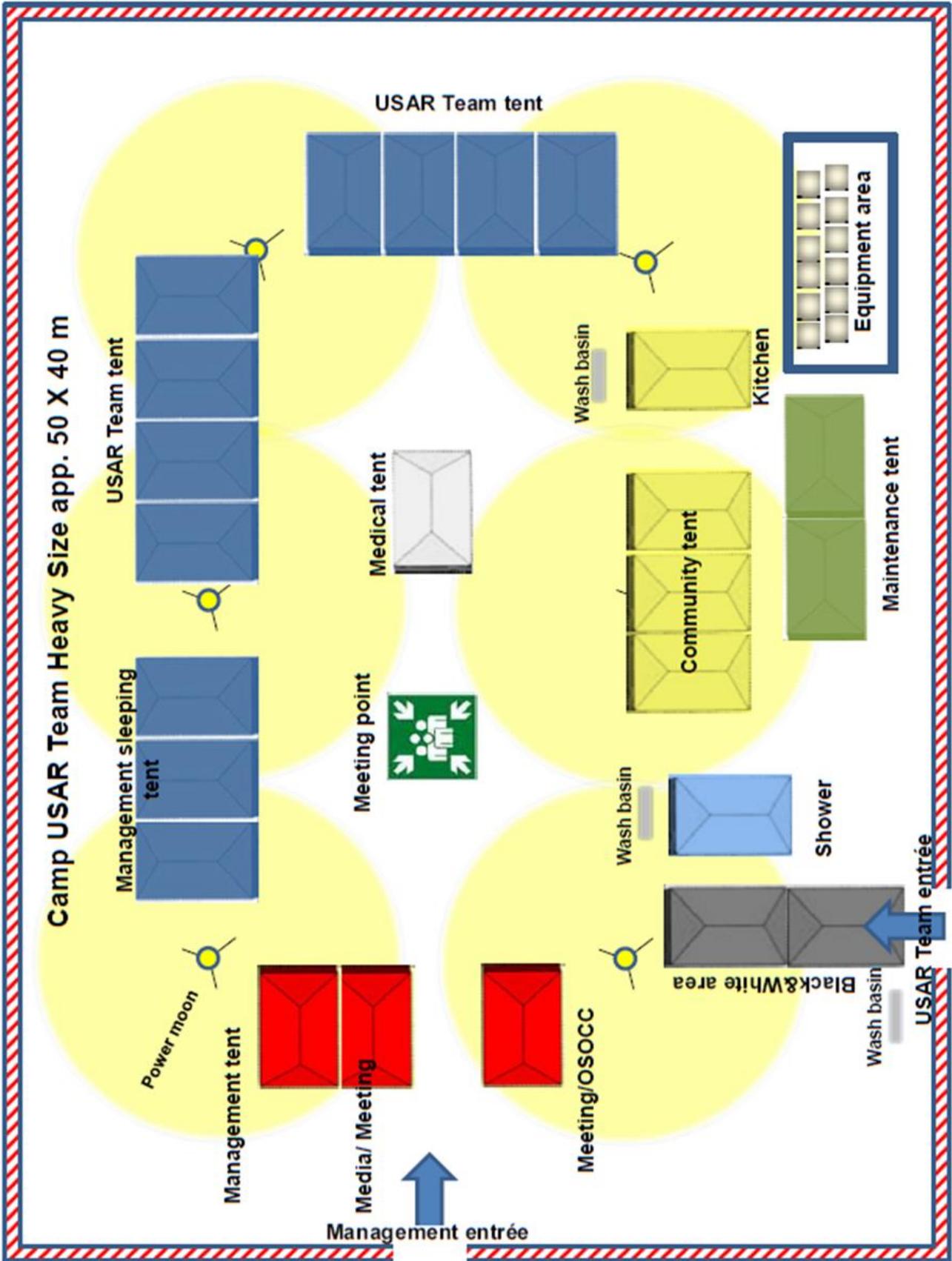


**Working place**, (Administration, Transmission, Press & Media)



### Annex O: Base of Operations Layout

Examples for BoO layout:

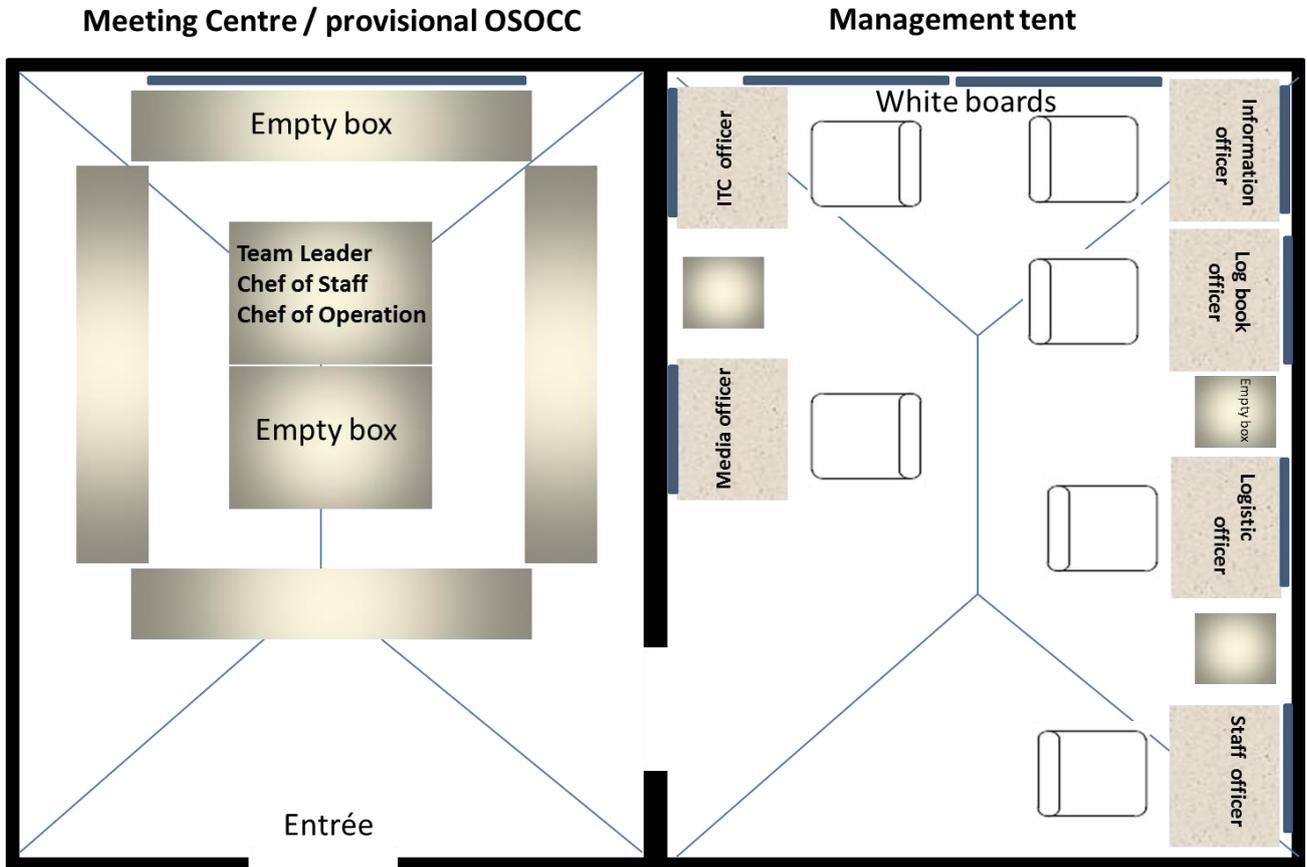




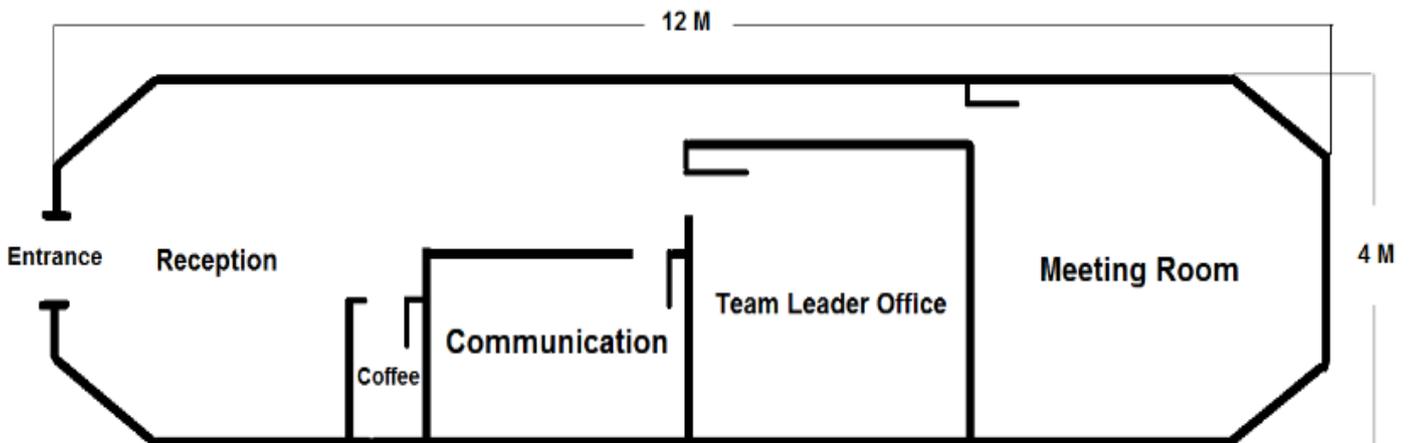
### Annex P: Management Tent Layout

Examples of proposed Management Tent.

Example 1:



Example 2:



## Annex Q: Safety and Security Plan, Checklist SS0

### Arrival

Before departure gather information about the situation on site

| Activity  | <input type="checkbox"/> | <input type="checkbox"/> | Remark |
|---|--------------------------|--------------------------|--------|
| Damage situation, kind, place, coverage                     |                          |                          |        |
| Information about Hazmat available, kind, amount (FEAT)     |                          |                          |        |
| Weather and weather forecast                                |                          |                          |        |
| Medical situation   |                          |                          |        |
| Facts about crime, terrorism, riots in the operational area |                          |                          |        |
| Special cultural information, religion                      |                          |                          |        |
| Special local driving regulations, driving style of locals  |                          |                          |        |
| Landmines   |                          |                          |        |
| Discuss/plan safety and security tactic with CoO/CMA        |                          |                          |        |

### Safety during operational readiness BoO

| Activity   | <input type="checkbox"/> | <input type="checkbox"/> | Remark |
|--|--------------------------|--------------------------|--------|
| Check own material on completeness and functionality   |                          |                          |        |
| Protection of BoO against intrusion from outside   |                          |                          |        |
| Sufficient illumination of BoO   |                          |                          |        |
| Organise security patrols  |                          |                          |        |
| Address, phone number, contact person: police,   |                          |                          |        |
| Fire protection (smoke detector fire extinguisher)   |                          |                          |        |
| Address, phone number, contact person: Fire brigade  |                          |                          |        |
| Organise medical supply  |                          |                          |        |
| Address, phone number, contact person: ambulance service, hospitals, medical doctors                     |                          |                          |        |
| Explore partners for safety & security from LEMA, OSOCC (UN, EU), other teams, NGO, population, media    |                          |                          |        |
| Weather forecast and resulting possible dangerous scenarios  |                          |                          |        |
| Topography of operation area and possible resulting dangers (rivers, hillsides)                          |                          |                          |        |
| Danger resulting from buildings around   |                          |                          |        |
| Fix and sign Assembly point  |                          |                          |        |
| Extraordinary smell  |                          |                          |        |
| Discolouration of surfaces/plants  |                          |                          |        |
| Conspicuous vegetation, local fall of leaves   |                          |                          |        |
| Conspicuous behaviour of animals, many cadavers, concentrated on a place or from a single animal species |                          |                          |        |
| Abnormal cumulative sickness symptoms of local population,   |                          |                          |        |
| Suspicious persons/groups  |                          |                          |        |
| Military installations, chemical plants, storehouses, refrigerated warehouses                            |                          |                          |        |
| Check possible endangering by riots, crime   |                          |                          |        |
| Assess safe places, embassies, consulates  |                          |                          |        |
| Elaborate safety & security plan   |                          |                          |        |
| Elaborate security briefing  |                          |                          |        |
| Elaborate evacuation plan  |                          |                          |        |
| Instruct relief units in special hazmat situations   |                          |                          |        |
| Install and communicate your person checking system at   |                          |                          |        |
| Check your decon system in entrance-/exit area is operable and is used                                   |                          |                          |        |
| Check team members relating to stress symptoms   |                          |                          |        |
| Check sufficient rest period for all team members  |                          |                          |        |

## Worksite

| Activity   | <input type="checkbox"/> | <input type="checkbox"/> | Remark |
|--|--------------------------|--------------------------|--------|
| Check the planned route with security information/authorities available.   |                          |                          |        |
| Check condition of the cars (water, oil, gasoline, electricity, tire, safety equipment, communication tools, nothing on board that could cause trouble e.g. drugs) |                          |                          |        |
| Check condition of the driver  |                          |                          |        |
| Communication modalities have to be checked, who reports when  |                          |                          |        |
| Landmines  |                          |                          |        |
| Areas which may not be entered   |                          |                          |        |
| Checkpoints, special behaviour   |                          |                          |        |
| Escorted by police/driving in a convoy   |                          |                          |        |

## Safety on Worksite

| Possible dangers/Activity   | <input type="checkbox"/> | <input type="checkbox"/> | Remark |
|---|--------------------------|--------------------------|--------|
| <ul style="list-style-type: none"> <li>• breathing toxins</li> <li>• diffusion</li> <li>• fear reaction</li> <li>• fall</li> <li>• radioactive/nuclear dangers</li> <li>• biological dangers</li> <li>• chemical dangers</li> <li>• breakdown</li> <li>• drowning</li> <li>• illness</li> <li>• collapse</li> <li>• explosion</li> <li>• electricity</li> </ul> |                          |                          |        |
| Correct wearing of sufficient PPE   |                          |                          |        |
| Control system for first responders, who are where.   |                          |                          |        |
| Endangerment by topography  |                          |                          |        |
| Code of behaviour in dangerous situations   |                          |                          |        |
| Endangerment by buildings, debris, aftershocks, environment   |                          |                          |        |
| Determine and communicate kind of marking/barrier on scene  |                          |                          |        |
| Extraordinary smell   |                          |                          |        |
| Discolouration of surfaces/plants   |                          |                          |        |
| Conspicuous vegetation, local fall of leaves  |                          |                          |        |
| Conspicuous behaviour of animals, many cadavers, concentrated on a place or from a single animal species  |                          |                          |        |
| Abnormal cumulative sickness symptoms of local population,  |                          |                          |        |
| Suspicious persons/groups   |                          |                          |        |
| Military installations, chemical plants, storehouses, refrigerated warehouses   |                          |                          |        |
| Fix decon site  |                          |                          |        |
| Check safety & security concepts inclusive evacuation concepts with incident commander and relief unit,   |                          |                          |        |
| Check if safety & security regulations are still effective and if they are still followed   |                          |                          |        |

**Return trip**

| <b>Activity</b>                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Remark</b> |
|--|-------------------------------------|-------------------------------------|---------------|
| Check safety of way back, area, traffic, riots |                                     |                                     |               |
| complete SSO equipment available, packed       |                                     |                                     |               |

## Annex R: Evacuation Plans

### Evacuation Plan from BoO

Alarming method (siren, horn, ...)

#### Information list

Person/Institution

Communication (phone, mobile, satcom, VHF, HF)

#### Transport

Vehicle

Persons

#### Locations

Rendezvous Point  
(RV)

Route to go there

Lat.:

Long.:

Alternate. RV

Route to go there

Lat.:

Long.:

Border Crossing point

Lat.:

Long.:

Safe

Place/Hibernation

Route to go there

Lat.:

Long.:

**What to pick up during evacuation: Daypack (everybody), communication (Squad-Leader), First Aid (Paramedic)**

## Evacuation Plan while on assessment

Alarming method (siren, horn,)

### Information list

Person/Institution

Communication (phone, mobile, satcom, VHF, HF)

### Transport

Vehicle

Persons

### Locations

Rendezvous Point  
(RV)

Route to go there

Lat.:

Long.:

Alternat. RV

Route to go there

Lat.:

Long.:

Border Crossing point

Save Place /

Hibernation

Route to go there

Lat.:

Long.:

Lat.:

Long.:

**What to pick up during evacuation: Daypack (everybody), communication (Squad Leader), First Aid (Paramedic)**

## Evacuation Plan from site

**Alarming method (siren, horn,...)**

### Information list

**Person/Institution**

**Communication (phone, mobile, satcom, VHF, HF)**

### Transport

**Vehicle**

**Persons**

### Locations

Rendezvous Point  
(RV)

Route to go there

Lat.:

Long.:

Alternate. RV

Route to go there

Lat.:

Long.:

Border Crossing point

Lat.:

Long.:

Save Place /

Hibernation

Route to go there

Lat.:

Long.:

**What to pick up during evacuation: Daypack (everybody), communication (Squad Leader), First Aid (Paramedic)**



## Annex T: ASR Level

| ASR Levels | Descriptions                  | Definition & Purpose  | Carried out who/ when  |
|------------|-------------------------------|---|--|
| 1          | Wide Area Assessment          | Preliminary survey of the affected areas for the purpose of developing the Sectorisation plan, BoO options and overall plan of action   | LEMA / UNDAC /first Responder few USAR teams in country at the onset |
| 2          | Sector Assessment             | Fast pace methodical assessment to identify viable live rescue sites within assigned sector   | USAR teams assigned to respective sector                             |
| 3          | Primary Search & Rescue       | Conduct in early stages – Fairly rapid progress through assigned worksite to maximize lifesaving opportunities  | USAR team(s) assigned to respective side                             |
| 4          | Secondary Search& Rescue      | Thorough search through all survivable voids involving full range of USAR capabilities usually at one worksite  | USAR team(s) assigned to respective side                             |
| 5          | Full Coverage Search & rescue | Complete search of entire worksite to locate all life and deceased victims. 2 options for use complete delayering of collapsed structures or room to room clearance of non-collapsed structures | LEMA, sometimes together with USAR teams at the of rescue phase      |

## Annex U: Hazmat Evaluation Guide

### Strategic Considerations

Medium and Heavy international USAR teams need to possess the inherent knowledge to recognize a hazardous environment, thus minimizing the risk of harm, injury or death to its members, the affected population and the environment. It is also expected that teams will be able to communicate its findings regarding contamination to others. As indicated, an international USAR team should:

- Have the ability to recognise situations where contaminant(s) may be suspected.
- Possess the technical expertise to offer sound advice to the LEMA, OSOCC and other actors.
- Possess the capability to provide basic protection for team members by performing environmental detection and monitoring.
- Implement basic decontamination procedures.
- Be aware of the team's limitations in dealing with complex hazmat operations.

### Operational Considerations

If a determination is made that a site is contaminated or if a site is suspected to be contaminated, no USAR operations should be conducted until an appropriate assessment has been undertaken. If it is within the capability of the team, the source of the contamination should be isolated. If it is beyond the capability of the team to isolate the source of contamination, the area should be cordoned off, marked accordingly, with the OSOCC being notified immediately.

Generally, the following tactics should be adopted while assessing a site that is suspected to be contaminated:

- Ensure a safe approach – usually downwind or in the event of a liquid spill, up-slope.
- Ensure clear command and control arrangements are in place and well understood by all present.
- Secure the site as best as possible to ensure the safety of others.
- Attempt to identify the contaminant (UN Numbers, Dangerous Goods or Hazchem Codes).
- Assess the potential harm and minimise, where possible, environmental contamination.
- Call in assistance – expert advice/additional resources, if possible.
- If within the teams' capability – render safe.
- Always assume the worst until proven otherwise.
- Decontamination can be both equipment and labour intensive, therefore consideration should be given to avoiding overextending the teams' capability in this area.
- Whenever protective clothing or equipment is used, decontamination strategies need to be considered

### Decision Process Considerations

Prior to committing resources to a contaminated site the following should be considered:

- A risk analysis should be conducted based upon hazard/risk assessment and the site survey.
- Teams should evaluate the risk in relation to the rescue of viable victims versus recovery of the dead
- Teams should also consider other search and rescue priorities within the immediate vicinity.

### Operational Considerations at Worksites

While undertaking search and rescue operations at any worksite teams should consider the following issues and implement a monitoring regime for the duration of the operations:

- Oxygen levels.
- Flammability of substance or surrounding atmosphere.
- Toxicity levels.
- Explosive limits.
- Radiological monitoring.

### Other Considerations

The following considerations may also effect the decision on whether to conduct search and rescue operations:

- Condition of voids – if the hazard can be easily isolated or mitigated and this is carried out, the situation is considered handled and operations are to continue.
- Time required to access victims – this will be an estimate of the time required to get to the first victim. It should include the time it would take to mitigate hazards, cut through floors, walls, roofs, etc., and to shore and brace the access route as well as relevant adjacent structures if required.
- Special occupancy information – increased attention and monitoring will be given to certain types of target hazards, especially those involving nuclear energy, radiological elements, specialised military facilities, chemical manufacture, and biological production or storage.

Decontamination – careful planning is needed to ensure the team has procedures in place that provides adequate decontamination of members including search dogs.

No-go conditions – and subsequent risk assessments:

Time required to complete the assignment

Protection and limitations of available personal protective equipment

Results of the risk-benefit analysis

Resource status

Security and safety considerations

### Detection and Monitoring

The following should be considered when undertaking detection and monitoring:

Detection and monitoring is required of both the Operational Worksites and BoO.

Operational Worksite detection and monitoring should be performed by the assigned hazmat specialist in the team and include the following:

Establishing safe perimeters of each assigned structure

Establishing clean entry points of each assigned structure

Plan for the need to monitor additional voids or potential spaces encountered during operations

Establishing decontamination sites – including the appropriate disposal of contaminated run-off

Ensuring decontamination of assigned tools and equipment, including protective clothing

Ensuring decontamination of assigned transportation vehicles

## Annex V: Worksite Triage and Structural Evaluation

### 1. A worksite triage is based on the following five steps:

1. **Zone:** Determine the zone that the triage should cover. Mobility of the assessment team performing the triage is a determining factor.
2. **Collapse:** Identify as potential worksites all totally and partially collapsed structures within the designated zone.
3. **Information:** Collect information from locals that may eliminate potential worksites or affect the worksite triage in some way, such as available information on missing persons, structural information (use, layout, size, material, construction type, etc.) and prior search and rescue attempts.
4. **Categorise:** Determine the category of each potential worksite. Triage Categories and Triage Factors are listed below.
5. **Prioritise:** Based on the missing-persons information, triage category and access to priority voids determine the order of priority for the worksites.

### 2. Many other factors may eventually affect the final order of priority, such as:

- Lack of necessary transport or access to site.
- Lack of specialised equipment to mitigate hazards.
- Security and cultural factors.
- Age of victims (for example a school vs. a nursing home for elderly people).
- Priorities set by the LEMA.
- Aftershocks.

### 3. Reporting:

- The assessment team immediately reports any information they collect on known live victims to the team management to mobilise search and rescue units to the site as quickly as possible.
- The assessment team reports their triage results to the team management.
- The final triage list is compiled by the team management and reported to the OSOCC, along with information on the categories, missing persons and other important information regarding each worksite.

### 4. Triage Categories from A to H:

- \* “Live victims” means that the assessment team knows that there are people alive in the collapsed structure.
- \*\* “Unknown victims” means that people are missing, but the assessment team does not know whether these people are alive or even in the structure.
- \*\*\* Category F is only used if and when an assessment team determines the required stabilization measures needed are beyond the capacity of the team. The team shall report this immediately to the OSOCC/LEMA to dispatch more resources to the area.

## 5. Triage Table:

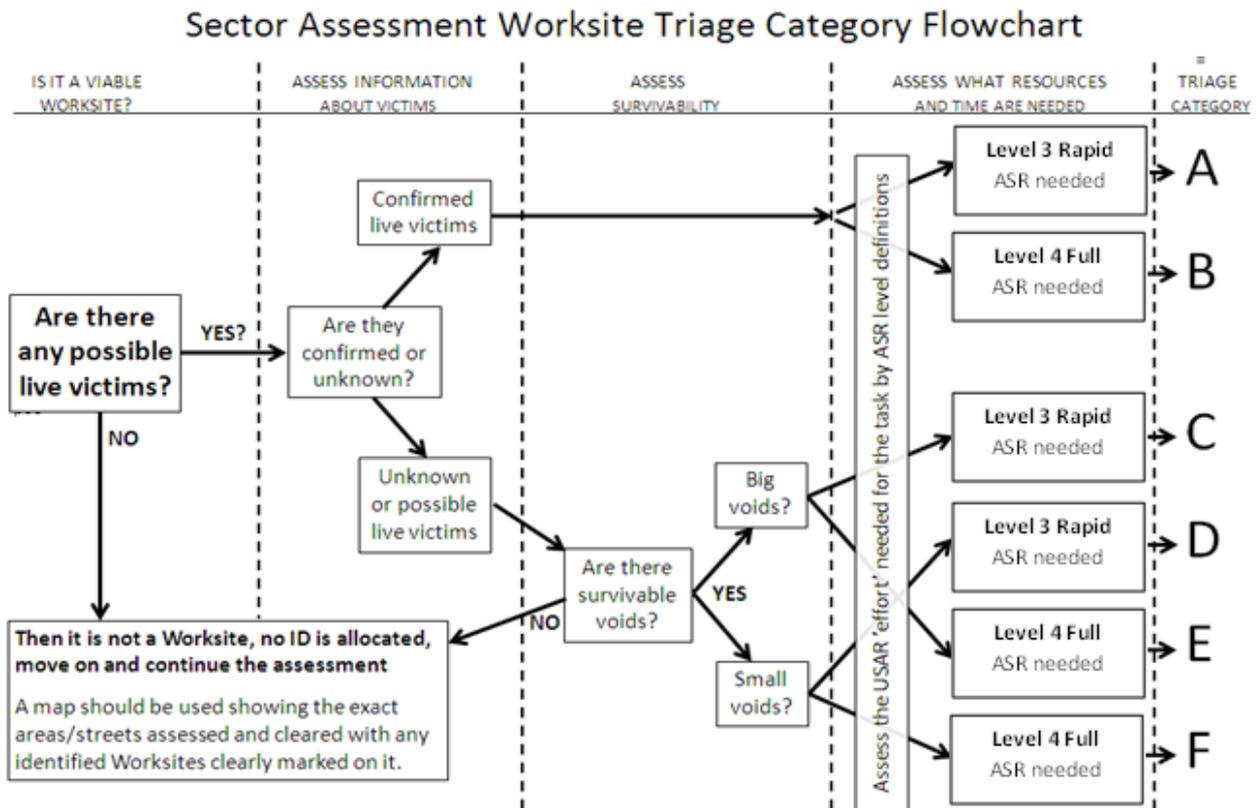
|                                 | Level 3<br>Rapid SAR Needed | Level 4<br>Full SAR Needed |
|---------------------------------|-----------------------------|----------------------------|
| Confirmed Live Victims          | A                           | B                          |
| Unknown Victims and Big Voids   | C                           | E                          |
| Unknown Victims and Small Voids | D                           | F                          |

## 6. Triage Factors:

| TRIAGE FACTOR       | DEFINITION   |
|---------------------|--|
| Big Void            | A big void is big enough for a person to crawl. The chances of survival for a victim are greater in big voids than small voids. "Big" is a relative term, i.e. a big void for a child will be considerably smaller than a big void for an adult.                 |
| Small Void          | A small void is where a person can hardly move and has to lie more or less still while waiting for help. In small voids, the chances of injury are higher as people trapped inside have less space to avoid falling objects and collapsing structural elements.  |
| Stable              | In this context stable refers to a collapsed structure where specific safety shoring prior to rescue operations is not needed (or not possible). The operations focus directly on search and rescue.   |
| Unstable            | An unstable structure needs to be stabilised by shoring or other measures before direct search and rescue operations can start. This will delay the operation.   |
| Extreme Instability | This term is used when a USAR team decides not to operate due to lack of the team's ability to stabilize the structure and operations are postponed until additional resources are brought to the site.  |
| Access              | Access to voids is judged by the time estimated to reach the victims or priority voids. The estimation is based on the difficulty of the operations, i.e. building material, equipment used, size of team, amount of work needed to penetrate the building, etc. |

## 7. Triage Tree:

- The Triage Tree demonstrates a decision-making process for determining a Triage Category.



## 8. A structural evaluation of a collapsed structure will include an evaluation of the following ten factors:

- 1. The Original Building**
  - a. Use and occupancy
  - b. Footprint and height
  - c. Architecture and interior layout
  - d. Building material and type of construction
- 2. The Collapse**
  - a. Why did it fall down?
  - b. How did it fall down?
  - c. What stopped the fall?
  - d. Distribution of rubble
- 3. Local Failures**
  - a. Damage to columns
  - b. Damage to load-bearing walls
  - c. Damage to beams
  - d. Damage to floors
  - e. Damage to connections

---

**4. Possible Voids**

- a. Voids created by structural elements and the pattern of collapse
- b. Voids created by building content
- c. Estimation of size of voids for chances of survival

**5. Structural Factors Affecting Operational Priorities**

- a. Possible access route to priority voids
- b. Mitigation of structural hazards
- c. Entrance and egress possibilities

**6. Structural Factors Affecting Search Activities, e.g.:**

- a. Where to enter and exit
- b. Search and escape routes

**7. Structural Factors Affecting Rescue Activities, e.g.:**

- a. Where to enter and exit
- b. Rescue and escape routes

**8. Shoring**

- a. For safe penetration into the structure
- b. To mitigate the risk of settlement and collapse

**9. Monitoring And Warning Systems**

- a. To monitor slow-moving settlement of rubble
- b. To gain an understanding of possible further structural collapse

**10. Evacuation Plan**

- a. Signalling procedures
- b. Evacuation routes
- c. Safe havens
- d. Safe assembly locations

## Annex W: Worksite Triage Form – Front

| <b>Worksite Triage Form</b>  |                          |          |   | <br>INSARAG<br>Preparedness – Response |        |
|--|--------------------------|----------|---|---|--------|
| E1. Worksite ID  |                          |          |   | E2. GPS Coordinates<br><b>Decimal format</b>  |        |
|  |                          |          |   | ±dd.dddd °  |        |
| or   |                          |          |   | E2. GPS Coordinates<br><b>other format</b>  |        |
|  |                          |          |   |   |        |
| E3. Address  |                          |          |   |   |        |
| E4. Worksite boundary description:   |                          |          |   |   |        |
| F1. Team ID  |                          | AAA      | 00  | F2. Date  | DD MMM |
|  |                          |          |   | F3. Time  | hh mm  |
| F4. Building Use   |                          |          |   |   |        |
| F5. Construction type  |                          |          |   |   |        |
| F6. Floor area   |                          | m x m    | F7. No. of floors   | F8. No. of basements  |        |
| F9. Total number of missing/unknown persons at the Worksite                |                          |          |   |   |        |
| F10. Of the total number, how many are confirmed live?                     |                          |          |   |   |        |
| F11. Triage category: Input letter using matrix: →                         |                          |          |   | → <a href="#">F11</a>   |        |
| F12. Degree of Damage (%)  |                          |          |   |   |        |
| F13. Type of collapse:   |                          |          |   |   |        |
| F14. Any unusual hazards at the Worksite?                                  |                          |          |   |   |        |
|  |                          |          |   | Confirmed live victims  |        |
|  |                          |          |   | A   |        |
|  |                          |          |   | B   |        |
|  |                          |          |   | Unknown victims and big voids   |        |
|  |                          |          |   | C   |        |
|  |                          |          |   | E   |        |
|  |                          |          |   | Unknown victims and small voids   |        |
|  |                          |          |   | D   |        |
|  |                          |          |   | F   |        |
| F15. Assess the main USAR operations likely to be needed at this Worksite: |                          |          |   |   |        |
| Indicate main work needed:   |                          |          | Give an estimate of the time, personnel and equipment needed: |   |        |
| A: Dog/technical search  | <input type="checkbox"/> | Details: |   |   |        |
| B: Shoring and propping  | <input type="checkbox"/> |          |   |   |        |
| C: Breaking, Breaching   | <input type="checkbox"/> |          |   |   |        |
| D: Lifting and moving  | <input type="checkbox"/> |          |   |   |        |
| E: Rope/height working   | <input type="checkbox"/> |          |   |   |        |
| F: Medical Needs   | <input type="checkbox"/> |          |   |   |        |
| F16. Local Safety/Security situation:                                      |                          |          |   |   |        |
| F17. Other Information:  |                          |          |   |   |        |
| Completed by: Name   |                          |          | Title/position  |   |        |

## Worksite Triage Form – Guidance Notes

**Worksite Triage Form**

## Guidance Notes

|                      |   |
|----------------------|---|
| E1                   | Worksite ID: part 1 is the allocated Sector letter, part 2 is the number allocated to the Worksite e.g C-6 If no sector letter is allocated yet then just apply a number. The sector letter has to be inserted when possible.   |
| E2                   | GPS coordinates of the Worksite, taken at the Worksite marking:<br>Standard GPS format is: Map datum WGS84 or other if indicated by LEMA<br>If possible use decimal coordinates e.g. Lat $\pm dd.dddd^\circ$ Long $\pm ddd.dddd^\circ$<br>If another format is used then use the lower boxes and state clearly on the form the format used.                       |
| E3                   | Street address or local name of the Worksite  |
| E4                   | Additional Worksite boundary description if it is not clear what the Worksite ID includes. E.g a hospital may be a Worksite but include several associated buildings, this should be explained here, possibly with a sketch plan on the rear of the form to make it clear.  |
| F1                   | Team ID of the team carrying out the assessment: 3 letter Olympic country code followed by national team number   |
| F2                   | Date when the triage assessment was completed; the date written as a number, the month given by 3 letters e.g. 13 APR   |
| F3                   | Time when the triage assessment was completed; 24hr clock using local time  |
| F4                   | Describe the main use of the building e.g. hospital, factory, office, temple, dwelling, school, apartments with car park in the basement etc.   |
| F5                   | Describe the main construction type e.g. reinforced concrete, steel frame, brick, masonry, timber frame   |
| F6                   | Give the dimensions of the 'footprint' of the building/debris pile in metres x metres e.g 25m x 40m   |
| F7                   | Give the number of floors above ground  |
| F8                   | Give the number of basements (if applicable)  |
| F9                   | Give the estimated <b>total</b> number of persons trapped, missing or unknown at the Worksite   |
| F10                  | Of the total number, how many confirmed <b>live</b> contacts are there?   |
| F11                  | Determine the Triage letter; using the triage matrix opposite and the separate full triage tree   |
| Definitions of voids | A <b>big void</b> is big enough for a person to crawl. The chances of survival for a victim are greater in big voids than small voids. "Big" is a relative term, i.e., a big void for a child will be considerably smaller than a big void for an adult.  |
|                      | A <b>small void</b> is where a person can hardly move and has to lie more or less still while waiting for help. In small voids the chances of injury are higher as people trapped inside have less space to avoid falling objects and collapsing structural   |
| F12                  | Estimate the degree of damage as a percentage e.g. 50%, 75%,  |
| F13                  | Briefly describe the type or types of collapse/damage e.g. pancake, lean to, total, upright but with dangerous cracks etc.  |
| F14                  | Provide brief details of any unusual hazards that might affect USAR operations at the Worksite  |
| F15                  | Give a brief assessment of the USAR operations that are needed:-<br>Mark the tick boxes to show the types of USAR work likely to be required and;<br>Use the text box to give an initial estimate of the <b>personnel, equipment and time</b> likely to be needed to carry out the operations.<br>Comment on the structural stability assessment of the worksite. |
| F16                  | Briefly describe the <b>local</b> safety and security situation at the Worksite   |
| F17                  | Other Information e.g. Any photographs attached, local contacts details, number of known dead bodies at the site etc.   |

## Annex X: Worksite Report Form

Form to be used to report results of assignment at specific worksite or to handover worksite.

### Worksite Report Form – Front

| <b>Worksite Report form</b>  |  |  |                              |            |                 |                 |  |     |    |  |
|--|--|--|------------------------------|------------|-----------------|-----------------|---|-----|----|--|
| <i>Report of activity at a Worksite for a specific work period<br/>(or to handover the Worksite)</i> |  |  |                              |            |                 |                 |   |     |    |  |
| E1. Worksite ID  |  | E2. GPS Coordinates<br><b>Decimal format</b> |                              | ±dd.dddd ° |                 | ±ddd.dddd °     |   |     |    |  |
|  |  | E2. GPS Coordinates<br><b>Other format</b>   |                              |            |                 |                 |   |     |    |  |
| E3. Address  |  |  |                              |            |                 |                 |   |     |    |  |
| E4. Worksite Boundary description:   |  |  |                              |            |                 |                 |   |     |    |  |
| <b>Worksite Situation Report</b>   |  |  |                              |            |                 |                 |   |     |    |  |
| Operational reporting period:  |  | G1. Start date                               |                              | dd         | mmm             | G2. Start time  |   | hh  | mm |  |
| Assigned team(s)   |  | G3. Team ID                                  |                              | AAA        | 00              | G4. 2nd Team ID |   | AAA | 00 |  |
| G5. ASR Level being carried out  |  |  | G6. Completed / In progress? |            |                 |                 |   |     |    |  |
| G7. Number of live rescues completed in this reporting period  |  |  |                              |            |                 |                 |   |     |    |  |
| G8. Number of dead persons recovered in this reporting period  |  |  |                              |            |                 |                 |   |     |    |  |
| G9. Other operational activities at the Worksite:  |  |  |                              |            |                 |                 |   |     |    |  |
| G10. Resources able to be released from site   |  |  |                              |            |                 |                 |   |     |    |  |
| G11. Local safety and security situation:  |  |  |                              |            |                 |                 |   |     |    |  |
| G12. Operationally relevant Worksite contacts:   |  |  |                              |            |                 |                 |   |     |    |  |
| Operational reporting period:  |  | G13. End date                                |                              | dd         | mmm             | G14. End time   |   | hh  | mm |  |
| G15. Report number   |  | G16. Assignment complete (yes or no):        |                              |            |                 |                 |   |     |    |  |
| <b>Worksite Planning Information</b>   |  |  |                              |            |                 |                 |   |     |    |  |
| G17. Number of persons still missing at the worksite   |  |  |                              |            |                 |                 |   |     |    |  |
| G18. Number of live contacts / rescues still in progress   |  |  |                              |            |                 |                 |   |     |    |  |
| G19. Outline Plan of Action for next operational period:   |  |  |                              |            |                 |                 |   |     |    |  |
| G20. Logistical needs and other Information:   |  |  |                              |            |                 |                 |   |     |    |  |
| Estimated completion of assignment:  |  | G21. Date                                    |                              | dd         | mmm             | G22. Time       |   | hh  | mm |  |
| G23. Completed Victim Extrication forms:- Ref No.s   |  |  |                              |            |                 |                 |   |     |    |  |
|  |  |  |                              |            |                 |                 |   |     |    |  |
| Form completed by:   |  | Name:  |                              |            | Title/position: |                 |   |     |    |  |

## Worksite Report Form – Guidance Notes

### Worksite Report form

#### Guidance Notes

|     |   |
|-----|---|
| E1  | Worksite ID: Part 1 is the allocated Sector letter, Part 2 is the number allocated to the Worksite e.g C-6. If no sector letter is allocated yet then just apply a number.  |
| E2  | GPS coordinates of the Worksite, taken at the Worksite marking:<br>Standard GPS format is: Map datum WGS84<br>If possible use decimal coordinates e.g. Lat $\pm$ dd.ddd° Long $\pm$ ddd.ddd°<br>If another format is used then use the lower boxes and state clearly on the form the format used. |
| E3  | Street address or local name of the Worksite  |
| E4  | Additional Worksite boundary description if it is not clear what the Worksite ID includes.<br>E.g a hospital may be a Worksite but include several associated buildings, this should be explained here, possibly with a sketch plan on the rear of the form to make it clear.                     |
| G1  | Start date of the current operational reporting period; Day shown as a number, month shown by three letters e.g 12 NOV  |
| G2  | Start time of the current operational reporting period; 24hr clock local time   |
| G3  | Team ID of the team assigned to carry out USAR operations at the Worksite: 3 letter Olympic country code followed by national team number   |
| G4  | Team ID of a second team if two teams are assigned to the same Worksite: 3 letter Olympic country code followed by national team number   |
| G5  | State the Assessment, Search and Rescue (ASR) level; insert 3, 4 or 5 in the box  |
| G6  | State whether the ASR level work is completed or still in progress, circle it.  |
| G7  | Enter the number of live rescues completed in the reporting period, there should be a completed Victim Extrication Form for each victim.  |
| G8  | Enter the number of dead persons recovered in the reporting period, there should be a completed Victim Extrication Form for each victim.  |
| G9  | List other relevant operational activities taking place at the Worksite e.g. Extensive shoring operations, local crane operators assisting with heavy lifting operations.   |
| G10 | List any resources that could be released from the Worksite e.g. cranes no longer needed.   |
| G11 | Briefly describe the local safety and security situation at the Worksite  |
| G12 | List any relevant local contacts at the Worksite e.g. building owner, local rescue team leader, local crane operators.  |
| G13 | End date of the current operational reporting period; Day shown as a number, month shown by three letters e.g 12 NOV  |
| G14 | End time of the current operational reporting period; 24hr clock local time   |
| G15 | If lengthy operations at a Worksite generate multiple Reports then each F3 for the same Worksite should be numbered sequentially.   |
| G16 | Mark here if the assignment at this Worksite is complete or not (Y or N)  |
| G17 | Worksite  |
| G18 | How many live, positive contacts or rescues are still known at the Worksite?  |
| G19 | Give an outline of the intended Plan of Action at the Worksite for the next operational period.   |
| G20 | List any logistical needs the teams have for its ongoing operations at the Worksite plus any other relevant information e.g. Any photographs attached, number of known dead bodies at the site etc.   |
| G21 | Give an estimated date of when the Worksite assignment might be completed   |
| G22 | Give an estimated time of when the Worksite assignment might be completed   |
| G23 | List the reference numbers of any Victim Extrication forms completed during the reporting period. This is the Worksite ID and the victim number combined.   |

## Annex Y: Incident/Sector Situation Report

### Incident/Sector Situation Report – Front

## Incident/Sector Situation Report

Tool used to summarise operations and situation in an incident or sector.



Mark the intended use of this form: 1 Incident Report  2 Sector Report

If a Sector Report, complete the following:

3 Sector Id

4 Sector Name

|                  |               |    |     |               |    |    |
|------------------|---------------|----|-----|---------------|----|----|
| Reporting Period | 5 Start date: | dd | mmm | 6 Start time: | hh | mm |
|                  | 7 End date:   | dd | mmm | 8 End time:   | hh | mm |

### Situation - this Reporting Period

|  |                |  |         |  |        |  |
|--|----------------|--|---------|--|--------|--|
| 9 Number of USAR teams                     | Heavy:         |  | Medium: |  | Other: |  |
| 10 Total Number of Identified Worksites    |                |  |         |  |        |  |
| 11 Worksite situation information          | Total          |  | ASR 3   |  | ASR 4  |  |
| 12 Number of currently active Worksites    |                |  |         |  |        |  |
| 13 Number of currently pending Worksites   |                |  |         |  |        |  |
| 14 Number of currently completed Worksites |                |  |         |  |        |  |
| 15 Victim situation information            | Current Period |  | Overall |  |        |  |
| 16 Number of live victims rescued          |                |  |         |  |        |  |
| 17 Dead victims recovered                  |                |  |         |  |        |  |
| 18 Other activities:                       |                |  |         |  |        |  |
| 19 Safety issues:                          |                |  |         |  |        |  |
| 20 Security situation:                     |                |  |         |  |        |  |

### Planning

|   |                |    |                 |                |    |    |
|---|----------------|----|-----------------|----------------|----|----|
| Next operational/reporting period                               | 21 Start date: | dd | mmm             | 22 Start time: | hh | mm |
|   | 23 End date:   | dd | mmm             | 24 End time:   | hh | mm |
| 25 Objectives for next operational period:                      |                |    |                 |                |    |    |
| 26 Are any additional Teams needed?                             | Heavy          |    | Medium          |                |    |    |
| 27 Are any other resources needed?                              |                |    |                 |                |    |    |
| 28 Are any teams or other resources available for reassignment? |                |    |                 |                |    |    |
| 29 Other planning issues  |                |    |                 |                |    |    |
| Form completed by:  | Name:          |    | Title/position: |                |    |    |

Incident/Sector Situation Report – Back

| USAR Teams currently in Incident/Sector |         |           |          |
|---|---------|-----------|----------|
|   | Team ID | Team name | Comments |
| 1                                       | AAA 00  |           |          |
| 2                                       | AAA 00  |           |          |
| 3                                       | AAA 00  |           |          |
| 4                                       | AAA 00  |           |          |
| 5                                       | AAA 00  |           |          |
| 6                                       | AAA 00  |           |          |
| 7                                       | AAA 00  |           |          |
| 8                                       | AAA 00  |           |          |
| 9                                       | AAA 00  |           |          |
| 10                                      | AAA 00  |           |          |
| 11                                      | AAA 00  |           |          |
| 12                                      | AAA 00  |           |          |
| 13                                      | AAA 00  |           |          |
| 14                                      | AAA 00  |           |          |
| 15                                      | AAA 00  |           |          |
| 16                                      | AAA 00  |           |          |

| Other Teams and resources in Incident/Sector |      |      |          |
|--|------|------|----------|
|  | Name | Type | Comments |
| 1  |      |      |          |
| 2  |      |      |          |
| 3  |      |      |          |
| 4  |      |      |          |
| 5  |      |      |          |
| 6  |      |      |          |
| 7  |      |      |          |
| 8  |      |      |          |
| 9  |      |      |          |

## Incident/Sector Situation Report – Guidance Notes

**Incident/Sector Situation Report**

## Guidance Notes

|    |   |
|----|---|
| 1  | Mark the box with an 'x' if the intended use of this form is to provide a situation report of the whole incident  |
| 2  | Mark the box with an 'x' if the intended use of this form is to provide a situation report of a specific sector   |
| 3  | If this is a situation report of a sector, state the Sector's code (e.g. Letter)  |
| 4  | If this is a situation report of a sector, state the Sector's name, if given.   |
| 5  | Start date of the current operational reporting period; day shown as a number, month shown by three letters e.g. 12 NOV   |
| 6  | Start time of the current operational reporting period; 24hr clock local time   |
| 7  | End date of the current operational reporting period; day shown as a number, month shown by three letters e.g. 12 NOV   |
| 8  | End time of the current operational reporting period; 24hr clock local time   |
| 9  | Number of USAR teams in incident/sector according to INSARAG guidelines   |
| 10 | Total number of identified worksites within incident/sector with or without operations in the current reporting period  |
| 11 | This section is used to summarize the current situation of the worksites in the incident/sector. -Total: Is the total worksites in the incident/sector in their respective current status, that being active, pending or complete<br>-ASR3, ASR4, ASR5: Assessment, Search and Rescue Levels of the Worksites as defined in the INSARAG Coordination Handbook |
| 12 | Number of Worksites with active USAR operations in the current reporting period, detailing the number of worksites per ASR level.   |
| 13 | Number of Worksites with pending USAR operations in the current reporting period, detailing the number of worksites per ASR level.  |
| 14 | Number of Worksites with completed USAR operations in the current reporting period. Only the furthest ASR level that has been completed at the worksites must be recorded.  |
| 15 | Victim information incident/sector<br>-Current period: victims recorded in the current reporting period<br>-Overall: accumulated number of victims recorded since the USAR operation begun.   |
| 16 | Number of live victims rescued in the incident/sector   |
| 17 | Number of dead bodies recovered in the incident/sector  |
| 18 | Other on-going activities in the incident/sector (e.g. Engineering assessment of critical infrastructure within the sector)   |
| 19 | Safety issues to be reported in the incident/sector   |
| 20 | Security situation to be reported in the incident/sector  |
| 21 | Start date of the next operational/reporting period; day shown as a number, month shown by three letters e.g. 12 NOV  |
| 22 | Start time of the next operational/reporting period; 24hr clock local time  |
| 23 | End date of the next operational/reporting period; day shown as a number, month shown by three letters e.g. 12 NOV  |
| 24 | End time of the current next operational/reporting period; 24hr clock local time  |
| 25 | Objectives to be achieved in the next operational period  |
| 26 | Additional USAR Teams needed for the incident/sector must be specified according to team type   |
| 27 | Additional resources needed within the incident/sector  |
| 28 | List resources available for reassignment from the incident/sector  |
| 29 | List other planning issues that must be addressed in the next operational period.   |

## Annex Z: USAR Team Marking System and Signalling

### 1. Team Function Identification

- Response team identity (country and team name) by uniform, patch, etc.
- Personnel – the following positions must be colour-coded and labelled in English plain text (vests, arm bands, helmet colour, etc.)
  - 1.1. Management position(s) – white
  - 1.2. Medical position(s) – red cross/crescent
  - 1.3. Safety/security position(s) – orange
- Vehicles must be marked with team name (flag, magnetic sign, etc.)

### 2. General Area Marking

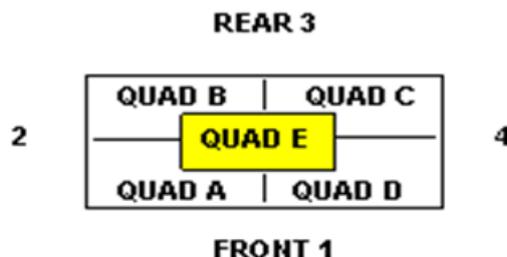
- 2.1. Orange spray paint is to be used for all markings.
- 2.2. Assigned area or work sites are to be identified individually
  - 2.2.1. Address or physical location
  - 2.2.2. Landmark or code name (e.g. sugar factory building 1)
  - 2.2.3. Mapping coordinates or GPS
  - 2.2.4. If no maps are available, sketch maps are to be produced and submitted to the OSOCC/LEMA
  - 2.2.5. When producing maps, primary geographical identification should be the existing street name and building number, when possible. If this is not possible, landmarks should be used as reference and should be used universally by all actors.

#### Street & Number Identification



### 3. Structure Orientation

- 3.1. Structure orientation includes both an exterior and interior identification:
  - 3.1.1. Exterior Identification: The street address side (FRONT) of the structure shall be defined as “1”. Other sides of the structure shall be assigned numerically in a clockwise manner from “1” (see graphic below).

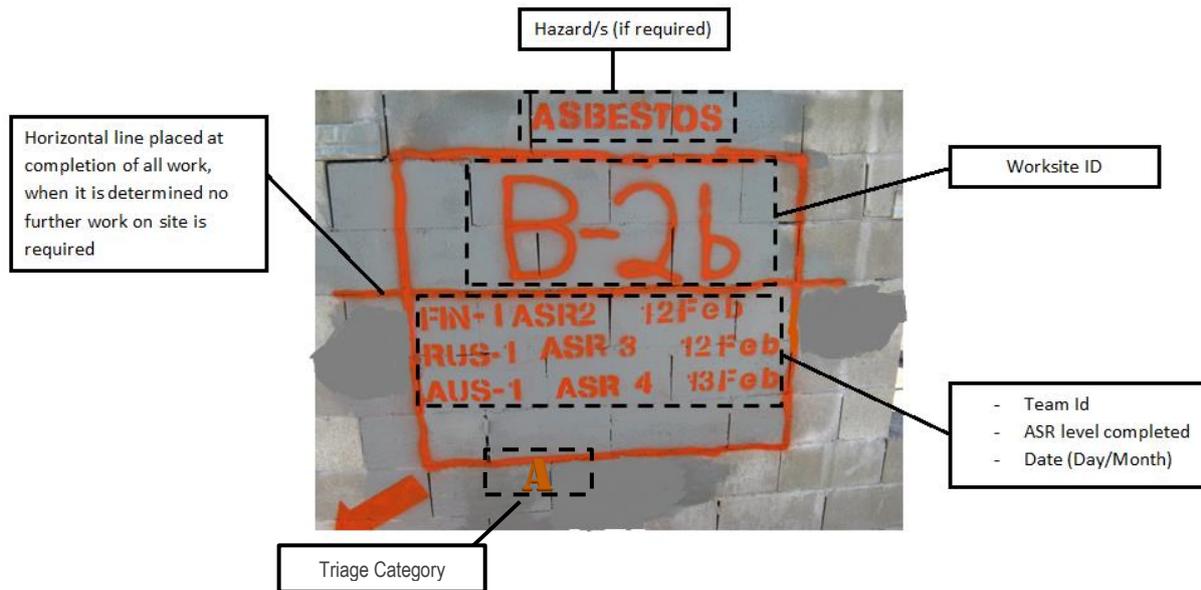


### 3.2. Interior Identification:

3.2.1. The interior of the structure will be divided into QUADRANTS. The quadrants shall be identified alphabetically in a clockwise manner starting at the corner where Side 1 (FRONT) and 2 meet. Quadrant E (central lobby, elevators, staircases, etc.) applies to buildings with multiple storeys. (See graphic above).

## 4. Worksite Markings

### Examples of Worksite Markings



### Victim Marking

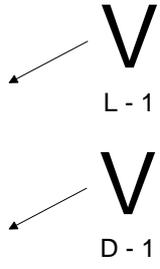
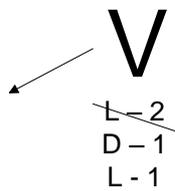
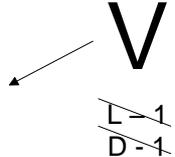
Victim marking is used to identify potential or known casualty (Live or Dead) locations that are not obvious to rescuers, e.g. below debris/entombed.

#### *Method*

The following method should be used when applying victim marking:

- When teams (e.g. Search teams) are not remaining on site to immediately commence operations.
- At incidents involving multiple casualties or where any confusion on exact location from search operations is possible.
- Markings are done as close as physically possible to the actual surface point identified as the location of the casualty.
- Material used can be spray paint, builders crayon, stickers, waterproof card etc. as determined by the team.
- The size should approximately 50cm
- The colour should be highly visible and contrasting to the background.
- Not intended for use when rescue operations are completed.
- Not to be applied to the front of a structure with the Worksite ID unless that is where the casualties are located.

## Progressive Examples

| Description   | Example   |
|---|---|
| Large 'V' applied to location of all potential victims – live or deceased.  |    |
| Optional arrow from 'V' to clarify location if required   |    |
| Under the 'V' either:<br>An 'L' indicating confirmed live victim, followed by a number (e.g. '2') indicating the number of live victims at that location – 'L-2', 'L-3' etc and/or;<br>A 'D' indicating confirmed deceased victim, followed by a number (e.g. '3') indicating the number of deceased victims at that location – 'D-3', 'D-4' etc. |    |
| On removal of any casualty the relevant marking is crossed out and updated (if required) below. e.g. 'L-2' may be crossed out and a 'L-1' applied indicating only one Live victim remaining.  |   |
| When all 'L' and/or 'D' markings are crossed out – All <b>known</b> victims have been removed.  |  |

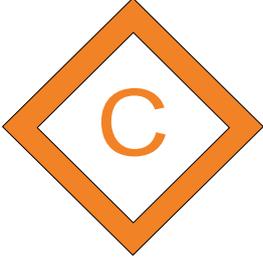
### Rapid Clearance Marking System (RCM)

The Worksite ID system is only used at potential live rescue sites with other sites, where no rescues are possible, or required, not normally being marked. This allows teams to move faster, maximise life-saving opportunities and simplifies coordination. However there are situations where it is beneficial to have a marking that can be left at sites where teams have established there are no live victims or 'deceased' only. Leaving a recognised 'clear' marking will prevent duplication and have other advantages. When it is decided this level of coordination and marking is necessary the Rapid Clearance Marking (RCM) system can be used. The decision to use the system can be at the discretion of the USAR team or be a requirement set by LEMA/OSOCC/UC.

#### Method

The process for applying RCM is as follows:

- A decision has to be made, by the team or by LEMA/OSOCC to implement this level of marking.
- RCM can only be used when sites can be fully searched quickly or there is strong evidence confirming no live rescues are possible.
- Two RCM marking options are available, they are: Clear and Deceased Only.

|   |   |
|---|---|
|  | <p><b>Clear:</b><br/>Equivalent to ASR Level 5 search completion – indicating that the area/structure is clear of all Live and Deceased casualties.</p>   |
|  | <p><b>Deceased Only:</b><br/>Indicates same level of comprehensive search has been completed but only <b>Deceased Casualties</b> remain in-situ.</p> <p><b>Note:</b> When deceased are removed – apply 'clear' RCM adjacent to original mark.</p> |

Can be applied to structures that are able to be searched rapidly or where information confirms there are no live victims or only deceased remain.

Can be applied to Non Structural areas – cars/objects/outbuildings/debris piles etc, that have been searched to standards indicated above.

Applied in the most visible/logical position on the object/area to provide the greatest visual impact.  
Diamond shape with a large 'C' inside for Clear, or with a large 'D' inside for Deceased Only. Immediately below, the following is applied:

Team ID: \_\_\_-\_\_\_ e.g. AUS-1

Date of Search: \_\_/\_\_/\_\_ e.g. 19/Oct

Material to be used can be spray paint, builders crayon, stickers, waterproof card etc at the discretion of the teams

Size: approximately 20cm x 20cm

Colour: bright, contrasting colour to background.

## 5. Signalling

- i. Effective emergency signalling is essential for safe operation at a disaster site.
- ii. All USAR team members should be briefed regarding emergency signals.
- iii. Emergency signals should be universal for all USAR Teams.
- iv. Signals must be clear and concise.
- v. Team members are required to immediately respond to all emergency signals.
- vi. Air horns or other appropriate hailing devices should be used to sound the appropriate signals as follows:

### *Evacuate*



(3 short signals, 1 second each - repeatedly until site is cleared)

### *Cease Operations – Quiet*



(1 long signal, 3 seconds long)

### *Resume Operations*



(1 long signal + 1 short signal)

## Annex A1: Victim Extrication Form

Form used to collect victim extrication information.

| <h1>Victim Extrication Form</h1>          |  |              |                 |      |
|--|--|--------------|-----------------|------|
| <p><b>Form used to collect basic information of all victims extricated to be handed to the UC or LEMA as instructed.</b></p> |  |              |                 |      |
| E1. Worksite ID  | v1. Victim Number                            |              |                 |      |
| <p><i>The Worksite ID combined with the Victim Number gives a unique reference used to record and track victims.</i></p>     |  |              |                 |      |
| E2. GPS coordinates of victim location   | E2. GPS Coordinates<br><b>Decimal format</b> |              |                 |      |
| or   | E2. GPS Coordinates<br><b>Other format</b>   |              |                 |      |
| E3. Street address   |  |              |                 |      |
| G3. Team ID  |  |              |                 |      |
| v2. Date of extrication  |  |              |                 |      |
| v3. Time of extrication  |  |              |                 |      |
| v4. Other victim information; <b>only</b> if requested by LEMA/UC e.g. name, nationality, gender, age etc.                   |  |              |                 |      |
| <b>Location of the victim:</b>   |  |              |                 |      |
| v5. Floor Level  | v6. Position in structure                    |              |                 |      |
| v7. Level of work needed to extricate victim (mark with an x):   |  |              |                 |      |
| Assist only  | Light debris removal                         | ASR3         | ASR4            | ASR5 |
| v8. Total time taken for extrication   | hrs  | mins         |                 |      |
| v9. Condition of the victim  | Live   | Deceased     |                 |      |
| v10. Injuries of the victim  | None   | Stable       | Critical        |      |
| v11. Victim handed over to:  |  |              |                 |      |
| Locals/family  | Ambulance                                    | Medical team | Field hospital  |      |
| Helicopter   | Hospital                                     | Mortuary     | Other           |      |
| v12. Name and contact details of who victim was handed over to:  |  |              |                 |      |
| v13. Other information (e.g. other teams involved in the extrication)  |  |              |                 |      |
| Form completed by  | Name:  |              | Title/position: |      |

## Victim Extrication Form – Guidance Notes

| <b>Victim Extrication Form</b> |   |
|--------------------------------|---|
| <b>Guidance Notes</b>          |   |
| E1                             | Worksite ID: Part 1 is the allocated Sector letter, Part 2 is the number allocated to the Worksite e.g. C-6 If no sector letter is allocated yet then just apply a number.  |
| V1                             | Victim Number: A number should be allocated for each victim that is extricated from a Worksite, simply use 1 for the first victim, 2 for the second and so on. The Worksite ID combined with the victim number provide a unique identifier for each victim so records and victim tracking is possible.  |
| E2                             | GPS coordinates of the victim's specific location:<br>Standard GPS format is: Map datum WGS84<br>If possible use decimal coordinates e.g. Lat $\pm$ dd.dddd° Long $\pm$ ddd.dddd°<br>If another format is used then use the lower boxes and state clearly on the form the format used.  |
| E3                             | Street address or local name of the Worksite  |
| G3                             | Team ID of the team assigned to carry out USAR operations at the Worksite: 3 letter Olympic country code followed by national team number   |
| V2                             | Date of extrication: the day should be shown as a number, the month as a 3 letter code e.g. JAN, FEB, MAR   |
| V3                             | Time of extrication: 24hr format, local time  |
| V4                             | <b>Victims personal information only to be collected if instructed by the UC or LEMA due to patient confidentiality restrictions applicable in affected country or region.</b><br>Name of victim: If known or indicated by identification information<br>Nationality of victim: If known or indicated by identification information<br>Age of victim: estimate if necessary<br>Gender of victim, male or female |
| V5                             | Location of victim, Floor level: State or estimate the floor level the victim was extricated from   |
| V6                             | Location of victim, Position in structure: indicate whereabouts in the structure the victim was extricated from e.g. kitchen, South east corner.  |
| V7                             | Level of work needed by the USAR team to extricate victim, preferably referring to ASR levels   |
| V8                             | Total time taken for extrication: Hours and minutes   |
| V9                             | Condition of the victim: mark the relevant box for Live or Dead   |
| V10                            | Injuries to the victim: mark the relevant box   |
| V11                            | Victim handed over to: mark the box relating to the person/group the victim is handed to  |
| V12                            | Contact details of who the victim was handed over to as detailed in previous field  |
| V13                            | Other information: This box can be used to add any other details e.g. other teams involved in the extrication   |

## Annex B1: Demobilisation Form

## Demobilisation Form – Front

| <b>Demobilisation form</b>  |                                 |  |   |
|---|---------------------------------|---|---|
| <i>(Form to be handed to OSOCC/UC with demobilisation information of U)</i> |                                 |   |   |
| A1. Team Id.  | <input type="text"/>            | <input type="text"/>  |   |
| A2. Team Name   | <input type="text"/>            |   |   |
| <b><u>Departure information</u></b>   |                                 |   |   |
| A3. Date [DD-<br>MMM]   | <input type="text" value="DD"/> | <input type="text" value="MMM"/>  | A4. Time [hh:mm]  |
|   |                                 |   | <input type="text" value="hh"/> <input type="text" value="mm"/> |
| A5. Point of departure  | <input type="text"/>            |   |   |
| A6. Transport/Flight information  | <input type="text"/>            |   |   |
| <b><u>Team information</u></b>  |                                 |   |   |
| B1. Number of   | <input type="text"/>            | <input type="text"/>  | B2. Number of dogs  |
|   |                                 |   | <input type="text"/>  |
| B3. Equipment (Ton)   | <input type="text"/>            | <input type="text"/>  | B4. Equipment (m <sup>3</sup> )                                 |
|   |                                 |   | <input type="text"/>  |
| <b><u>Special requests</u></b>  |                                 |   |   |
| C1. Need for ground   | <input type="text"/>            |   |   |
| C2. Need of loading/unloading   | <input type="text"/>            |   |   |
| C3. Need for accomodation at point of                                       | <input type="text"/>            |   |   |
| D.1 Other Information   |                                 |   |   |
| <br><br><br><br><br>  |                                 |   |   |
| <b>Form completed by:</b>   |                                 | Name _____  |   |
| Date  | <input type="text" value="DD"/> | <input type="text" value="MMM"/>  | Title/Position _____  |

# Demobilisation Form

## Form guidance notes

|            |  |
|------------|--|
| <b>A.1</b> | Three letter Olympic Country code, these are listed on the separate worksheet; followed by-<br>The national team number; 1,2, 3 for classified teams, 10, 11, 12 etc for unclassified teams. |
| <b>A.2</b> | Team name as known internationally or domestically   |
| <b>A.3</b> | Departure date - day as a number, month as 3 letters e.g. 13 APR   |
| <b>A.4</b> | Departure time - 24hr clock using local time   |
| <b>A.5</b> | Point of departure from affected region (airport, city, port, etc)   |
| <b>A.6</b> | Transport used to leave affected region, such as flight information  |
| <b>B.1</b> | Total number of people to be transported   |
| <b>B.2</b> | Total number of dogs to be transported   |
| <b>B.3</b> | Total weight of equipment expressed in ton to be transported   |
| <b>B.4</b> | Total volume of equipment expressed in cubic metres to be transported  |
| <b>C.1</b> | Ground transportation requirements from BoO to point of departure  |
| <b>C.2</b> | Loading/unloading assistance requirements such as forklifts, etc.  |
| <b>C.3</b> | Need for temporary accommodation at point of departure   |
| <b>D.1</b> | Any other information or logistical needs  |

## Annex C1: Mission Summary Form

To be completed by all USAR Teams prior to leaving the affected country. Completed forms are to be submitted to either the OSOCC or the Reception/Departure Centre.

**Team ID:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_

Contact Information (in home country):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Date and time of arrival: \_\_\_\_\_

Date and time of departure: \_\_\_\_\_

Assigned Area(s), Sectors of Operation:

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Results:

| DESCRIPTION             | NUMBER |
|-------------------------|--------|
| Live victims extricated |        |
| Dead victims recovered  |        |

Suggested changes to current INSARAG Guidelines:

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## Annex D1: USAR Team Post-Mission Report Form

1 .A Post Mission Report is recommended to be completed and submitted to the INSARAG Secretariat within 45 days following every national or foreign USAR deployment. If possible, include a photographic record of the mission with the report submission.

2. Below is an outline of the contents this report should address.

- 2.1 Team Name
- 2.2 Mission
- 2.3 Overview
- 2.4 Preparation
- 2.5 Mobilisation
- 2.6 Operations:
  - 2.6.1 Coordination with LEMA
  - 2.6.2 Coordination with OSOCC
  - 2.6.3 Cooperation with other teams
  - 2.6.4 Base of Operations
  - 2.6.5 Team Management
  - 2.6.6 Logistics
  - 2.6.7 Search
  - 2.6.8 Rescue
  - 2.6.9 Medical
- 2.7 Demobilisation
- 2.8 Lessons Learned
- 2.9 Recommendations
- 2.10 Provider of information
- 2.11 Contact Details