OCHA United Nations Office for the Coordination of Humanitarian Affairs

INSARAG Preparedness – Response

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.

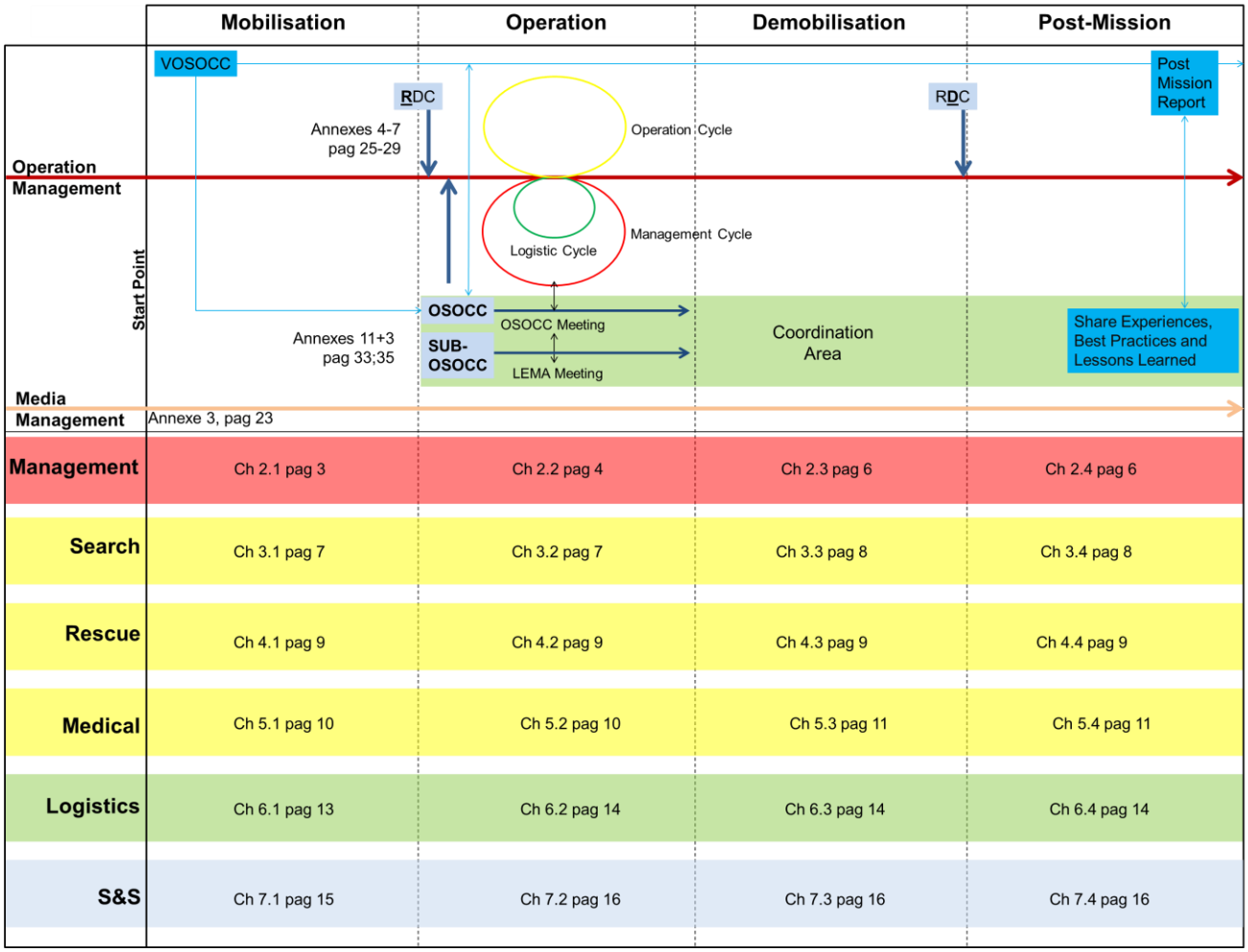
This Field Handbook follows the five components of USAR capability: Management, Search, Rescue, Medical and Logistics. It also includes a section on Safety and Security.

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).

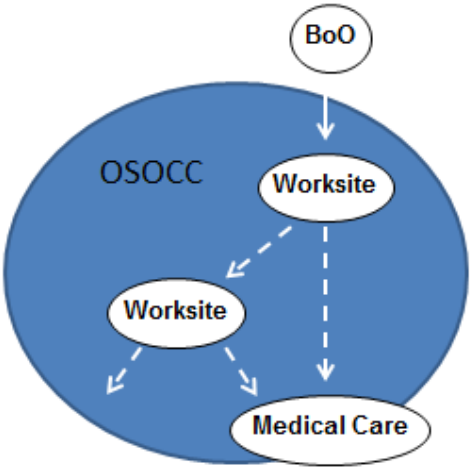
The pocket-sized handbook is designed to allow individual USAR teams to add other reference material relevant and specific to their team so as to assist in rescue operations.

Overview of Response Cycle and USAR Teams Functions:

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



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

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.

2. Management

2.1 Mobilisation

Action	Description	Reference
Do you have approval to go?	- Gather as much current information as possible on affected country and the actual situation to aid in the decision making process. - Liaise with the team's governing body to determine whether the USAR team will be deployed on the mission.	Annex C, D
Do an information search, check the VO and update with fact sheet, forms.	- Make an entry on the VO detailing the USAR team's travel details including its special needs upon arrival in the affected country.	Annex A, D, G
Is your team ready for deployment/availability?	- Conduct an initial planning session to determine the team's readiness to deploy. - Ensure departure within ten (10) hours after the request for assistance. - Communicate internally within the team. - Provide passenger lists and equipment manifest. - Is cache appropriate for deployment?	Annex A, C, D, G,
Brief the team members on the current situation.		Annex C
Is there a contact in affected country?	- Embassy in the affected country. - UN system in the affected country. - Check VO.	Annex C
Brief team on plan of action and cultural awareness.		Annex C
Check for any changes to assignment before departure.	- Develop contingency plans based on available information about the situation (i.e. staffing, specialist components, special hazards, transportation, etc.)	Annex C, D
Check on media arrangement for the mission.		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.)	**Plan of Action Definition**: An **action plan** is a detailed plan outlining actions needed to reach one or more USAR activities goals. A group needs to be convened that should include stakeholders interested in or affected by the action as necessary. It's important to define **what actions** need to occur, **who will carry them out** and **when, and for how long these actions should occur**.	
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.	- Passport Photos (x4) - Identification cards. - Record of immunisation. - Microchips and vaccination certificates of search dogs, including scan Reader. - Personnel lists and equipment manifest.	
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

Liaise with point of contact back in home country.		
Prepare media statements.		Annex B
Prepare plan of operations.		

2.2 Operations		
Action	**Description**	**Reference**
Ensure the team follows the affected country policies, which includes the USAR Team Leader working under the LEMA.		Annex C
Ensure management meets RDC and attend a briefing at the RDC, if established, and/or the LEMA to receive information on the current situation.	- 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
Ensure management meets OSOCC and attends a briefing at the OSOCC, if established, and/or the LEMA to receive information on the current situation.	- 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
Gather and document information from the OSOCC and/or the LEMA including:	- Current situation updates. - Chain of command. - Points of contact. - Team assignments and reassignments. - Safety and security considerations. - Communications plan. - Resupply.	Annex K
Team Management needs to gain information from the OSOCC regarding:	- Length of operational periods to accomplish assigned tasks. - 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. - Map of disaster sites. - Safety and security issues regarding site evacuation. - Logistics support available to the team. - The reporting schedule including situation	Annex K

	reports, operational briefings, etc. - Internal briefing schedules. - Communications methods available and in use. - USAR team logistical support locally available. - How reports and requests are transmitted to and from the OSOCC. - Availability and location of a BoO. - Site location and information. - Information regarding the affected area prior to the event. - Availability of specialised equipment. - General population demographics, languages and anticipated numbers of victims. - Information on infrastructure assessments. - Identified objectives of the assignment. - Translators. - GPS Datum.	
Brief the OSOCC and/or the LEMA on the team capabilities using the USAR Team Fact Sheet.		Annex D
Assign a Liaison Officer (LO) to the OSOCC/UCC to assists communications between team and the OSOCC. **Have you the capability to do tasks given by the LEMA (resources, time and quality)?** **Develop and implement a plan of action for the operational period including:**	- ASR considered conducted. - Establish strategies to achieve the objectives of the LEMA. - Management of ongoing operations. - Briefing and assignment of resources. - Evaluation of the effectiveness of operations. - Identification of accomplishments. - Order additional resources as required. - Regular briefings to the OSOCC on progress and shortfalls. - Update of the plan of action.	Annex T

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:	- Fuel. - Timber. - Compressed gases. - Heavy lifting and other specialised equipment and/or support personnel (i.e. local emergency responders, local civilian volunteers, NGOs, military personnel, etc.) - Debris removal plan.	Annex S
Check coordination needs with other teams.		
Brief all teams on the operation, including safety.		Annex L, Q, X, Y
Report information on the VO and update it.		Annex Y
Build a rotating system (shift system).		
Prepare a plan for media and execute.	- Request the OSOCC to provide information on the requirements of the LEMA for interacting with the media. - Brief team personnel on the procedures for interacting with the media.	Annex B
Is there effective communications with team members?		
Do you have plans for medevac, transport, site evacuation, media, communications and hazmat?		Annex Q, R
Prepare meeting requirements (including internal meetings) with the LEMA, and coordinate own country meetings in timelines.		Annex L, Y
Assess the potential BoO sites identified by the OSOCC.	- The OSOCC may task a USAR team to identify potential BoO locations for arriving international USAR teams.	Annex N, O, P
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:	- Number of rescues and body recoveries. - Other activities undertaken. - Details of potential worksites. - Safety and security considerations. - A sketch of the worksite - Operational shortfalls regarding equipment,	Annex Y

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

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

2.4 Post-Mission		
Action	**Description**	**Reference**
Manage the VO and post regular updates. Close down when mission completed.		

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

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.		

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

Search group leader should consider:	- The physical readiness of searchers through proper nutrition, water intake, rest and stress control techniques. - Site assessment to include safety, structural, hazmat, number of victims and any other information relevant to the search. - Ensure proper equipment needs are met and equipment is operational prior to each work period. - Ensure use of all safety practices and procedures. - Briefs, debriefs and observes the canine team during search. - Reports relevant information to appropriate USAR team manager and coordinates any follow-up or reassignment activities. - Brief shift replacement fully on all ongoing operations when relieved at work cycle rotations. - Report any signs/symptoms of incident stress, injury, fatigue, or illness in searchers to immediate supervisor. - Participate in USAR team daily briefings and meetings as requested.	

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

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.		

Check on site safety during tunnelling, shoring, stabilising medical treatment, victim extrication, O_2 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:	- Passport. - Personal medication. - Inoculation record. - Personal issue equipment. - Documentation to support right to clinical practice. - Issued name and number contact list.	
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:	- Any prevailing endemic medical situations (e.g. prevalence of HIV/AIDS, rabies, etc.) - Determine need for country-specific prophylaxis (e.g. malaria). - Unusual or site-specific medical conditions and appropriate precautions (e.g. vectors). - Altitude and or extreme weather considerations. - Local health and medical infrastructure (include veterinary facilities). - Medical Evacuation Plan (as known at the time).	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).		

Coordinate with the designated personnel responsible for hazmat and safety on known incident hazards.		
Prepare questions for the LEMA including:	- Local medical command structure. - Availability of local medical resources (including veterinary) to support USAR medical activities. - Availability of international and medical resources (e.g. hospitals, field hospitals). - Casualty handover procedure. - Casualty transport capabilities. - Fatality management procedure including Disaster Victim Identification (DVI) procedures as determined by the LEMA.	
Establish a plan of action for medical.		
Check on all medical documents.		
Is there a medical contact in affected country and emergency contact in home country?	- Establish contact with local medical focal point in affected country.	
Ensure welfare of canine after transportation.		
Report back to management.		

5.2 Operations

Action	Description	Reference
Develop a mission specific Medical Action Plan (MAP) that is updated regularly. The MAP should include:	- Review medical mission priorities as required. - Collaboration with local and international medical and health infrastructure. - Resource limitations. - Re-supply constraints. - Deceased victim management, including DVI requirements.	
Prepare medical facilities at BoO.	- Undertake daily maintenance of the BoO Medical Station (BMS) to ensure it is clean, tidy and functional. - Ensure accountability	Annex N, O

	and security of the controlled drugs with the USAR Medical Manager and LO. - Record and update daily the medical consumables used. - Monitor medications that require refrigeration as required. - Record any equipment faults, damages or losses. - Advise USAR Medical Manager of any equipment concerns or low-stock items. - In conjunction with the MO develop a re-supply plan as required.	
Ensure medical capability on worksites.	- Provide medical management and oversight of the assigned worksite. - Monitor health and welfare of the rescue group during operations. - Set-up and operate a medical post at the worksite as required. - Establish a medical evacuation plan for the worksite. - Monitor victims for potential negative impacts from rescue operations (e.g. dust, noise, falling debris) and coordinate mitigation measures with rescue personnel as required. - Ensure Personal Protective Equipment (PPE) (e.g. eye, hearing and respiratory protection) is applied to patients during the disentanglement and extrication process. - Ensure accountability and security of the drugs on site. - Safeguard the medical equipment cache and restrict access to authorised personnel only.	

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:	- Stress-related health problems and implement stress management techniques as appropriate (e.g. fatigue). - General state of health – monitor trends (e.g. diarrhoea). - Hydration status. - Nutrition status.	
Coordinate with the personnel responsible for hazmat and safety issues regarding.	- The potential for hazardous materials contamination or other exposures (and documentation of potential exposures per home team protocol). - Decontamination information for various contaminates or exposures. - Available treatment options for hazardous materials exposures.	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		

condition that may jeopardise other members of the team.		
Facilitate the adherence to safe BoO health and hygiene practices.	- Food storage and preparation. - Water. - Sanitation.	Annex N

5.3 Demobilisation		
Action	**Description**	**Reference**
Ensure medical manager initiates demobilisation plan.		Annex B1
Ensure appropriate caging for canines and health checks.		
Medical cache donations.	- Identify medical equipment and appropriate consumables to be donated, if any. - Identify an appropriate recipient for donated items (e.g. local health authorities, other international organisations). - Communicate with LO and USAR Team Leader regarding donated medical items as it pertains to amendments to the medical cache inventory.	
Coordinate demobilisation with the local relevant health authorities (e.g. through OSOCC).		Annex B1, C1
Supervise the accountability and security of the controlled drugs with the USAR medical personnel and the LO.		
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.		

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).		

5.4 Post-Mission		
Action	**Description**	**Reference**
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.		

6. Logistics

6.1 Mobilisation

Action	Description	Reference
Ensure having sufficient logistics support, equipment and staff to set up and maintain a BoO for the duration of the mission, including:	- Sufficient food and water. - Equipment storage and maintenance facilities. - Sanitation and hygiene facilities for the team for the duration of the mission. - Sufficient and appropriate medical supplies. - Search dog rest and exercise areas. - Appropriate shelter for the prevailing weather. - Communications equipment. - Power generation and lighting. - Transportation.	Annex N, O, P
Check all transport documents, hazmat, and equipment.	- Personnel lists and equipment manifest.	
Check on air transport.		
Do you have ten(10) days self-sufficiency (food and water)?		
Do you have ability to purchase/acquire supplies (fuel)?		
Check on availability of transportation in affected country.		
Check on capabilities of designated arrival at country airport.	- Make contact with airport security. - Liaise with airport authorises regarding unloading. - Prepare unloading /loading plan. - Monitor cache during unloading/loading.	Annex H
Check on communications in team and affected country.		
Prepare a communications plan for affected area.		
Coordinate with other elements of team to ensure all cache requirements.		
Do you have food/drink for		

transport?		
Liaise with all other elements of team regarding priorities of cache.		
Do you have a transport plan?	- Gather information on transport routes/mobility. - Establish a route plan. - Check on vehicles and drivers and ensure security briefing, advise on routes. - Develop and route a contingency plan.	
Prepare questions for the LEMA regarding BoO, water, fuel and sanitation.		Annex M
Prepare logistics' plan to service multiple sites.		
Consider BoO reconnaissance and establish GPS coordinates.		Annex N, O, P
Establish BoO plan in affected area.		Annex N, O, P
Ensure you have an overarching BoO plan and staffing plan.		Annex N, O, P
Ensures updates on security level and situation on arrival.	- Develop a Safety and Security plan.	Annex Q, R
Ensure suitable personnel accountability systems are functional for all personnel.		
Ensure briefing of all personnel.		Annex A, C, G, Z
Compile transport documentation. Identify aspects that may require additional or supplementary logistical support, e.g. climatic conditions.		
Report back to management.		

6.2 Operations

Action	Description	Reference
Consider the following when selecting a BoO site:	- Locations provided by the OSOCC and or the LEMA - Suitably sized areas (minimum size 50x40m). - Locations should be as safe and secure as the environment allows. - Close proximity to the OSOCC and worksites.	Annex N, O, P, Q, R

	- Allow easy access to transportation. - Environmental considerations (hard-surfaced, good drainage, etc.) - Close proximity to logistics and support resources. - Should be situated in an area that does not influence communications (satellite).	
Ensure BoO is fully functional.		Annex N, O, P
Select and set up the site based on mission priorities and available resources to include:	- Equipment stock and maintenance area. - Medical treatment area. - Management area. - Communications centre. - Food preparation and feeding area. - Personnel lodging area. - Sanitation and hygiene area. - Vehicle parking. - Transportation access areas. - Search dog areas. - Briefing area. - Generators and lighting should be strategically placed to ensure a safe and secure environment.	Annex N, O, P
Coordinate with external/internal parties for supplies and logistics.		
Establishing the BoO immediately upon arrival at the site, the location for the BoO should be confirmed based on the following considerations:	- Suitably sized area approx. 50 x 40 meter - Safety and security. - Close proximity to the worksites. - Access to transportation Environmental considerations (hard-surfaced, good drainage, etc.) - Access to logistics and support resources. - Access to communications (mobile phone, satellite etc.)	Annex N, O, P, Q
Compare allocated BoO site with the preferred BoO layout plan. Make any required changes to suit mission priorities, site layout and available	- Maintaining the BoO. - A trained team of trained USAR Logistics Specialists should be responsible for BoO maintenance.	

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

6.3 Demobilisation		
Action	**Description**	**Reference**
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.		

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

7. Safety and Security

7.1 Mobilisation

Action	Description	Reference
Personnel.	- Are physically able to perform their tasks. - Have appropriate immunisations for working in the affected country. - Have appropriate documentation (i.e. passport, visa, Certificate of Vaccination, emergency contacts for next-of-kin). - Work in appropriate PPE for the incident environment. - Have appropriate clothing for the climate.	
Equipment and supplies.	- Safety practices are incorporated into the packaging, labelling, storing, and movement of personnel and equipment - Operator manuals should accompany specialised equipment. - Team members must be trained in the use of their equipment, PPE, hazard identification and mitigation procedures. - Sufficient quantities of food appropriate for entry into the affected country are available and will not adversely affect personal health and performance. - Adequate water is available for the initial phase and that there is sufficient water purification equipment to support the team's needs. - Sufficient sanitation and hygiene provisions are available for deployment.	
Security.	Level 1 — Minimal Level 2 — Low Level 3 — Moderate Level 4 — Substantial Level 5 — High	Annex T, Q

	Level 6 — Extreme	
Assign the security and safety function to a team member.		
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.		Annex U,
In transit monitor and enforce compliance with established safety and security practices.		
Receive briefing from the RDC and or OSOCC on safety and security aspects including:	- Type and condition of transport equipment. - Local driving customs. - Movement of equipment. - 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.) - Identify local medical capabilities available in case of an emergency during transportation to the disaster site.	
Implement security procedures as appropriate.	- Vehicle inspection programme. - Ensure reserve fuel supply. - Movement procedure, i.e. only move about in pairs etc. - Establish evacuation routes. - Establish a safe haven - Implement a roll call system. - Establish communications protocols.	

7.2 Operations		
Action	**Description**	**Reference**
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**
Personnel considerations during this phase include:	- Mitigating fatigue. - Monitor team members for signs of stress. - Preventing loss of concentration and motivation. - Maintaining team discipline ensuring regular information exchange.	

7.4 Post-Mission		
Action	**Description**	**Reference**
On the return to the home base, the following safety and security issues should be considered.	- 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. - Safety equipment and supplies must be restocked.	Annex C1, D1
Attend USAR Post-Mission debriefing.		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

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

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.

USAR TEAM FACT SHEET

Team details to be uploaded in the VO before departure and given to RDC/UC on arrival.

INSARAG Preparedness – Response

TEAM INFORMATION

A.0 Team-ID

A.1 Team name _____ A.2 Home country _____

A.3 Number of persons _____ A.4 Number of dogs _____

A.5 Team type **responding** Light [ ] Medium [ ] Heavy [ ] Other _____

A.6 INSARAG Classification None [ ] Medium [ ] Heavy [ ]

Responding elements:

A.7	Technical Search	yes [ ]	no [ ]	
A.8	Canine search	yes [ ]	no [ ]	
A.9	Rescue	yes [ ]	no [ ]	
A.10	Medical	yes [ ]	no [ ]	
A.11	Hazmat detection	yes [ ]	no [ ]	
A.12	Structural engineers	yes [ ]	no [ ]	Number [ ]
A.13	RDC/OSOCC support	yes [ ]	no [ ]	
A.14	UC support	yes [ ]	no [ ]	

A.15 Other capabilities _____

A.16 Self-sufficiency (number of days) Water _____ days A.17 Food _____ days

A.18 Expected arrival date [DD-MMM] DD MMM

A.19 Expected arrival time [hh:mm] hh mm

A.20 Point of arrival _____ A.21 Aircraft type _____

SUPPORT REQUIREMENTS

Transport for

B.1 Persons (number) _____ B.2 Dogs (number) _____

B.3 Equipment (ton) _____ B.4 Equipment (cubic metres) _____

Supplies

B.5 Gasoline (litres per day) _____ B.7 Cutting Gas (cylinders) *Type* Oxygen | Propane | Acetylene

B.6 Diesel (litres per day) _____ *Number* | | |

B.8 Medical Oxygen (cylinders) *No.* _____ *Size* | | |

Size _____ B.9 BoO Space Requirement (m²) _____

B.10 Any other logistical needs _____

CONTACTS

C.1	Contact 1 Name	C.5	Contact 2 Name
C.2	Mobile phone	C.6	Mobile phone
C.3	Sat phone	C.7	Sat phone
C.4	E-Mail	C.8	E-Mail

C.9 Base of Operations Address (if known)

C.10 Radio Frequency (BoO) [ ][ ][ ] . [ ][ ][ ] MHz

C.11 BoO GPS coordinates (if known)

(GPS coordinates normally in Datum WGS84)

C.11	GPS Coordinates ***decimal format***	±dd.dddd °	±ddd.dddd °
C.11	GPS Coordinates ***other formats***		

Form completed by: Name _____

Date DD MMM Title/Position

Form guidance notes

A.	TEAM INFORMATION
A.0	Three letter Olympic Country code, these are listed on the separate worksheet; followed by- 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)

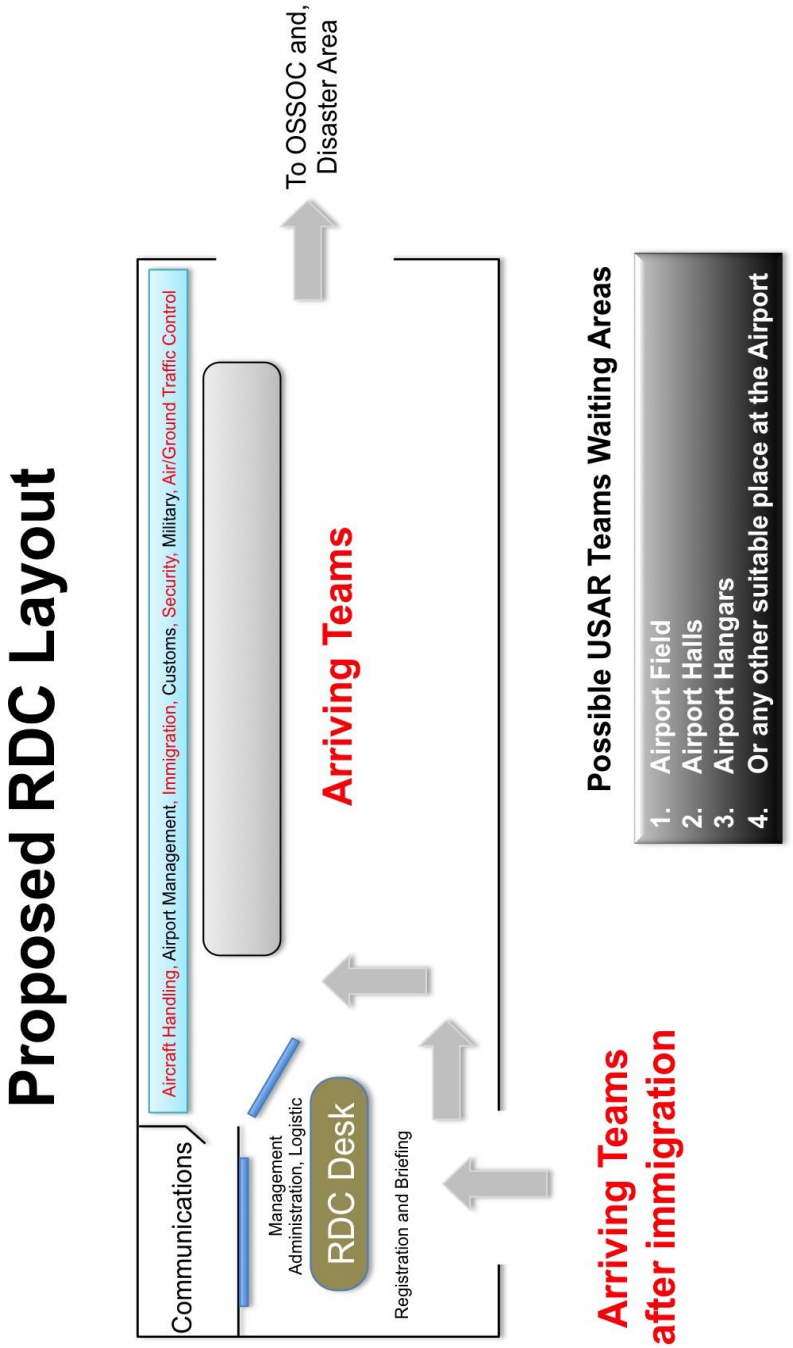
B.	**SUPPORT REQUIREMENTS**
B.1	Total number of people to be transported
B.2	Total number of dogs to be transported
B.3	Total weight of equipment expressed in ton to be transported
B.4	Total volume of equipment expressed in cubic metres to be transported
B.5	Gasoline requirement expressed in litres to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



Annex F: RDC Briefing Hand-out

RDC Briefing Handout

(Handout to be distributed to arriving USAR Teams with critical information)

INSARAG
Preparedness – Response

A	**Situation report**	
A.1	Date [DD-MMM]	
A.2	Time [hh:mm]	
A.3	Overview of situation in affected areas	
A.4	Response	
A.5	Coordination mechanisms	
A.6	Safety issues	
A.7	Security issues	
A.8	GPS Datum to be used (WGS84 normally)	
B	**BoO location**	
B.1	Sector	
B.2	City	
B.3	Address	
B.4	Place name	
B.5	GPS - Coordinates [Lat/Lon Hddd.Dddd°]	*Lat* / *Lon*
C	**OSOCC Details**	
C.1	Sector	
C.2	City	
C.3	Address	
C.4	Place name	
C.5	GPS - Coordinates [Lat/Lon Hddd.Dddd°]	*Lat* / *Lon*
C.6	Route information (e.g. detours, blockages)	
C.7	Telephone number	
C.8	Radio frequency	
C.9	Email address	
C.10	Next OSOCC meeting	
D	**Team requirements**	
D.1	Transport	
D.2	Supplies	
E	**Other Information**	

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 ±12.3456° E/W ±123.4567°
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 ±12.3456° E/W ±123.4567°
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 ±12.3456° E/W ±123.4567°
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)

FORM: AA-2.2

AIRFIELD ASSESSMENT (SHORT)

Send completed assessments to assessments@unjlc.org

NOTES ON HOW TO FILL THIS FORM

This rapid assessment form is to inform the UNJLC whether or not the airfield is usable, partially or entirely. If sufficient time is available, please use the normal format to make the airfield assessment. Make sure to use the correct name of the airfield. Lat/Long coordinated are taken at the control tower (if any) and are in decimal degrees (Use GPS). Try to obtain information through local authorities. If short on time, concentrate on providing data on the main runway. Indicate in Remarks which navigation aids are serviceable or unserviceable.

GENERAL DETAILS

Name	
Email	
Date Assessment conducted	/ /

LOCATION DETAILS

Country		
Name of Airfield or closest City		
Elevation (Feet)		Unknown
Lat (N/S) Decimal Degrees		
Long (E/W) Decimal Degrees		
ICAO Designator		Unknown

AIRPORT DETAILS

WHAT IS THE LARGEST AIRCRAFT THAT RECENTLY HAS BEEN SEEN OPERATING AT THIS AIRFIELD?

Control Tower	Yes OK	Yes U/S	No	Unknown	Cargo Handling Equipment		Yes	No	Unknown
VHF Radio	Yes OK	Yes U/S	No	Unknown	Type		Yes	No.	Unknown
Jet Fuel	Yes OK	Yes U/S	No	Unknown	Type		Yes	No.	Unknown
Parking Capacity Medium-Size AC	---- AC			Unknown	Ground Power		Yes	No	Unknown
Navigation Aids	Yes OK	Yes U/S	No	Unknown	Fire Fighting		Yes	No	Unknown
Security	Good / Marginal / Bad			Unknown					

Runway 1

Length Metres (Published)				
Usable Length Metres				
Width Metres				
Surface	Paved	Gravel	Soil	Grass
Orientation				

Runway 2

Length Metres (Published)				
Usable Length Metres				
Width Metres				
Surface	Paved	Gravel	Soil	Grass
Orientation				

GENERAL NOTES

1. Date Format is always DD/MM/YY
2. All measurements are metric (KM, MT etc) Except the airfield elevation, which is in feet

REMARKS:

Annex I: OSOCC Planning Form and USAR Planning Tool

A	**OSOCC location**													
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	**Situation report**													
B.1	Overview of situation in affected areas													
B.2	Response													
B.3	Coordination mechanisms													
B.4	Safety issues													
B.5	Security issues													
C	**Accomplishments of last operational period**													
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													
D	**Assignments for next operations period**													
D.1	Search assignments													
D.2	Rescue assignments													
D.3	Medical assignments													
D.4	Engineer assignments													

E	**USAR team needs**	
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	
F	**Affected population needs**	
F.1	Affected population in assigned area	
F.2	Shelter	
F.3	Sanitation	
F.4	Medical	
F.5	Others	
G	**BoO location**	
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°]	*Lat* / *Lon*
H	**Comunication means**	
H.1	Telephone number	
H.2	Radio frequency	
I	**Provisional OSOCC handover**	
I.1	Provisional OSOCC handover to?	
I.2	OSOCC handover date [DD-MMM]	
I.3	Provisional OSOCC handover time [hh:mm]	
J	**Other Information**	

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

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

OSOCC-LEMA briefing

(Tool to be used when gathering information from LEMA)

INSARAG
Preparedness – Response

A	**Situation report**	
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	**Local response organization**	
B.1	Capacity	
B.2	Organization	
B.3	USAR integration to local response	
C	**Operations in progress**	
C.1	On-going rescue locations	
C.2	Need for assistance	
C.3	Type of assistance required	
D	**Operational requirements**	
D.1	Number of heavy teams	
D.2	Number of medium teams	
D.3	Debris removing equipment	
D.4	Lumber, gases, fuel	
E	**Medical issues**	
E.1	Victim handover procedures (live/dead)	
E.2	Local emergency medical capacity	
E.3	USAR team MEDEVAC plan	
F	**Communications**	
F.1	Cellular network	
F.2	Options	
F.3	LEMA contact details	
G	**Other Information**	

Z	**Form completed by:**
Z.1	Name
Z.2	Title/Position

Annex L: Standard Meeting Agenda

Standard meeting agenda checklist

(Standard meeting agenda checklist to be used in meetings within OSOCC/UC/SC)

A	**General information**						
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	**General overview**						
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						
C	**Analysis**						
C.1	Summary						
C.2	Priorities						
D	**Planning way ahead**						
D.1	Proposals for actions						
D.2	Instructions						
D.3	Any other business						
D.4	Questions						
E	**Next meeting**						
E.1	Date [DD-MMM]						
E.2	Time [hh:mm]						

Z	**Form completed by:**
Z.1	Name
Z.2	Title/Position

Annex M: Assignment Briefing Package

Assignment Briefing Package

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

INSARAG Preparedness – Response

A General information

A.0	Worksite ID (if an assignment to a Worksite)											
A.1	Team being assigned											
A.2	Date [DD-MMM] assigned											
A.3	Time [hh:mm] assigned											
A.4	Sector											
A.5	City											
A.6	Street/ Street Number, Place Name											
A.7	GPS Coordinates [Lat/Lon ±ddd.dddd°] *(Of Worksite marking location if a Worksite or of starting square corner if a Sector Assessment)*	*Lat*										
		Lon										
A.8	GPS Coordinates [Lat/Lon ±ddd.dddd°] *(Of opposite square corner of a Sector Assessment.)*	*Lat*										
		Lon										
A.9	Sector/worksite boundaries description (If necessary)											

B Assignment information

F.8	Building Use																							
F.9	Construction type																							
F.10	Construction size																							
F.11	Description of collapse/damage																							
B.1	ASR Level to carry out	Level 2						Level 3						Level 4						Level 5				
		0:00:00	01.00.00	02.00.00	03.00.00	04.00.00	05.00.00	06.00.00	07.00.00	08.00.00	09.00.00	10.00.00	11.00.00	12.00.00	13.00.00	14.00.00	15.00.00	16.00.00	17.00.00	18.00.00	19.00.00	20.00.00	21.00.00	22.00.00	23.00.00
B.2	Reporting frequency and timings (mark as required)																							
B.3	Logistical requirements and provision																							
B.4	Access/route (describe) information																							
B.5	Operationally relevant local onsite contacts																							
B.6	Other activities at worksite/in sector																							
B.7	Safety/Security issues																							

C Annexes

C.1	Wide Area Assessment report [y/n]	
C.2	Worksite report [y/n]	
C.3	Previous Worksite report [y/n]	
C.4	Pictures [file names] [y/n]	

D Other information

	Z **Form completed by:**
	Z.1 Name
	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 necesary, add description to Sector/worksite boundaries to complement coordinates
B	**Assignment information**
F.8	Desscribe 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 requirementsare 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

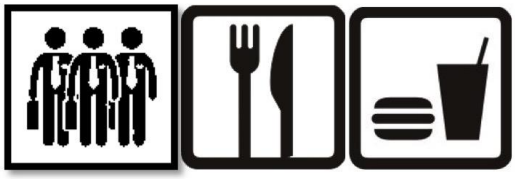
What are the needs, requirements or demands for a Base of Operation

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)

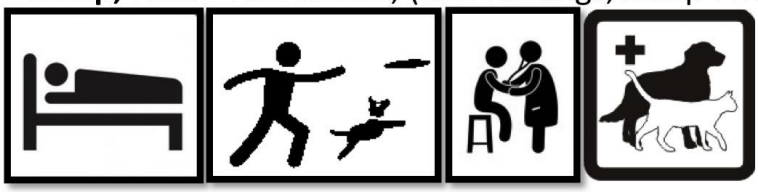
Security, Check safety of Buildings, weather condition, Theft Proof

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)

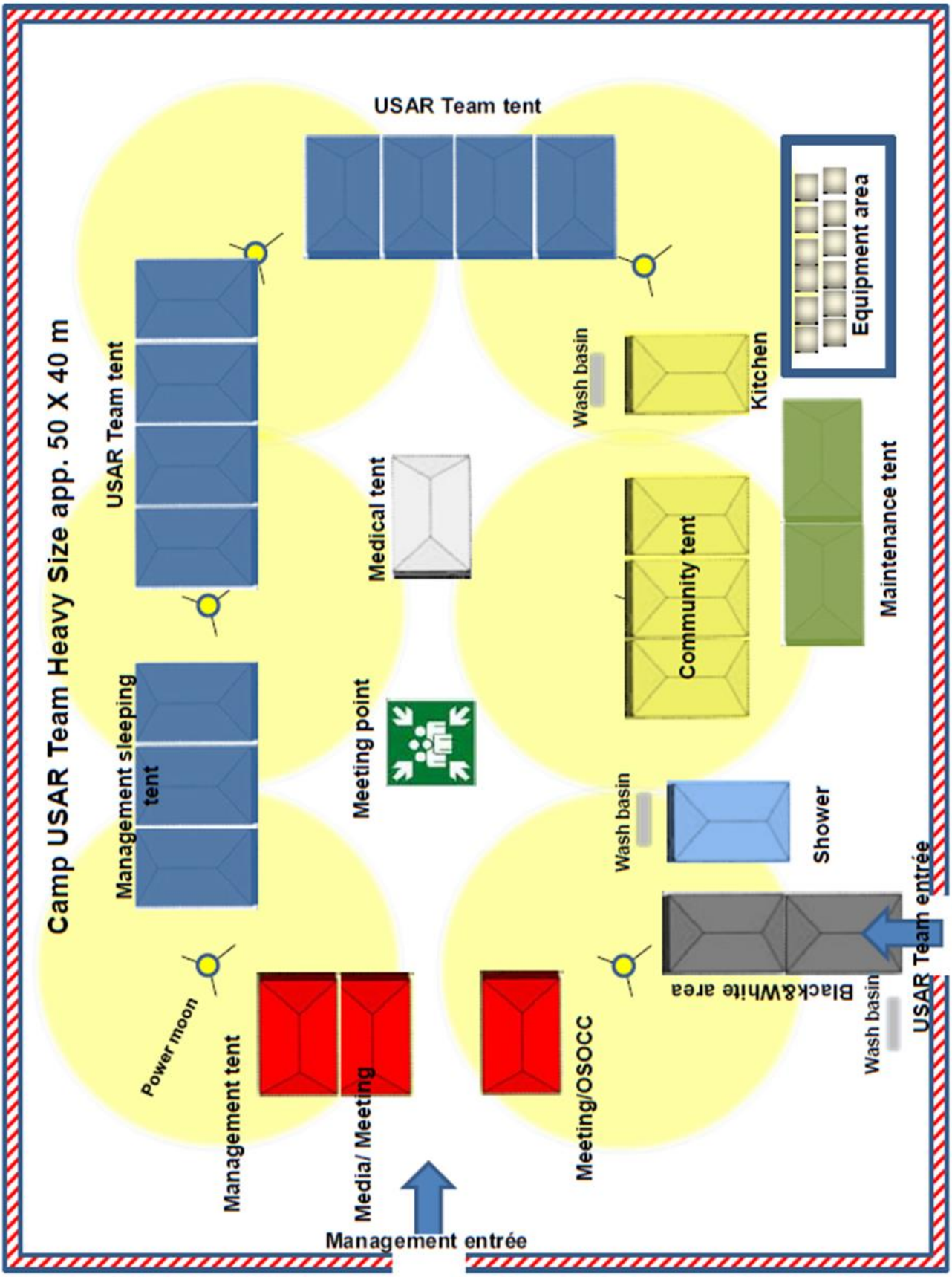


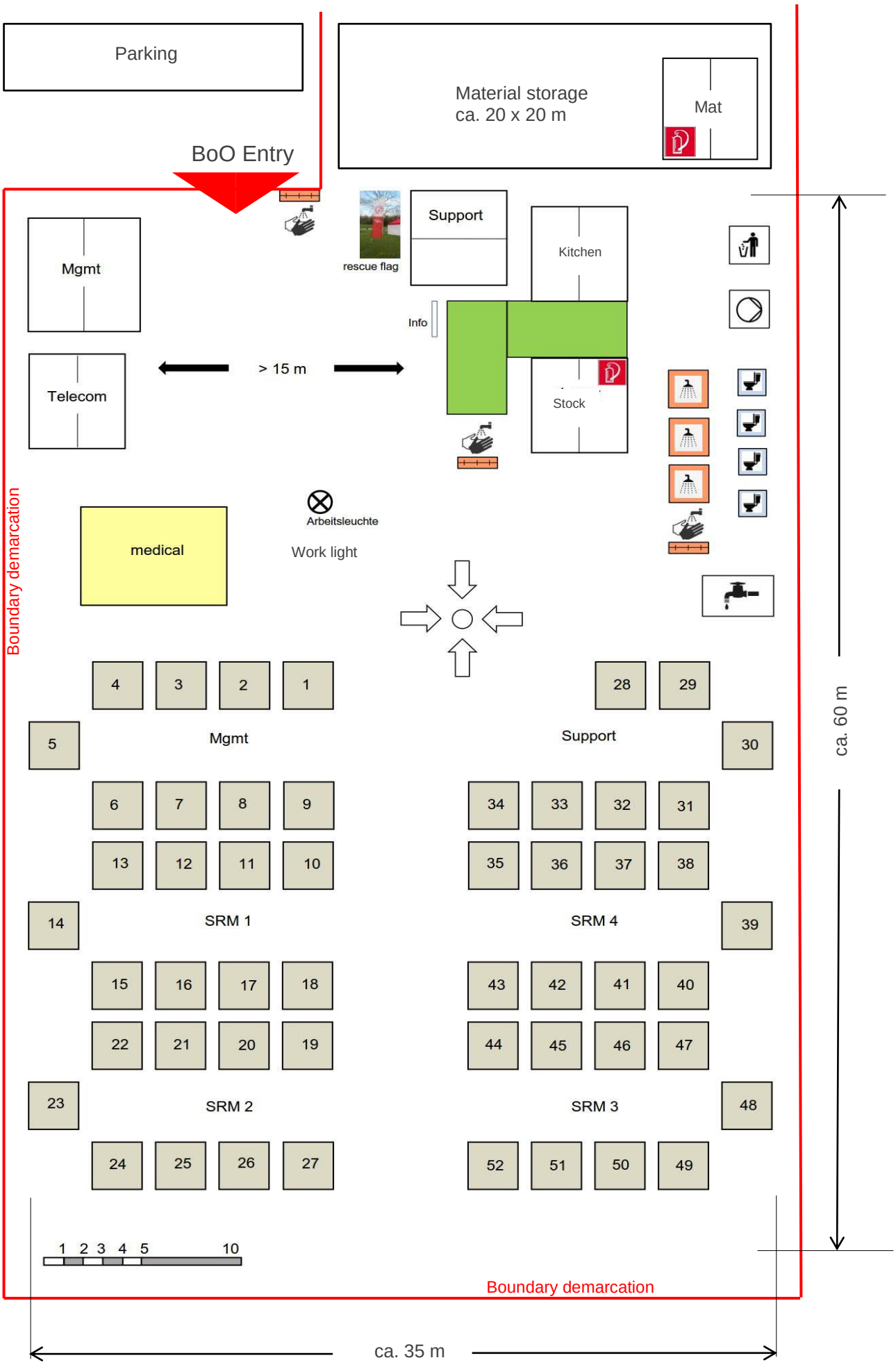
Hygiene, (Restroom Shower, Black & White area)

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

Annex O: Base of Operations Layout

Examples for BoO layout:

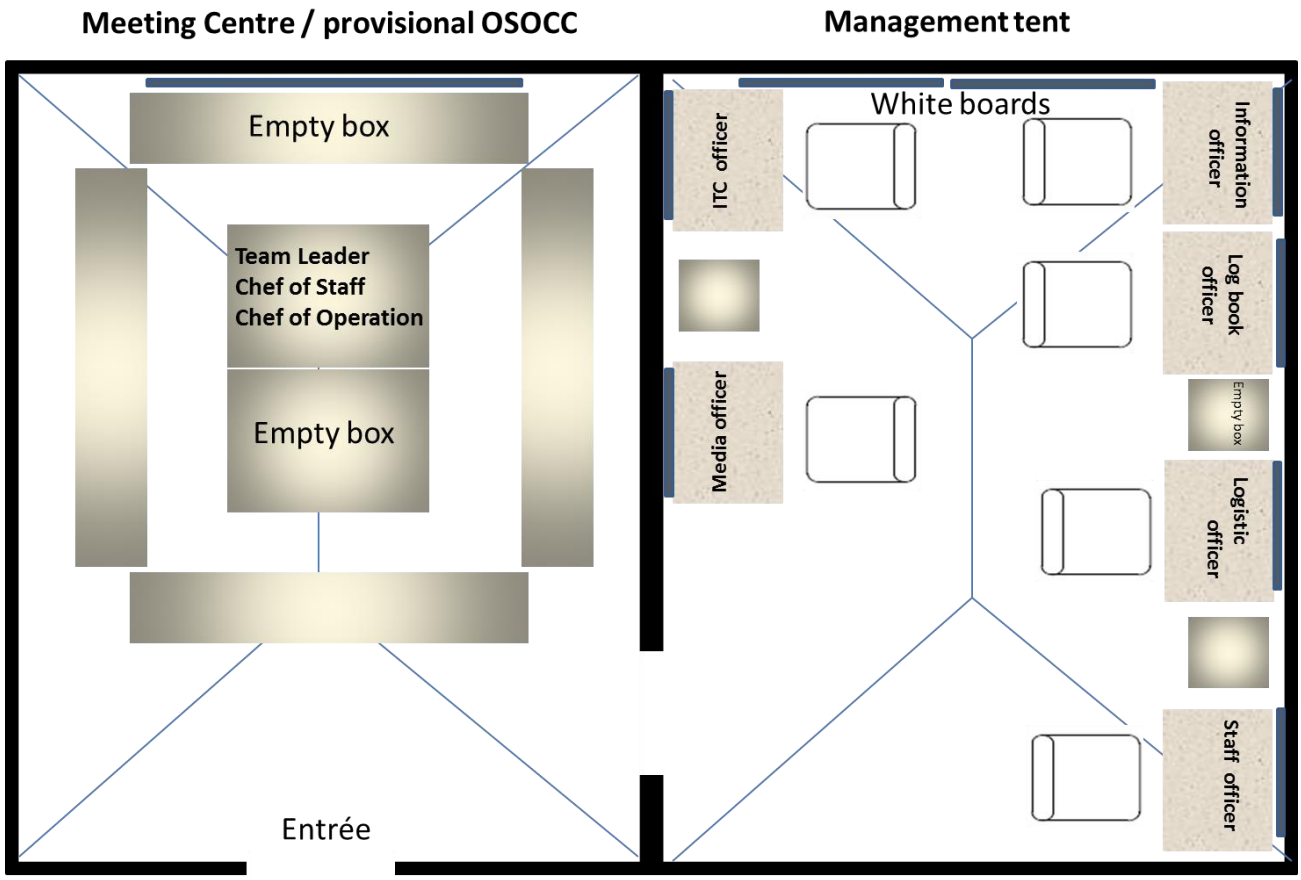



Parking
Material storage
ca. 20 x 20 m
Mat
BoO Entry
Mgmt
rescue flag
Support
Kitchen
Info
Telecom
> 15 m
Stock
Boundary demarcation
medical
Arbeitsleuchte
Work light
4 3 2 1
28 29
5
Mgmt
Support
30
6 7 8 9
34 33 32 31
13 12 11 10
35 36 37 38
14
SRM 1
SRM 4
39
15 16 17 18
43 42 41 40
22 21 20 19
44 45 46 47
23
SRM 2
SRM 3
48
24 25 26 27
52 51 50 49
1 2 3 4 5 10
ca. 60 m
Boundary demarcation
ca. 35 m

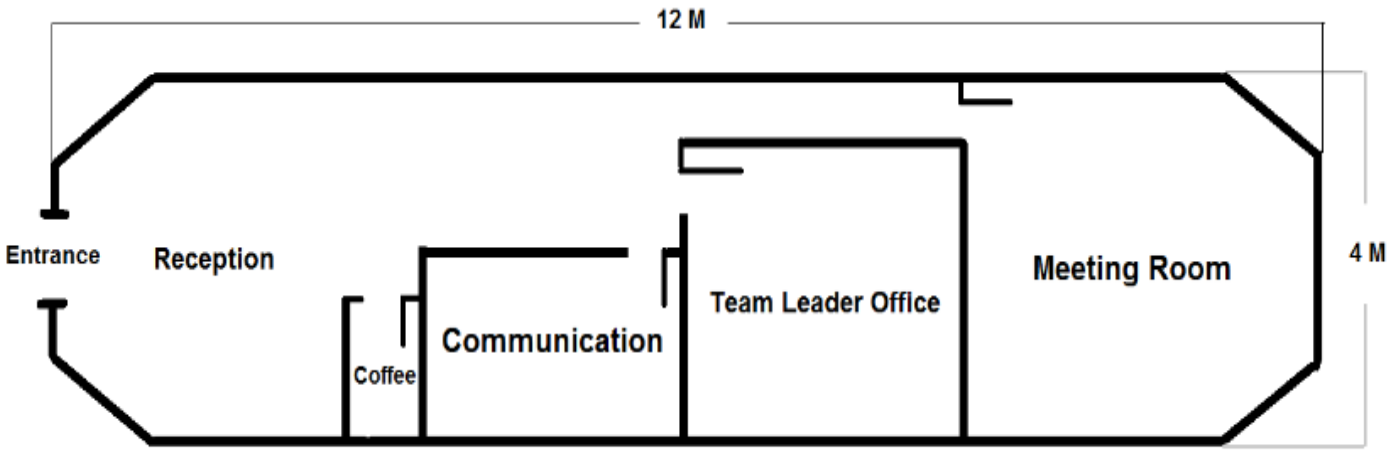
Annex P: Management Tent Layout

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	☑	☒	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	☑	☒	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	☑	☒	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	☑	☒	Remark
• breathing toxins • diffusion • fear reaction • fall • radioactive/nuclear dangers • biological dangers • chemical dangers • breakdown • drowning • illness • collapse • explosion • electricity			
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

Activity	☑	☒	Remark
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	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)

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 S: Sector Assessment – Proposed Sector Assessment Layout

Results of Sector Assessment Worksites

Work site ID	Use of Building	Coordinates	Type of construction	Degree of Damage	Ground plan	Underground	1. Floors 2. Stability 3. Cavities	Number of possible victims	Access	Triage Category	ASR Level 1-2-3-4-5	Priority

Use
T: Restaurant, Bar
U: Apartment, Hotel
V: Office, Administration
W: School
X: Shop Centre, Trade
Y: Factory / Industry
Z: Hospital, Retirement, Home

Type of construction
A: Brick / Concrete ceiling
B: Reinforced Concrete
C: Prefab
D: Brick / Wooden ceiling
E: Stahlbetonwände
F: Natural Stone / Adobe
G: Steel construction
H: _____

Degree of Damage
0: No Damage
1: Moderate
2: Very Strong
3: Collapse

Ground plan
S: Square
R: Rectangular
A: Angled
C: Complex

Underground
S: Soft
H: Hardened
R: Rocky
N: Neste

Big cavities
Small cavities
No Cavities

Victims
1- Confirmed alive
2- Missing
3- Unknown / Not Alive

Stable Structure:
No stabilization work for the rescue activities

Unstable structure:
Stabilization is a must for the rescue activities

Extreme Instability:
Implemented in case a „NO GO"

➔ Marking System --> **Info LEMA und OSOCC**

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:

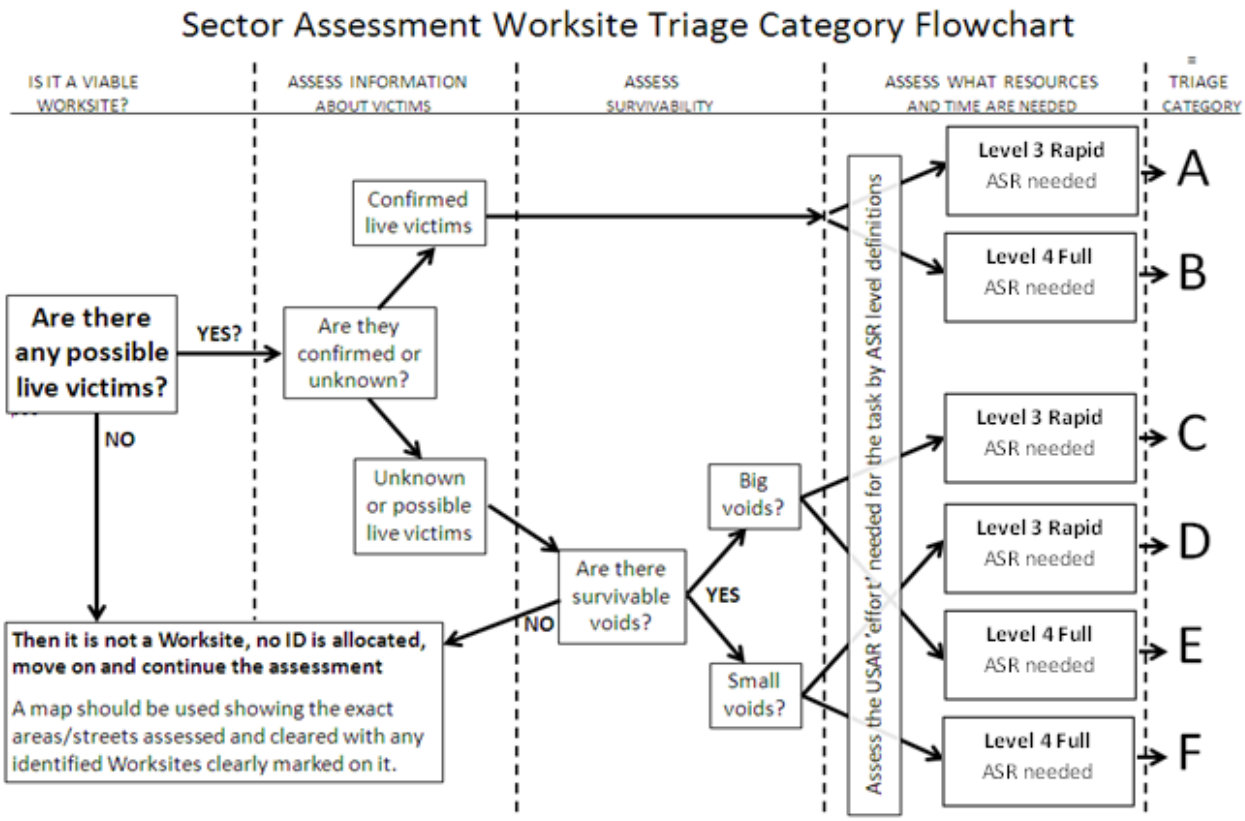
	Level 3 Rapid SAR Needed	Level 4 Full SAR Needed
Confirmed Live Victims	A	B
Unknown Victims and Big Voids	C	E
Unknown Victims and Small Voids	D	F

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

Worksite Triage Form

Used during assessment to identify worksites with rescue opportunities

INSARAG Preparedness – Response

E1. Worksite ID			E2. GPS Coordinates ***Decimal format***	±dd.dddd °	±ddd.dddd °
		or	E2. GPS Coordinates ***other format***		
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: →		→ ↘ F11		
F12. Degree of Damage (%)				
F13. Type of collapse:				
F14. Any unusual hazards at the Worksite?				

	Level 3 Rapid SAR needed	Level 4 Full SAR needed
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	×	Details:
B: Shoring and propping	×	
C: Breaking, Breeching	×	
D: Lifting and moving	×	
E: Rope/height working	×	
F: Medical Needs	×	

F16. Local Safety/Security situation:

F17. Other Information:

Completed by: Name		Title/position	

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:
	Standard GPS format is: Map datum WGS84 or other if indicated by LEMA
	If possible use decimal coordinates e.g. Lat ±dd.dddd° Long ±ddd.dddd°
	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 **total** number of persons trapped, missing or unkown at the Worksite
F10	Of the total number, how many confirmed **live** contacts are there?
F11	Determine the Triage letter; using the triage matrix opposite and the separate full triage tree
Definitions of voids	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.
	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
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:- Mark the tick boxes to show the types of USAR work likely to be required and; Use the text box to give an initial estimate of the **personnel, equipment** and **time** likely to be needed to carry out the operations. Comment on the structural stability assessment of the worksite.
F16	Briefly describe the **local** 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

Worksite Report form

Report of activity at a Worksite for a specific work period (or to handover the Worksite)

E1. Worksite ID		E2. GPS Coordinates ***Decimal format***	±dd.dddd °	±ddd.dddd °		
		E2. GPS Coordinates ***Other format***				
E3. Address						
E4. Worksite Boundary description:						
Worksite Situation Report						
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):				
Worksite Planning Information						
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

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: Standard GPS format is: Map datum WGS84 If possible use decimal coordinates e.g. Lat ±dd.dddd° Long ±ddd.dddd° If another format is used then use the lower boxes and state clearly on the form the format used.
E3	Srtreet 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.
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 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 has for it's 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.

INSARAG Preparedness – Response

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		ASR 5		
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 -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 -Current period: victims recorded in the current reporting period -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 form 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

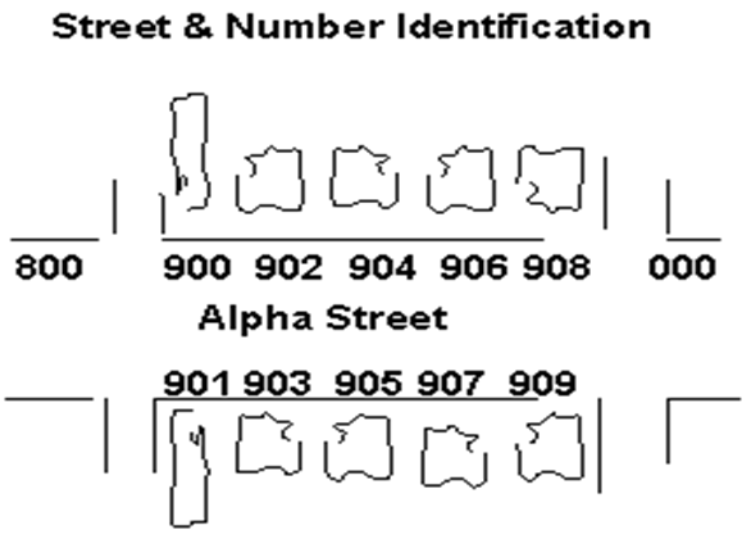
- Response team identity (country and team name) by uniform, patch, etc.
- Personnel – the following positions must be colour-coded and labelled in English plain text (vests, arm bands, helmet colour, etc.)

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.)

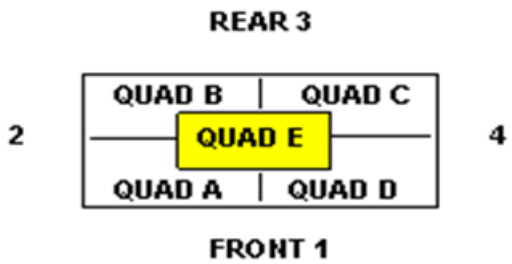
2. General Area Marking

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.



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).

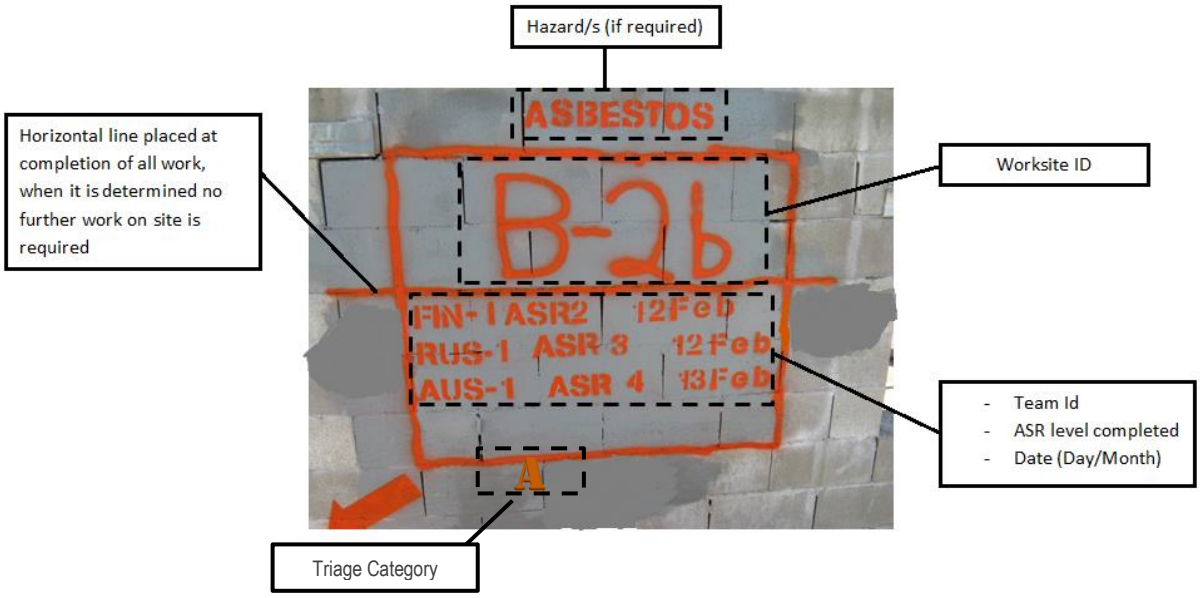


3.2. Interior Identification:

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.	V
Optional arrow from 'V' to clarify location if required	V
Under the 'V' either: 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; 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.	V L - 1 V D - 1
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.	V ~~L – 2~~ D – 1 L - 1
When all 'L' and/or 'D' markings are crossed out – All**known** victims have been removed.	V ~~L – 1~~ ~~D - 1~~

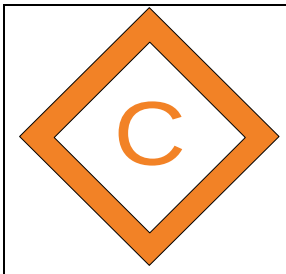
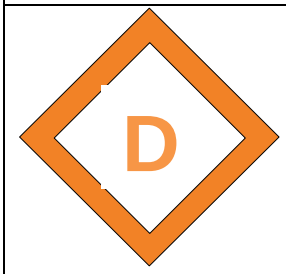
Rapid Clearance Marking System (RCM)

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.

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

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.

Victim Extrication Form

Form used to collect basic information of all victims extricated to be handed to the UC or LEMA as instructed.

INSARAG Preparedness – Response

E1. Worksite ID			**V1.** Victim Number	

The Worksite ID combined with the Victim Number gives a unique reference used to record and track victims.

E2. GPS coordinates of victim location			
	E2. GPS Coordinates ***Decimal format***	±dd.dddd °	±ddd.dddd °
or	**E2.** GPS Coordinates ***Other format***		

E3. Street address	

G3. Team ID	AAA	00

V2. Date of extrication	dd	mmm	**V3.** Time of extrication	hh	mm

V4. Other victim information; **only** if requested by LEMA/UC e.g. name, nationality, gender, age etc.

Location of the victim:

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

Victim Extrication 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.
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: Standard GPS format is: Map datum WGS84 If possible use decimal coordinates e.g. Lat ±dd.dddd° Long ±ddd.dddd° 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	**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.** Name of victim: If known or indicated by identification information Nationality of victim: If known or indicated by identification information Age of victim: estimate if necessary 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

Demobilisation form

(Form to be handed to OSOCC/UC with demobilisation information of U

INSARAG
Preparedness – Response

A1. Team Id.

A2. Team Name

Departure information

A3. Date [DD-MMM] DD MMM

A4. Time [hh:mm] hh mm

A5. Point of departure

A6. Transport/Flight information

Team information

B1. Number of

B2. Number of dogs

B3. Equipment (Ton)

B4. Equipment (m³)

Special requests

C1. Need for ground

C2. Need of loading/unloading

C3.Need for accomodation at point of

D.1 Other Information

Form completed by: Name

Date DD MMM Title/Position

Demobilisation Form

Form guidance notes

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

_____

_____

Results:

DESCRIPTION	**NUMBER**
Live victims extricated	
Dead victims recovered	

Suggested changes to current INSARAG Guidelines:

_____

_____

_____

_____

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