



INSARAG EXTERNAL CLASSIFICATION / RECLASSIFICATION GUIDELINES

The purpose of these Guidelines is to ensure a team intending to undergo an IEC or IER process is familiar with the planning, preparation and delivery requirements. USAR teams are strongly encouraged to familiarise themselves with the contents of these Guidelines.

An IEC or IER is a demanding process that is not to be underestimated. It requires the total executive and operational commitment of the sponsoring agency, the USAR team as well as several other stakeholders to ensure success.

Any questions arising from these IEC/IER Guidelines should be directed to the INSARAG Secretariat and/or your IEC Mentor.

Foreword by Toni Frisch, Chairman of INSARAG

INSARAG External Classification(IEC) – “Guarantee of Effective and Professional International Assistance”

More than 20 countries have successfully undergone the INSARAG External Classification (IEC) since it started in 2005, while many others have shown keen interest or are preparing their Urban Search and Rescue (USAR) teams for upcoming IECs. This process has since facilitated capacity building and ensured minimum standards and matching capabilities to needs and priorities. IEC teams are well recognized by the INSARAG tab they wear, and have most recently proven to be a professional value adding resource to earthquake affected countries such as Indonesia and Haiti, in the immediate aftermath.

To this very day it remains a truly unique process that establishes verifiable operational standards and a humanitarian example of how independent peer review can be a great added value in response preparedness and at the times of response. In a world in which disaster response is becoming more complex, INSARAG has provided a commendable model to the rest of the humanitarian community demonstrating how the IEC continues to provide a global level strategic approach to ensure that there are well qualified and professional teams all around the world in every region and specifically close enough to potential disaster prone areas, ready to respond at a moments notice.

Affected countries will now be able to know what type of assistance they can expect to receive and INSARAG classified USAR teams working alongside each other will be able to know the capacities each can offer – a professional response meeting the standards set in the INSARAG Guidelines, a team that speaks a common global USAR language, a team that will make a REAL Difference in the life saving phase of a disaster.

The INSARAG External Classification/Reclassification Guidelines document is prepared based on the experiences and feedback from experienced IEC classifiers and classified teams, and aims to be a valuable guide to USAR teams globally as it carefully outlines requirements and expectations from Governments, USAR teams, NGOs, IEC mentors and IEC classifiers. It further remains a living document and will be updated accordingly to the operating environment.

Ambassador

Toni Frisch

INSARAG Chairman

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List of Abbreviations

BOO	Base of Operations
EXCON	Exercise Control
FCSS	Field Coordination Support Section
FIELDEX	Field Exercise
GA	General Assembly
IEC	INSARAG External Classification
IER	INSARAG External Reclassification
INSARAG	International Search and Rescue Advisory Group
ISG	INSARAG Steering Group
LEMA	Local Emergency Management Authority
MOU	Memorandum of Understanding
NGO	Non Government Organisation
OCHA	Office for the Coordination of Humanitarian Affairs
OSOCC	On-Site Operations Coordination Centre
POA	Point of Assembly
POD	Point of Departure
POE	Portfolio of Evidence
RDC	Reception Departure Centre
SOP	Standard Operating Procedures
TOR	Terms of Reference
UN	United Nations
UNDAC	United Nations Disaster Assessment and Coordination
USAR	Urban Search and Rescue
VO	Virtual OSOCC

1. IEC Overview

1.1 Introduction

The UN GA Resolution 57/150 of 16 December 2002 on “Strengthening the Effectiveness and Coordination of International USAR Assistance” endorses the International Search and Rescue Advisory Group (INSARAG) Guidelines as the principal reference for the coordination of international USAR response. The INSARAG Guidelines, developed and practiced by emergency responders from around the world, serve to guide international USAR teams and disaster-affected countries during international USAR response operations.

The INSARAG community acknowledges the importance of providing rapid professional USAR support during disasters which result in structural collapse. In an effort to achieve this objective, the INSARAG community has developed a voluntary, independent, peer review process, the INSARAG External Classification (IEC). The IEC has been unanimously endorsed by the INSARAG Steering Group (ISG).

To ensure that a USAR team’s international response capability remains current and continues to subscribe to the INSARAG methodology, the ISG has also endorsed the INSARAG External Reclassification (IER) process. Taken together these two processes form the INSARAG Classification System.

1.2 Background

Prior to the introduction of the IEC process, completed a self-classification as a Light, Medium or Heavy USAR team. This self-classification was then submitted to the INSARAG Secretariat and recorded in its USAR Directory.

During the 2005 USAR Team Leader Meeting it was proposed and unanimously agreed that in addition to the self-classification, an international representative team of USAR experts should conduct an independent classification of a USAR team’s response capability and technical capacity.

The IEC concept was unanimously endorsed by the three INSARAG Regional Groups and was submitted to the INSARAG Steering Committee (since 2009 the INSARAG Steering Group) for consideration. The INSARAG Steering Committee unanimously endorsed the IEC concept with the inaugural IEC being conducted in November 2005.

The IEC has proved successful and there continues to be increasing demand by USAR teams to undergo the process. The list of successfully classified teams, as well as the schedule of upcoming IECs, is available from the INSARAG Secretariat as well as on the Virtual OSOCC (VO).

1.3 USAR Team Capacity

USAR teams establishing USAR capacity with the view to undergoing an IEC are required to refer to the INSARAG Guidelines (*Chapter G Establishing USAR Capacity*) for guidance. Chapter G provides information on the key elements required and the resource composition of a Medium and Heavy USAR team that fulfil the requirements

of INSARAG USAR teams. During an IEC the team will be evaluated with these guidelines in mind.

INSARAG USAR teams are required to consist of five key components (Diagram 1). The INSARAG Guidelines refers to three levels of capacity i.e. Light, Medium and Heavy. Since this document refers to the classification of international teams, only the definitions for Medium and Heavy Teams are included below. For details on Light USAR Teams, refers to INSARAG Guidelines (*Chapter G Establishing USAR Capacity*).

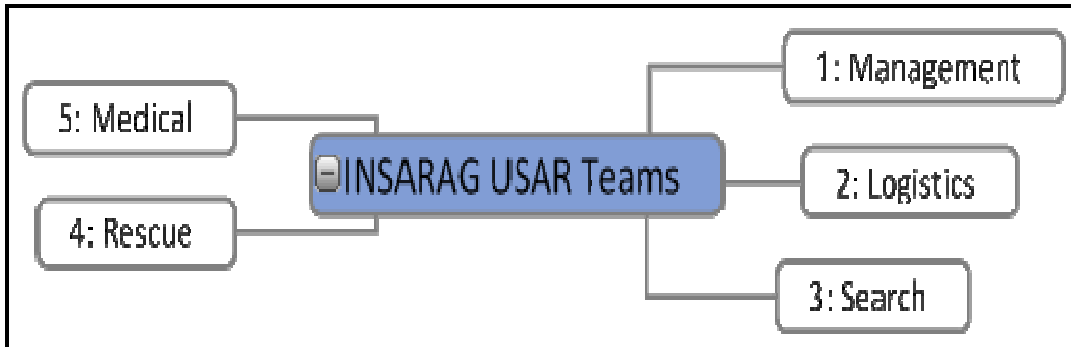


Diagram 1

1.3.1 Medium USAR Team

A Medium USAR team comprises the five components required by the INSARAG Guidelines, Management, Logistics, Search, Rescue and Medical. Medium USAR teams have the ability to conduct technical search and rescue operations in collapsed or failed structures of heavy wood and/or reinforced masonry construction, and including structures reinforced with structural steel. They also must conduct rigging and lifting operations. The main differences between a Medium Team and a Heavy Team include the following:

- A Medium USAR team is required to have the capacity to work only at a single work-site;
- A Medium USAR team is required to have the capability of either search dogs capability or technical search (preferably both); and
- A Medium USAR team must be adequately staffed to allow for 24 hour operations at 1 site for up to 7 days.

1.3.2 Heavy USAR Teams

A Heavy USAR team comprises the five components required by the INSARAG Guidelines, Management, Logistics, Search, Rescue and Medical. Heavy USAR teams have the operational capability for complex technical search and rescue operations in collapsed or failed structures, particularly those involving structures reinforced and/or built with structural steel. The main differences between a Heavy Team and a Medium Team are as follows:

- A Heavy USAR team is required to have the equipment and manpower to work at a Heavy technical capability at two separate work-sites simultaneously;

- A Heavy USAR team is required to have both a search dog and technical search capability;
- A Heavy USAR team is required to have the technical capability to cut structural steel typically used for construction and reinforcement in multi-storey structures;
- A Heavy USAR team must be able to conduct Heavy rigging and lifting operations and
- A Heavy USAR team must be adequately staffed and logistically sufficient to allow for 24 hour operations at 2 independent sites for up to 10 days.

1.4 IEC Purpose

The use of the term USAR is not internationally regulated and consequently, it is applied to a diverse array of team compositions, capabilities and competencies. During times of disaster, affected countries may be overwhelmed by the volume of international assistance, including USAR teams, deployed during earthquakes.

The primary purpose of the IEC is to provide stakeholders with a database of independently verified INSARAG Medium or Heavy USAR teams that are able to:

- Mobilise rapidly;
- Be self-sufficient;
- Work professionally and safely;
- Coordinate its efforts with other national and international rescue responders;
- Assist the UN with Reception Departure Centre (RDC) and On Site Operations Coordination Centre (OSOCC) functionality.

1.5 IEC Objectives

- Operate according to the methodology prescribed by the INSARAG Guidelines;
- Are able to rapidly deploy within the shortest possible timeframe following a disaster to maximise their impact on the affected community;
- Understand their roles and responsibilities regarding the set up, operation and staffing of a RDC and/or OSOCC;
- Understand the roles and responsibilities regarding the Local Emergency Management Authority (LEMA) and are able to integrate effectively with national response efforts resulting in a coordinated and integrated rescue effort
- To recognise that the classified teams have met the minimum standards as established in the INSARAG guidelines and
- Affected countries will be able to know what type of assistance they can expect to receive

1.6 IEC Evaluation

The IEC evaluates and classifies two key components of international USAR operations.

1.6.1 Response Capability

The Response Capability assessment will ascertain a USAR team's ability to receive notification of a breaking emergency, mobilise its resources and respond internationally in a timely fashion. It will also evaluate a team's ability to assist the international response community and LEMA to receive further international assistance by establishing a RDC if it is the first arriving international USAR team.

Teams are also required to assist the United Nations Disaster Assessment and Coordination (UNDAC) team to coordinate rescue efforts with LEMA and other international USAR teams by establishing a provisional OSOCC. This is required when it is the first arriving team and also arrives ahead of the UNDAC team. In circumstances where it is not the first arriving team and the OSOCC has already been established, the USAR team is however still required to assist the USAR operations cell of the OSOCC by providing USAR liaison officers.

The importance of the RDC and OSOCC support functions cannot be overstated. To place emphasis on this issue, the INSARAG Steering Group strongly advocates the inclusion of trained UNDAC members as part of the USAR team, whenever possible.

Teams need to be able to tend to themselves for the duration of their deployment without become a burden on the affected country or other international response organisations. It is acknowledged that teams will require fuel, timber and usually transport upon arrival in the affected country.

During an IEC, there is no difference in the Response Capability evaluation of a Medium or a Heavy USAR team as this component is equally applicable to both levels of classification.

1.6.2 Technical Capacity

A team's technical capacity will be assessed during this phase as to how it performs USAR operations. This will differ depending on whether a team is aiming for a Medium or a Heavy classification.

Teams are required to demonstrate their technical capacity during an exercise designed in a manner that challenges the USAR team's ability to operate effectively in simulated real-life mission situations and timelines.

Teams will be required to demonstrate proficiency during a simulated, realistic structural collapse exercise utilising the full range of skills and equipment required for the with the desired level of classification.

IEC Classifiers make use of the IEC Checklist (Annex A) to conduct the assessment.

1.7 IEC Cost

All the costs associated with the planning, preparation (including that of the IEC Mentor) and subsequent running of the IEC, with the exception of the IEC team, is borne by the host country;

The cost of the individual IEC Classifier is covered by their respective sponsoring organisation, while the cost of the INSARAG Secretariat representative is covered by the INSARAG Secretariat.

The IEC host will determine if observers will be invited to the process. What (if any) expenses and services the IEC host will provide or cover will be explained in the process announcement.

1.8 INSARAG USAR Directory

Upon successful completion of an IEC, the team will be recorded in the INSARAG USAR Directory at the level of classification achieved.

1.9 How to Contact the INSARAG Secretariat

The function of the INSARAG Secretariat is provided by the Field Coordination Support Section (FCSS) of the UN Office for the Coordination of Humanitarian Affairs (OCHA). For additional information, contact the INSARAG Secretariat at:

Office for the Coordination of Humanitarian Affairs
Field Coordination Support Section
Palais des Nations
CH 112 Geneva 10, Switzerland

Telephone: +41(0)22 917 1234 (Office Hours)
Facsimile: +41(0)22 917 0023
Email: insarag@un.org

2. IEC Stakeholders

There are several stakeholders, all of which are integral to a USAR team being able to successfully undergo an IEC (Diagram 2).

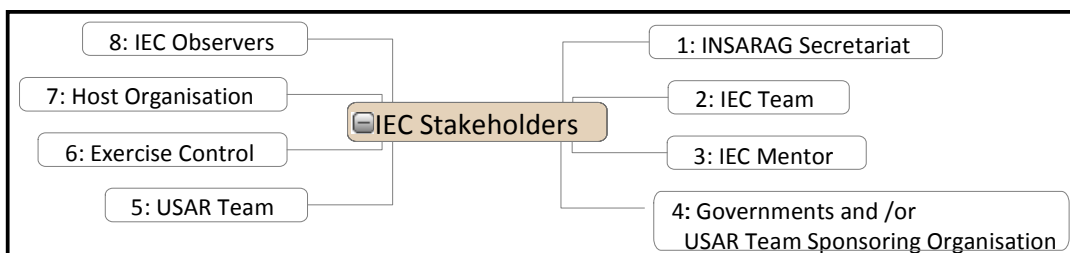


Diagram 2

2.1 INSARAG Secretariat:

A representative from the INSARAG Secretariat may form part of the IEC team. This representative serves as an objective facilitator during an IEC. The INSARAG Secretariat representative will either be an employee of FCSS or an individual endorsed by the ISG as a representative of the INSARAG Secretariat.

The primary responsibilities of the INSARAG Secretariat representative during an IEC are as follows:

- Ensure that the IEC is carried out in accordance with the IEC Checklist;
- Ensure that the classification is based on the minimum requirements as determined by the INSARAG Guidelines;
- Ensure IEC Classifiers do not attempt to use the IEC as an opportunity to promote their home country's methodologies as the only way of operation;
- Perform the role of mediator between the IEC Classifiers and the USAR team or its sponsoring organisation should the need arise;
- Perform the role of a mediator in all matters associated with the IEC procedures and conduct, where appropriate.

The INSARAG Secretariat representative is the final arbiter in all disputes. In the unlikely event it is required, it will make the final decision on any matters resulting in a dispute.

2.2 INSARAG National Focal Point

The INSARAG National Focal Point serves as the primary point of contact for the INSARAG Secretariat in a particular country and is usually a senior officer in the Government Ministry responsible for the management of international and or national disaster response.

The INSARAG National Focal Point acts as single point of contact of that Government for the INSARAG Secretariat and its international responders. Accordingly, the INSARAG National Focal Point is required to approve any request from a USAR team, whether it be a government or Non Government Organisation (NGO) team, to undergo an IEC or IER.

For further details regarding the INSARAG Focal Point, see the INSARAG Guidelines, Section B3.7 INSARAG National Focal Point.

2.3 IEC Classifiers

The INSARAG Secretariat maintains a database of suitable IEC Classifiers that are supported by their sponsoring organisation. The INSARAG Secretariat uses this pool of classifiers to select the team for a specific IEC.

The team of IEC Classifiers is comprised of USAR experts selected by the INSARAG Secretariat from the three INSARAG regions and includes a representative from the INSARAG Secretariat. The team members provide the required technical expertise to

evaluate the various components of a USAR team (Diagram 3). The IEC team may also include IEC Classifiers-in-Training (See Section 3.2.3). In certain instances, one team member may provide technical expertise in more than one function.

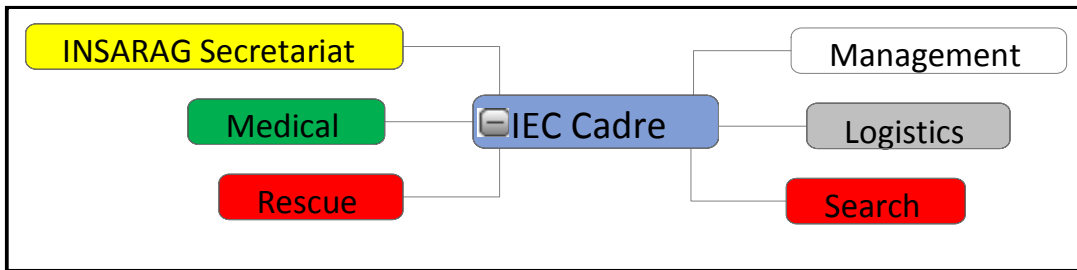


Diagram 3

The mandate of the IEC Classifiers is to ensure the USAR team undergoing the process is evaluated in an objective and non-biased manner. Furthermore, it requires that a USAR team satisfactorily demonstrates all of the competencies and skills required by the IEC Checklist for the level of classification being sought.

The IEC Classifier is the acknowledged face of INSARAG and, as such, must uphold the principles and standards established by INSARAG.

When participating in an IEC, the individual classifiers represent the INSARAG community and not their particular home organisation. Therefore, they need to remain objective and conduct the classification according to the minimum standards required by the INSARAG Guidelines. It is important that IEC Classifiers do not attempt to promote or enforce their home country's particular methodology.

The ISG acknowledges and respects that USAR teams operate using different Standard Operating Procedures (SOP), doctrines and techniques to achieve common objectives. Therefore the IEC Classifiers are not expected to provide comment regarding technical standards beyond those listed in the INSARAG Guidelines. The IEC does however provide the USAR team with unique access to international experts who may be able to impart valuable advice and guidance. The IEC Classifiers are however required to ensure that USAR operations are conducted safely and it cannot disregard or overlook a violation of generally accepted safe practices. Therefore, if a concern regarding safety arises, the IEC Classifiers will, in consultation with the host country liaison officer, intervene and if deemed necessary, stop the particular activity in question until it can be continued in a safe manner.



2.3.1 Selection of IEC Classifiers

The ISG has endorsed the IEC Classifiers Terms of Reference (TOR) (Annex B) which is available from the INSARAG Secretariat or on the VO. USAR experts from INSARAG USAR teams who are interested in becoming IEC Classifiers are required to meet the eligibility criteria outlined in these TOR.

Candidates who meet the eligibility criteria outlined in the TOR are required to obtain approval from their respective sponsoring organisations in order to make themselves available to the INSARAG Secretariat as an IEC Classifier. This pre-approval is important as all the costs associated with the IEC classifiers are the responsibility of their sponsoring organisation. The sponsoring organisation will usually stipulate how many times one of their classifiers can be called upon within a given financial period.

Once approval from the sponsoring organisation has been received, the candidate is required to complete and submit the IEC Classifier Application Form (Annex C), available from the INSARAG Secretariat or on the VO.

The INSARAG Secretariat will then review the application and if successful, the candidate will be notified in writing and will be entered into the IEC Classifier data base. The Selection of IEC Classifiers is based on, among others, the following:

- Annual commitment and availability (minimum of one IEC / IER per annum). The National Focal Point will be required to commit to availability of their classifiers at the annual Steering Group meeting;
- Confirmed support of sponsor for annual participation in the IEC process;
- Experience;
- Technical expertise and skills; and
- Report from IEC Classifier Team Leader when the candidate was an IEC Classifier-in-Training.

2.3.2 IEC Classifier Responsibilities

IEC Classifier sponsors and the individual classifiers must be aware that in order to remain an active IEC Classifier, they are required to make themselves available for a minimum of one IEC or IER per year.

2.3.2.1 IEC Team Leader

The IEC Classifiers Team Leader has, among others, the following key responsibilities:

- Pre-IEC:
 - Liaise with host country IEC Focal Point;
 - Liaise with the IEC Mentor;
 - Liaise with INSARAG Secretariat, including regular updates on the USAR team's state of readiness to successfully complete the IEC at the desired classification level;
 - Liaise with selected IEC classifiers;
 - Task allocation of IEC team;
 - Facilitate the review of the Portfolio of Evidence (POE) by the IEC team;
 - Coordination of the review and/or discussion of any matters arising during the POE review with the host country IEC Focal Point and the IEC Mentor;
 - Inform the INSARAG Secretariat that the IEC Classifiers have provided approval to proceed with the IEC once all relevant matters pertaining to the POE have been satisfactorily resolved;

- Following endorsement from the INSARAG Secretariat, inform the host country IEC Focal Point that the IEC Classification has been approved as scheduled;
- Coordinate the arrival of the IEC Classifiers in the host country to ensure all members arrive in good time for the commencement of the IEC;
- Provide guidance and support to the classifiers as may be required, especially to IEC Classifiers-in-Training.
- During the IEC:
 - Lead the IEC team during all formal meetings and events;
 - Liaise and coordinate activities with the INSARAG Secretariat representative;
 - Ensure all IEC Classifiers are familiar with their assigned tasks;
 - Conduct an IEC Classifiers briefing prior to the start of the IEC;
 - Ensure the IEC Classifiers remain objective and adhere to the minimum standards required by the INSARAG Guidelines;
 - Ensure the IEC Classifiers are familiar with the use of the IEC Checklist during an IEC;
 - Develop a work schedule to ensure that the IEC Classifiers observe the key areas of operation they have assigned;
 - Conduct a walk-through of the exercise site and review the simulation exercise scenarios to ensure the scenarios will enable the IEC Classifiers to observe all the technical aspects required by the IEC Checklist;
 - Coordinate and facilitate any meetings or discussions that may be required during the IEC;
 - Coordinate a daily IEC Classifiers debrief;
 - Provide guidance and support to IEC Classifiers as may be required, especially to IEC Classifiers-in-Training.
 - Coordinate the completion of the IEC Report.

2.3.2.2 IEC Classifiers

The IEC Classifiers have, among others, the following key responsibilities:

- Pre-IEC:
 - Liaise with IEC Team Leader;
 - Review the POE with specific reference to those sections that fall within their specific technical expertise and task allocation;
 - Raise any issues of uncertainty or concern regarding the POE through the IEC Team Leader;
 - Ensure timely arrival in the host country;
 - Provide technical guidance and support to IEC Classifiers-in-Training.
- During the IEC:
 - Ensure familiarity with individual tasking as per the IEC Team Leader;
 - Participate in the IEC Classifiers briefing;
 - Remain objective and adhere to the minimum standards required by the INSARAG Guidelines;
 - Ensure familiarity with the use of the IEC Checklist during an IEC;
 - Adhere to the work schedule during the IEC simulation exercise;
 - Participate in the review of the exercise simulation to ensure the scenarios will enable the IEC Classifiers to observe all the technical aspects required by the IEC Checklist;

- Participate in the daily IEC Classifiers debrief;
- Provide technical guidance and support to IEC Classifiers-in-Training.
- Contribute to the completion of the IEC Report.

2.3.3 IEC Classifiers-in-Training

In an effort to ensure IEC classifiers can meet the demands for future IEC classifications without becoming too onerous on any particular individual or donor organisation, it is important to ensure there is a depth of capacity within the pool of IEC classifiers.

During the 2009 ISG meeting, it was proposed and unanimously agreed to introduce a mechanism to train new IEC Classifiers. Accordingly, a concept of IEC Classifier-in-Training has been introduced. This system enables a future IEC classifier to shadow an experienced IEC classifier who can guide them through the IEC process. This system of IEC Classifiers-in-Training has several benefits:

- Ensures consistency and standardisation of the IEC process;
- Allows new classifiers to be introduced to the IEC process in a controlled manner.

Accordingly, individuals who meet the eligibility criteria stipulated in the IEC Classifier TOR (Annex B) and have the relevant support from their donor organisation are eligible to apply to the INSARAG Secretariat to be an IEC Classifier-in-Training. The application is to be submitted on the IEC Classifiers Application Form (Annex C).

The INSARAG Secretariat will coordinate the allocation of IEC Classifier-in-Training.

2.4 IEC Mentor

To lessen the potential for a USAR team being unsuccessful in its attempt to gain classification, the ISG unanimously endorsed that it is compulsory for USAR teams wanting to undergo an IEC to engage the services of an IEC Mentor.

IEC Mentors must be aware of their responsibility, both to the USAR team and the INSARAG Secretariat, they assume when taking on the role of IEC Mentor. The IEC Mentor has the responsibility of recommending to the INSARAG Secretariat whether the IEC should go ahead as planned or whether it should be postponed.

There are essentially two routes available to a USAR team regarding the engagement of an IEC Mentor.

2.4.1 Bilateral USAR Team

This occurs when the USAR team wanting to undergo the IEC engages the assistance of another USAR team. It is however a prerequisite that the USAR team providing the mentoring has successfully undergone an IEC at the same level of classification being sought by the team undergoing the IEC.

The nature of this engagement, e.g., costs and time allocation will be determined and mutually agreed by the respective organisations.

2.4.2 Consultant

This occurs when the USAR team wanting to undergo the IEC engages the assistance of a professional consultant. The INSARAG Secretariat is able to suggest suitable mentors that, based on past experience, are able to assist a USAR team as an IEC Mentor. The INSARAG Secretariat will, at the request of the country preparing for an IEC, make suggestions for consideration.

The nature of this engagement, e.g., costs and time allocation, will be determined and mutually agreed between the USAR team and the consultant. A USAR Team may elect to use a combination of both the bi-lateral USAR team as well as the consultant mechanisms.

2.4.3 IEC Mentor Responsibilities

The role of the Mentor is to “coach” the team with regard to its preparation for its IEC with the aim of maximising the probability of success. The IEC Mentor takes on a significant responsibility when providing these services. The commitment required should not be underestimated as it may be significant, depending on the degree of readiness of the USAR team in question.

The IEC Mentor has, among others, the following key responsibilities:

- Conduct an assessment of the USAR team’s state of readiness, map this against the requirements of the IEC and identify any gaps that require corrective action;
- Based on the findings of the above, in conjunction with the USAR team management, map out a strategy that will enable the USAR team to address any gaps identified within the required timeline;
- Work with the USAR team, as required, to implement the preparation strategy;
- Provide technical guidance on SOP, resourcing, equipment requirements and operational techniques as required;
- Provide a link to the INSARAG Secretariat and ensure it is kept up to date regarding the progress and status of the team;
- Liaise with the IEC Team Leader as required;
- Liaise with the USAR team’s sponsoring organisation as required;
- Liaise with the head of the IEC Exercise Control (EXCON) team;
- If it appears that the team is likely to be unsuccessful in its bid, the IEC Mentor has the responsibility to notify the USAR team management, its sponsoring organisation and the INSARAG Secretariat as soon as possible so that an appropriate course of action can be determined;
- Provide guidance on the compilation of the Abbreviated POE and main POE;
- Review the POE prior to it being submitted to the INSARAG Secretariat to ensure it meets all requirements. If there are any shortfalls in the POE, work with the USAR team to address any issues identified;
- Provide guidance on the design of the IEC simulation exercise to ensure it is constantly evolving over a minimum of a 36 hour period and that the scenarios will enable the IEC Classifiers to observe all of the technical requirements of the IEC Checklist;
- Be present during the IEC to provide any clarity on input provided by the IEC mentor as may be required;

- At the conclusion of the IEC, assist in reviewing the IEC Report and provide advice on the implementation of its recommendations.

2.5 USAR Team Sponsoring Organisation

The USAR team sponsoring organisation is responsible for ensuring that the USAR team is eligible to, and has the capacity for international deployment.

This is a vitally important part of ensuring a USAR team is ready to undergo an IEC. Some of the key issues the sponsoring organisation is responsible for are as follows:

- If the USAR team is comprised of multiple organisations, it ensures inter-organisational agreements are in place;
- Ensures there is access to the required funding source for international deployment;
- Ensures there are agreements in place with aviation transport providers e.g., civil or military, that will enable the team to depart rapidly;
- Ensures all required insurance policies for team members, including evacuation insurance, are in place;
- Facilitates access to in-country support for the team in the affected country e.g., embassies or consulates;
- Provides home support to the team while it is on mission.

2.6 USAR Team

The USAR team is the entity, comprising the five key elements required by the INSARAG Guidelines i.e. management, logistics, search, rescue and medical that will undergo the classification.

2.6.1 Government USAR Team

Government USAR teams are made up entirely of government organisations. Team members may be selected from a single or multiple government organisations. In teams that have representation from multiple organisations, one specific organisation is usually designated as the lead organisation. These teams make up a country's national or regional USAR response capability.

A government USAR team requires approval of the INSARAG National Focal Point to undergo an IEC or IER.

2.6.2 Non Government Organisation USAR Team

Non Government Organisation (NGO) USAR teams are usually community based USAR teams that may be, among others, charity-based or volunteer organisations. NGO USAR teams have the ability to respond autonomously and do not require the approval of its country's government. Therefore, NGO USAR teams are able to respond when a country elects not to deploy its national USAR team/s.

However, an NGO USAR team requires approval of the INSARAG National Focal Point to undergo an IEC or IER.

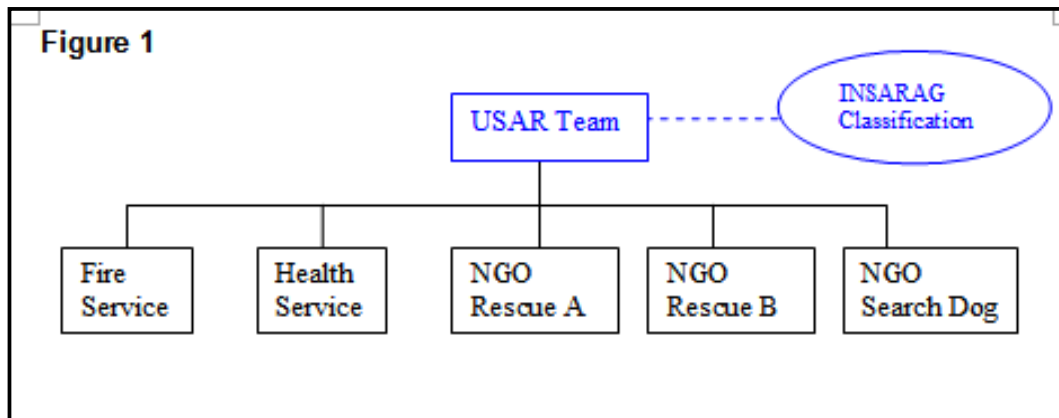
2.6.3 Combined Government / NGO USAR Teams

These are USAR Teams that comprise a combination of both government (single or multiple organisations) and NGO organisations.

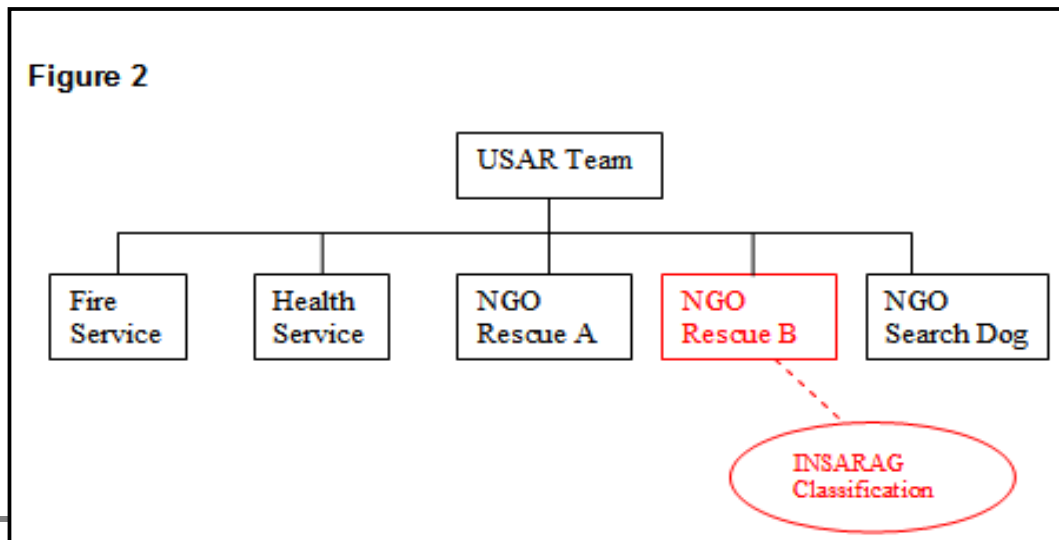
A combined government / NGO USAR team requires approval of the INSARAG National Focal Point to undergo an IEC or IER.

2.6.4 IEC of USAR Teams Composed of Multiple Organisations

The IEC classification awarded is only applicable to the USAR team, including all its component organisations, being evaluated. If the USAR team is composed of several independent organisations (government organisations and NGO that respond together as a combined team) then the classification awarded is applicable to that combination of organisations only (Figure 1). If any single component of the classified team does not respond with the rest of the team, the IEC classification becomes null and void.



If any one of the component organisations of a combined team intends to respond independently and would like an IEC classification for when it does respond independently, it needs to be classified as a completely separate entity (Figure 2).



An IEC classification cannot be transferred. Any independent organisation that obtained classification as part of a composite team and subsequently leaves that composite team is not permitted to promote itself as having obtained an IEC classification.

2.7 Exercise Control

The EXCON plays an important role in ensuring the USAR team is successful in its IEC bid. The EXCON is provided by the host country, usually from within the same organisation that houses the USAR team. The EXCON team members must be dedicated to the EXCON function and cannot be assigned additional roles of responsibility during the IEC.

The EXCON is responsible for designing the simulation exercise to ensure it is constantly evolving over a minimum of a 36 hour period and that the scenarios will enable the IEC Classifiers to observe all of the technical requirements of the IEC Checklist. This simulation exercise needs to incorporate all aspects of an international disaster response from the breaking alert through to demobilisation.

It is important that the scenarios reflect, as close as possible, the real life situation a team is likely to encounter and are developed in such a way that they will challenge the team's technical skill and equipment to a level that is commensurate with the level of classification being sought.

The EXCON is required to prevent the USAR team from becoming aware of the details of the scenario and the specific evolutions in the build up to the IEC in an effort to retain an element of surprise, as would be the case in a real situation.

The head of the EXCON is required to liaise with the IEC Mentor to ensure all of the IEC requirements will be met.

The EXCON is responsible for starting and driving the simulation exercise through to its conclusion.

2.8 IEC Host Organisation

In certain countries the IEC host organisation and the team's sponsoring organisation may be the same however this is not always the case. The host organisation has the responsibility of taking care of all of the administrative, hospitality and logistics requirements to support the IEC. Several key factors to consider include:

- Appoint an IEC Coordinator who will do all of the liaising with the IEC Cadre, INSARAG Secretariat and if relevant, the observer group;
- If the host country has elected to invite observers, then similarly it is preferable that there is an Observer Coordinator;
- The IEC Coordinator will take care of, among others:
 - Invitations and assistance with visas;
 - Preparing the IEC information package;
 - Hotel accommodation bookings;

- Ground transport arrangements;
- Function coordination:
 - Welcome reception(optional);
 - Official functions as required by the host country;
- Media Liaison.

2.9 IEC Observers

Inviting observers is an effective way of learning about the IEC process for teams in the IEC queue. If the host organisation elects to invite observers to its IEC, USAR teams preparing to undergo an IEC are encouraged to send representatives as observers. This provides these representatives an opportunity to gain knowledge and experience of the IEC process as well as the requirements of hosting such an event.

It is important to ensure that the observer group does not distract the USAR team or the IEC Classifiers from their respective tasks. It is important to note that an observer group can place significant strain on the event organisers.

It is therefore suggested that the host country develop a mechanism to effectively deal with the observer group and accordingly, should consider the following:

- The host country should manage any observers as a separate entity during the IEC;
- Limit the number of observer places available;
- Prioritise the allocation of available spaces based on teams that will undergo their own IEC in the coming six to twelve months;
- Develop an observers' schedule that will enable the observers to observe the key events during the IEC and thereby maximise their exposure;
- Appoint an Observer Coordinator;
- Conduct an observers' briefing at the onset of the IEC to ensure all observers are familiar with observer schedule;
- Provide observers the opportunity to meet and interact with the IEC Classifiers.

It is the responsibility of the host organisation, **NOT** the IEC Team Leader, to manage the observer delegation throughout the exercise. The IEC classifier or the INSARAG Secretariat present, is obliged to provide a briefing to the observers, who are there with the aim to learn about the IEC, on pertinent lessons observed.

3. IEC Application Process

The IEC Timeline (Annex D) outlines the time frame for that a USAR team needs to adhere to with regard to its IEC.

Once a USAR team and its sponsoring organisation have agreed to undergo the IEC, it is required to submit an application to the INSARAG Secretariat making use of the IEC Application Phase 1 Form (Annex E).

The requirements for this application are as follows:

- The government's INSARAG Focal Point is required to submit a written application to the INSARAG Secretariat stating that the USAR team would voluntarily like to undergo an IEC;

- This application must be submitted to the INSARAG Secretariat a minimum of two years prior to the planned date. However it is important to note that due to the demand for IECs, it is more likely that the team will have to wait longer than two years before it can be scheduled;
- This application must be completed in English where possible. Where this is not possible, a covering letter in English must accompany any non-English documents briefly explaining its contents;
- Regardless of whether a USAR team is an official government team, an NGO or combination thereof, it requires the formal support of the country's INSARAG Focal Point in order to be eligible to undergo an IEC;
- The application form includes the requirements for the abbreviated POE is to be submitted at the time of the application (See Section 3.1).

Upon receipt of the written application and the abbreviated POE, the INSARAG Secretariat will evaluate whether the USAR team in question is likely to attain the standards required for the IEC within the available timeline. If the INSARAG Secretariat is satisfied with the initial substantiation of the team's capability, it will:

- Inform that country's INSARAG Focal Point in writing that the team has been successful in its application;
- Allocate a provisional IEC date;
- Enter the IEC into the schedule of upcoming IEC which is available on the VO.

If the INSARAG Secretariat is not satisfied with the initial substantiation of the team's capabilities, it will inform that country's INSARAG Focal Point in writing identifying the areas of concern.

Upon receipt of written confirmation of the IEC from the INSARAG Secretariat, the USAR team is required to do the following:

- In consultation with the IEC Mentor, develop a strategic plan;
- Commence planning and preparation activities for the IEC.

3.1 Abbreviated Portfolio of Evidence

The Abbreviated POE (in English) is required to provide documented evidence to demonstrate that the USAR team has been developed in accordance with the INSARAG Guidelines and has adopted the INSARAG methodology.

The submission of the Abbreviated POE must include documented evidence to support the following:

- Details, contact and abbreviated CV, of the IEC Mentor;
- Evidence to support that the USAR team is an active participant in INSARAG activities;
- The USAR team is recognised domestically as a national USAR response asset;
- The USAR team is sustainable and has financial support for the continued maintenance, development and deployment of the team;
- Participation in an IEC is supported by the country's INSARAG Focal Point;

- If the USAR Team is a government team, evidence to support that the USAR team forms part of their government's plan for the delivery of international humanitarian relief;
- If the USAR Team is a NGO, evidence to support that the USAR team can deploy in a self-sufficient manner with the capacity required by the level of classification being sought, for the duration required by the INSARAG Guidelines as determined by the level of classification;
- The composition of the team complies with the requirements stipulated in Chapter G of the INSARAG Guidelines;
- Evidence of registration on the INSARAG USAR Directory.

4. IEC Preparation

One of the immediate steps following the confirmation from the INSARAG Secretariat of a provisional date is for the USAR team to, in conjunction with the IEC Mentor, conduct an assessment of the USAR team's state of readiness to undergo the IEC. The assessment results can then be mapped against the IEC requirements to determine where, if at all, any gaps exist. This will then enable the respective stakeholders to develop a preparation strategy that aims to maximise the USAR team's success in its IEC bid.

During the course of the preparation process it may be determined that the requirements for a successful IEC cannot be met. In this event, a deferment or postponement may be sought from the INSARAG Secretariat.

4.1 Portfolio of Evidence

4.1.1 Submission of the POE

The submission of a comprehensive POE by the USAR team to the INSARAG Secretariat a minimum of six months ahead of the scheduled IEC date is a key deliverable in the lead up to the IEC exercise. The primary reason why the POE is required six months ahead of the scheduled IEC date is to allow time for any queries raised by the IEC Classifiers to be addressed. The comprehensive POE is to be submitted on the IEC Application Phase 2 Form (Annex F).

The requirements pertaining to the submission of the POE are as follows:

- The USAR team is required to submit the completed POE to the INSARAG Secretariat a minimum of six months ahead of the scheduled IEC exercise date;
- Prior to submission of the POE it must be reviewed and endorsed by the IEC Mentor;
- This application must be completed in English where possible. Where this is not possible, a covering letter in English must accompany any non-English documents briefly explaining its contents;
- If a USAR team cannot meet this timeline, it is required to provide written justification to the INSARAG Secretariat as to reasons why it cannot meet this deadline and offer an alternative for consideration;
- The POE is required to be written in English;

- The USAR Team is required to nominate a focal person who can be contacted by the INSARAG Secretariat and the IEC Classifiers who will facilitate the feedback required for any queries raised regarding the POE. This individual is to be supported by the IEC Mentor;

4.1.2 Contents of the POE

The list below is the minimum requirements for the comprehensive POE. It must be noted however that the INSARAG Secretariat and or the IEC Team Leader may request additional information.

- Letter of support by the host country's INSARAG Focal Point for the USAR team planning to undergo the IEC;
 - Details of the country's INSARAG Focal Point;
 - Details, contact and abbreviated CV, of the IEC Mentor;
 - Details of national and international training events and missions where the USAR team has been deployed in the same configuration as it will be when it undergoes the IEC;
 - Copies of Post Mission Reports submitted to the INSARAG Secretariat following international USAR deployments;
 - Documents detailing the international mobilisation and transport arrangements;
 - Details of loading plans based on the type of aircraft utilised;
 - Signed Memorandum of Understanding (MOU) between the government and the USAR team for deployment for international humanitarian assistance;
 - For USAR teams comprised of multiple government organisations and or NGO, the MOU must clearly stipulate that these organisations are included in the USAR team and have the full endorsement of the government;
 - Signed MOU between the USAR team and any organisations supplying personnel and or equipment;
 - USAR team organisational chart and complete membership roster, including team redundancy plan;
 - Evidence of the USAR team's participation in INSARAG meetings and activities;
 - Evidence of registration on the INSARAG USAR Directory;
 - Details of the USAR team's continual training programs including international mission training;
 - Details of arrangements for the medical evacuation of a team member while on international deployment;
 - Evidence to support that the team is self-sufficient as required by the level of classification being sought;
 - Details of the IEC exercise*;
 - The IEC Programme*;
- *(after discussions with the INSARAG Secretariat and mentor)
- Additional information the team may view as being relevant.

If required, USAR teams can contact the INSARAG Secretariat for samples of the POE.

4.1.3 Review of the POE

Once received, the INSARAG Secretariat will forward the POE to the selected IEC Team Leader. The IEC Team Leader will coordinate a detailed review of the POE. If required, the IEC Team Leader will conduct interviews with relevant members of the USAR team, the IEC Mentor and INSARAG Focal Point. They may also request additional documentation in support of the POE.

The IEC Classifiers will base their recommendation on whether to proceed as planned or postpone the IEC exercise on the documented evidence of the POE. The POE therefore forms a critical component of the preparation process. The aim is for the decision to go ahead or postpone to be finalised 4 months ahead of the scheduled date to allow sufficient time for the final preparation.

4.2 IEC Exercise

The EXCON is required to design and develop a field exercise (FIELDEX) that will provide the platform for the IEC. There are several key elements to consider in the development of the FIELDEX:

- The exercise is to be conducted over a minimum of the exercise is 36 hours, divided as follows:
 - The first 6 hours are used for the Response Capacity Evaluation which includes:
 - Alert and Activation;
 - Recall of the USAR team;
 - Pre-deployment medical screening;
 - Pre-deployment logistics check;
 - Pre-deployment personal equipment issue;
 - Pre-deployment briefings;
 - Departure customs and immigration;
 - Getting to the point that the USAR team is ready to “board the aircraft”;
 - The remaining 30 hours are used for the Technical Capacity Evaluation which includes:
 - Set up and operation of the RDC and OSOCC;
 - Set up and operation of the BoO;
 - Reconnaissance operations;
 - USAR operations;
 - Demobilisation;

NOTE: The travel time to the exercise venue should not count as part of the 36 hours.

- The technical phase of the exercise is required to be conducted at a suitable venue that provides realistic props commensurate with the level of classification being sought;
- The technical scenarios should resemble real-life situations likely encountered during actual emergencies;



- The degree of technical complexity must be commensurate with the level of classification being sought;
- The technical scenarios must enable the USAR team to demonstrate all of the technical skills required by the IEC Checklist;
- If the USAR team is aiming for a Heavy classification, the EXCON needs to ensure there are two separate works sites with props that commensurate with the technical requirements. Separate work sites are defined as any work site that requires separate logistical support;
- The EXCON is required to introduce injects that enable the USAR team to demonstrate its redundant capacity of personnel and equipment;
- The EXCON is required to ensure the USAR team is restricted to making use of the equipment cache with which they would deploy to demonstrate that it is self-sufficient. During the IEC, no equipment from external sources may be utilised except for a crane to demonstrate proper rigging and heavy lifting capability;
- The EXCON team should instruct role players to talk English so that the interaction between the USAR team and the role players can be properly evaluated by the IEC team. If this is not possible, then translation should be provided.



The exercise should be designed making use of constantly evolving realistic structural collapse scenarios and should not be an exercise that demonstrates individual technical skills (staging the exercise using prefixed skill-performance stations). Furthermore, following the occurrence of the simulated disaster the exercise is required to encompass all of the key stages of international disaster response.

NOTE: For the FIELDEX it is most likely that the USAR team will deploy to the venue by road. The IEC team will still however evaluate the air transport plan, as presented in the POE, if this is the means of transport used for international deployment.

4.2.1 Alert and Activation

- Notification of a Breaking Emergency;
- Monitoring of situation and placing the USAR team on standby;
- Request for international assistance;
- Approval for international deployment;
- Activation of USAR team.

4.2.2 Mobilisation

- Arrival of team members at designated Point of Assembly (POA);
 - Pre-deployment medical screening of people and canines;
 - Pre-deployment briefing;



- Pre-deployment logistics check;
- Equipment loading;
- Arrival of team at designated Point of Departure (POD):
 - Departure customs;
 - Loading requirements for aircraft including hazardous materials shipment declaration;
 - Departure immigration.



4.2.3 Arrival in Country

- Arrival in affected country:
 - Arrival immigration;
 - Arrival customs;
 - Meeting with airport authorities;
 - Establishing and operating the RDC;
- Meeting with LEMA;
- Establishing and operating the OSOCC;
- Set up of BoO:
 - See INSARAG Guidelines Section F8.7 Base Of Operations Layout for an example of how to establish the BoO;
 - Note: One of the key elements the IEC Classifiers will evaluate is the team's ability to communicate between the BoO and the work-sites, and how it coordinates equipment staging between the BoO and the work-sites. Therefore for the FIELDEX, the BoO should be established in a location that is NOT within walking distance of the work-sites.



4.2.4 USAR Operations

- USAR Operations:
 - Reconnaissance;
 - Work site prioritisation;
 - Use of INSARAG Marking and Signalling system;
 - Search, rescue and medical activities commensurate with the level of classification being sought.



4.2.5 Demobilisation

- LEMA declares end of rescue phase;
- Demobilisation.



5. IEC Evaluation Process

Although the INSARAG community agrees that all USAR teams involved in international disaster response should undergo an IEC, this is a voluntary process and not being classified does not bar a team from being registered in the INSARAG USAR Directory.

The IEC is neither a test nor a competition. The IEC is primarily a peer evaluation of a USAR team to ensure it has successfully completed all criteria required by the INSARAG Guidelines and the team fulfils the minimum, acceptable, safe standards of an INSARAG Medium or Heavy team.

The IEC Checklist, based on the INSARAG Guidelines, has been developed by the INSARAG Secretariat in consultation with the INSARAG USAR community and it has been approved for use by the ISG. It is utilised by the IEC Classifiers during the IEC and its primary purpose is to ensure that the classification is conducted in an objective fashion and is consistent from one IEC to another, thereby maintaining a uniform standard.

The IEC Checklist is reviewed periodically and amended as required. Any suggested amendments are proposed to the ISG, through the INSARAG Secretariat, for consideration. Only after approval from the ISG has been obtained is the updated IEC Checklist brought into use.

The IEC Classifiers will conduct its work using the English language during the IEC exercise. However, the USAR team being classified may use its preferred language provided there are sufficient interpreters to ensure effective communication with the IEC team.

5.1 IEC Programme

The IEC Programme is required to be submitted to the INSARAG Secretariat as part of the comprehensive POE. Regardless of the level of classification being sought, the INSARAG Secretariat recommends the following IEC Programme.

- Day 1:
 - IEC Classifiers internal meeting and briefing by IEC Team Leader:
 - IEC Classifiers members' introduction;
 - Review of IEC schedule;
 - IEC member tasking from IEC Team Leader;
 - Develop IEC work schedule;
 - Review IEC Checklist;
 - Review POE;
 - Prepare for meeting with USAR Team and other relevant stakeholders on Day 2;
 - Orientation and familiarisation for IEC Classifiers-in-Training;
 - Walk-through of the FIELDEX props;
 - IEC Classifiers visit the FIELDEX venue and review scenarios to ensure the exercise will enable the USAR team to:

- Work in a simulated real-life environment in a constantly evolving 36 hour exercise;
 - Demonstrate all the technical skills required by the IEC Checklist;
 - Demonstrate the technical capacity commensurate with the level of classification being sought.
- Day 2:
 - IEC Classifiers meeting with the representatives from the USAR team management, representatives from its sponsoring agency and the IEC Mentor. There should be sufficient time allocated for a detailed review. The IEC Team Leader may request this session to be extended if required. The following events should be scheduled:
 - IEC briefing by host organisation;
 - Open forum discussion regarding the POE;
 - Question and Answer session including e.g.,:
 - Mobilisation procedures
 - Implementation of the USAR teams redundancy plan;
 - Most recent USAR Training exercise;
 - Latest medical evaluation for team members;
 - Details on post mission debriefing (if the team has been deployed on mission);
 - Medical repatriation procedures
 - Random review of team documentation as deemed appropriate by the IEC Classifiers e.g., SOP, personnel training records, vaccination records, logistical inventory;
 - IEC Classifiers visit the USAR Teams logistics base.
- Day 3:
 - Simulation exercise begins at a time determined by the EXCON;
 - Simulation exercise continues for a minimum of 36 hours.
- Day 4:
 - Conclusion of the simulation exercise.
- Day 5:
 - Conduct any follow up meetings or interviews that may be required;
 - Drafting provisional IEC Report;
 - Verbal indication of the IEC Result;
 - Debriefing of the USAR team.

6. IEC Reporting

Upon its completion, the IEC Team Leader will provide the USAR Team with a verbal debriefing of the findings of the IEC Classifiers and announce the overall result the team has achieved. The detailed findings will be recorded in the IEC Report (Annex G).

The IEC Report will be provided to the USAR team and its sponsoring organisation through the INSARAG Secretariat within 30 days of the completion of the IEC.

The IEC Report is considered to be confidential. Accordingly, the INSARAG Secretariat will only make these reports available to the USAR team management and its sponsoring organisation. Whether this report will be shared with any third party is at the discretion of the USAR team in question. However, the INSARAG Secretariat

encourages USAR teams to share these documents as this provides a valuable learning opportunity for other teams.

The IEC provides a USAR Team with unique access to international USAR experts. These experts may be able to impart valuable guidance and advice to a team. The IEC Report provides a mechanism for suggestions and recommendations from the IEC classifiers which serve to aid the USAR team in further optimising its performance.

6.1 IEC Checklist

Each line item of the IEC Checklist is awarded a colour and code. The interpretation of this “traffic light” rating system is as follows:

- A green box with a ‘Y’ (representing ‘Yes’) indicates that the USAR team exceeds the minimum standards;
- A yellow box with a ‘Y’ (representing ‘Yes’) indicates that the team meets the minimum standards. However, the IEC Classifier has determined that further improvement is required and will provide recommendations in this regard;
- A red box with ‘NY’ (representing ‘Not Yet’) indicates that the USAR team did not meet the minimum standard at the time of the evaluation. The reasons for any red box will be explained in the IEC Report. Anything marked as “red” requires a corrective action plan to be submitted to the INSARAG Secretariat;
- There is also a **Remark** column where the IEC classifier can record any relevant comments.

A USAR team that is awarded all green or a combination of green and yellow colours is deemed to have been successful in its IEC bid. It is therefore entitled to the formal recognition associated with being successfully classified (See Section 7).

A USAR team that receives any number of red colours is deemed to be “not yet successful”. Based on the issues in question, the IEC Classifier will provide recommended corrective action and a timeline in which this is to be implemented.

The INSARAG Secretariat in conjunction with the IEC Team Leader will determine the most appropriate means for re-evaluating the issue in question. Upon the satisfactory correction of the issue as determined during the re-evaluation, the USAR team will be deemed to be successful.

The template for the IEC Report is available as Annex G.

6.2 IEC Appeals Process

In the run up to the IEC exercise, there may be the situation where there is a dispute between the IEC Mentor and the USAR team regarding its state of readiness to undergo the IEC. There may also be the situation where the IEC Team Leader may not agree that, based on the POE, the USAR team is ready to undergo the IEC. In such cases, the dispute will be submitted to the INSARAG Secretariat for review.

During the IEC exercise, there may be a dispute between the IEC team and the USAR team and or its sponsoring organisation. The INSARAG Secretariat representative serves as an objective facilitator during an IEC. In the event of any dispute arising, this

representative will act as the mediator between the IEC Classifiers and the USAR team or its sponsoring organisation.

If any dispute arising cannot be amicably resolved at the time of the IEC, the USAR team may appeal the decision of the IEC team, in writing, and submit the appeal to the INSARAG Secretariat for consideration.

The INSARAG Secretariat is the final arbiter in all disputes. In the unlikely event it is required, they will make the final decision on any matters resulting in a dispute.

7. IEC Recognition

If a USAR team is successfully classified as a Heavy team, it is automatically given that the Team could respond as a Medium. However, a Medium team cannot use its classification as Medium team to respond as a Heavy team.

If a Heavy team responds as a medium team, they are required to publically announce this on the VO and on their USAR Team Fact Sheet.

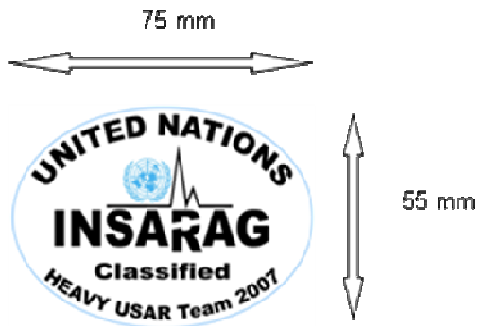
7.1 IEC Certificate

Following the IEC, the USAR team will be issued a certificate stating the date the team was classified and the capacity (Medium; Heavy) achieved (Annex H). The certificate, signed by the INSARAG Secretariat, has a validity of 5 years.

7.2 IEC Patch

Following successful completion of the IEC, the USAR team will be provided an electronic copy of the artwork of the IEC patch. The following conditions regarding the wearing of the IEC patch apply:

- Black wordings over white background, and United Nations logo and circumference of patch to be in UN light blue - Pantone (PMS 279). If required, the INSARAG Secretariat can provide the USAR team with the contact details of its vendor;
- It is recommended for teams to wear the patch sewn onto a velcro backing, on the left shoulder. If an organisation patch is already located in that position, then the IEC patch may be placed above that patch or above the left breast pocket;
- A helmet sticker that complies with the design guidelines of the patch, is also permissible;
- The design of the patch is not be modified in any way;
- The size of the patch should be 75mm x 55 mm.



7.3 INSARAG USAR Directory

The USAR Team is required to submit an updated Directory of International SAR Teams form (Annex I) to the INSARAG Secretariat. The INSARAG Secretariat will then update the INSARAG USAR Directory.

7.4 RDC & OSOCC Banners

The USAR team may also receive an official UN banner for the RDC and OSOCC. These banners are to be used if the team arrives prior to the UNDAC team and they are therefore required to establish these provisional facilities.

8. Obligations of Classified USAR Teams

Following its successful classification, there are several obligations to which the USAR team is required to adhere. These include:

- The ISG strongly discourages USAR teams from responding in any configuration other than that in which it was classified. The exception to this is when, based on the nature of the disaster, a Heavy team elects to respond as a Medium team. If a team responds at a capacity less than its classification, the following is relevant:
 - The USAR team management has a responsibility to clearly state their response capacity on the VO and modify their USAR Team Fact Sheet accordingly;
 - The USAR team is required to remove its IEC Patch so as to avoid confusion in the affected country (Unless a Heavy team will be responding in a Medium team configuration);
 - The INSARAG Secretariat will request a written report as to the details of why the team did not respond according to its classification (Unless a Heavy team will be responding in a Medium team configuration);
 - This report will then be tabled for review at the next ISG Meeting.
- When responding to international disasters, ensure that the USAR team applies the INSARAG methodology;
- Conduct an annual FIELDEX international USAR response FIELDEX;
- The USAR team, or representatives of its sponsoring organisation, are required to be active participants in annual INSARAG activities e.g., Annual USAR Team Leaders Meeting, INSARAG Regional Group Meetings and the

Earthquake Simulation (SIMEX) Response Exercises. Non-participation will adversely affect a USAR team's reclassification;

- In an effort to assist the INSARAG Secretariat, assist with the facilitation of INSARAG activities e.g., Earthquake Response Exercises;
- The INSARAG Focal Point is required to immediately inform the INSARAG Secretariat of any changes within the USAR team and its support framework that may fundamentally affect its capacity to function at the classified level. Based on a review of the structural changes, the USAR team may be advised that they are required to undergo a reclassification.
- The ISG highly recommends that USAR teams:
 - Provide minimally five USAR experts to become IEC classifiers.
 - Willingly share information with other USAR teams that are developing a response capacity.
 - Willingly share information with other INSARAG USAR teams that are preparing for a classification.

If a classified USAR team is not able to meet its obligations, the ISG will provide that USAR team guidance on any necessary subsequent action. This will also have a potentially adverse affect on a USAR team's reclassification.

9. Joint IECs

The INSARAG Secretariat encourages neighbouring countries or multiple teams within one country to consider conducting a joint IEC. This offers a financial benefit to each USAR team as a result of cost sharing as well as providing an opportunity to strengthen national or regional cooperation. Exercising bilateral relationships, integrating and coordinating two USAR teams working together in joint rescue operations and co-locating in a designated BoO area injects a greater degree of realism into the exercise.

It must however be noted that a joint IEC will not in any way compromise each individual USAR team's bid as each team will be individually assessed on its own merits.

If two USAR teams elect to conduct a Joint IEC, they are required to submit a written request to the INSARG Secretariat seeking approval. While there are obvious benefits to holding a Joint IEC, it does place a burden of the INSARAG Secretariat as this will require two independent IEC Cadres.

Each USAR team has the responsibility to fulfil all of the requirements of the IEC just as would be required if they were undergoing a stand-alone IEC.

It is also possible that there may be a joint classification for 1 USAR team that is undergoing its initial IEC while the other USAR team is undergoing a reclassification.

10. INSARAG External Reclassification

The INSARAG External Reclassification (IER) is the process a previously classified team is required to periodically undergo in order to maintain their classification status. If the USAR team elects not to reclassify, it will surrender its INSARAG classification.

The IER Timeline (Annex J) outlines the time frame for that a USAR team needs to adhere to with regard to its IEC.

10.1 Reason for Reclassification

10.1.1 Expiration of Classification Period

The ISG endorses the need for reclassification after 5 years. USAR teams are required to undergo an annual international response FIELDEX (as part of their annual training). The FIELDEX will be evaluated by a smaller team of classifiers, with priority given to the original classifiers for the particular IEC. As part of the reclassification process, the initial IEC Report as well as the team's performance and commitment as demonstrated in INSARAG events and actual disaster response at their classified level will be taken into consideration.

Additionally, the classified USAR team is required to undergo a complete new classification every ten years.

10.1.2 Change in USAR Team Structure

The IEC Classification awarded is applicable to the USAR team structure evaluated, which may have been composed of multiple organisations. If there has been any structural change in the configuration of the team, this needs to be brought to the immediate attention of the INSARAG Secretariat.

The INSARAG Secretariat will facilitate a review of the structural change to determine whether it impacts the USAR team's classification. If it is determined that the structural change has had an effect on the classification, the INSARAG Secretariat will inform the USAR Team and its sponsoring organisation that it is required to be reclassified.

The INSARAG Secretariat will also advise the USAR team on whether it can retain its classification pending the re-classification.

10.1.3 Change in Classification Level

This occurs when a team migrates from one classification level e.g., Medium to Heavy or vice versa. Ideally USAR teams should aim to undergo this classification review at the five year mark. However, if a USAR team would like to migrate from one level to another within the five year period, they are required to submit a written request to the INSARAG Secretariat.

10.1.4 Inappropriate International Response Conduct

All formal complaints received by the INSARAG Secretariat regarding a classified USAR team conduct during international deployments or exercises will be reviewed by the ISG. The ISG may elect to establish an ad hoc team of USAR experts to review the incident and recommend an appropriate course of action. It may be deemed necessary by the ISG to inform that team that should they wish to retain their classification status, they are required to undergo a reclassification.

10.2 Scheduling an IER

The year of the IER will normally be known some time before the reclassification exercise. The IER must occur at some stage within the 5th calendar year following the original IEC. The INSARAG Secretariat will confirm the exact date of the reclassification exercise with the team concerned.

Any applications for an IER that fall either before or after the USAR team's five year cycle must be submitted to the INSARAG Secretariat for consideration. However, due to limited resources, the INSARAG Secretariat may not be in a position to accommodate the team's request.

10.3 IER Process

The IER will always include some element of scenario-based FIELDEX involving continuous tactical USAR operations for 36-hours. The objective is to impose the least burden possible on the team being assessed while still ensuring the INSARAG Guidelines standards are maintained.

Similar to the IEC, the IER makes use of the IER Checklist (Annex K).

10.3.1 Reclassification Methods

The manner in which the reclassification will be conducted will be determined by the specific needs of the USAR team. The IER could include any combination of the following:

- Documented evidence to support that the USAR team has maintained its response capability and technical capacity;
- Documented evidence to support that the USAR team has implemented the recommendations provided by the IEC Classifiers for any yellow colour line items identified during the previous IEC, that all "gaps" have been rectified and weak areas strengthened;
- Participation in a scenario-based simulation exercise to practically demonstrate the required range of technical skills;
- Verbal assessment via a question and answer session;
- Documented evidence by a USAR expert, recognised by the INSARAG Secretariat, who has observed the USAR team during a deployment, exercise or training event;
- Demonstration to a satisfactory level of randomly selected aspects of the IER Checklist;
- Any combination of the above.

The appointed IER Team Leader will always contact the USAR team being reclassified to discuss the specific requirements of the IER. These requirements will be mutually agreed between the USAR team, its sponsoring organisation, the INSARAG Secretariat and the IER Team leader.

10.4 IER POE Requirements

The submission of a comprehensive POE by the USAR team to the INSARAG Secretariat is a key deliverable in the lead up to the IER. The IER POE must be submitted on the IER POE Template (Annex L).

The requirements pertaining to the submission of the POE are as follows:

- The USAR team is required to submit the completed POE to the INSARAG Secretariat a minimum of six months ahead of the scheduled IER date;
- If a USAR team cannot meet this timeline, it is required to provide written justification to the INSARAG Secretariat as to reasons why it cannot do so and offer an alternative for consideration;
- The POE is required to be written in English;
- The USAR Team is required to nominate a focal person who can be contacted by the INSARAG Secretariat and the IER Classifiers who will facilitate the feedback required for any queries raised regarding the POE.

10.4.1 Contents of the IER POE

- Copy of the original IEC Report;
- Copy of previous IER Reports;
- Documented evidence demonstrating how the USAR team has addressed any issues highlighted during the IEC or previous IER reports;
- Updated contact details for the INSARAG Focal Point and USAR team, if these have changed;
- Documented evidence demonstrating how the USAR team has addressed any new requirements added to the IEC or IER process since its last evaluation;
- Documented evidence demonstrating how the USAR team is involved in INSARAG activities;
- Documented evidence of international USAR response or training activities.

10.5 IER Team

The IER team will be identified by the INSARAG Secretariat. The composition of the IER team will be determined by the reclassification methods required. Prior to assembling the IER team, the INSARAG Secretariat will appoint the IER Team Leader. The IER Team Leader will discuss and agree on what will be required for the IER with the USAR team, its sponsoring organisation and the INSARAG Secretariat. Once the IER requirements have been finalised, the INSARAG Secretariat will select the required members for the IER Cadre. If circumstances permit, the IER Classifiers will include at least one member who was part of the original IEC Cadre.

10.6 IER Simulation Exercise

For details pertaining to the IER FIELDEX, see Section 5.2.

10.7 IER Reporting

A USAR team that receives any number of red colours is deemed to be “not yet successful”. Based on the issues in question, the IER team will provide recommended corrective action and a timeline in which this is to be implemented.

The INSARAG Secretariat in conjunction with the IER Team Leader will determine the most appropriate means for re-evaluating the issue in question. Upon the satisfactory correction of the issue as determined during the re-evaluation, the USAR team will be deemed to be successful.

The template for the IER Report is available as Annex M

10.8 IER Recognition

The recognition given a USAR team that has been successfully reclassified is the same as what is done following an IEC.

11. Conclusion

The ISG acknowledges the enormous commitment, both financially and in terms of time, required from many different stakeholders to ensure a team’s classification attempt is successful. These guidelines serve as a guide for a USAR teams preparing to undergo a classification and it is envisaged that their application will assist the team and improve it chances of success.

12. List of Annexes

Annex A INSARAG External Classification Checklist (version 2010)

- Each element of the IEC checklist will be assessed by the IEC Team. Upon completion of the IEC, the IEC Team will provide a report consisting of;
 - Completed IEC checklist with Advisory Comments.
- For each assessed item on the IEC checklist, the IEC Team will determine whether the USAR team met the minimum standard by;
 - A green box with a 'Y' (representing 'Yes') in it means that the assessed team meets the minimum standards.
 - A yellow box with a 'Y' (representing 'Yes') indicates that the team meets the minimum standards. However, the IEC Team has determined that further improvement is necessary; reasons for any yellow box will be explained in the Advisory Comment.
 - A red box with 'NY' (representing 'Not Yet') in it means that the assessed team has not met the minimum standards at this point in time.
- The IEC process will include the following:
 - Written documents
 - Verbal presentation (this includes question and answer)
 - Observation of a 36 hour (minimum) constantly evolving scenario based USAR exercise; starting from the time of activation, mobilisation, operations, demobilisation and recovery.

Preparedness	Assessment Method	Remarks	Y / NY (Colour Code)
1. INSARAG Focal Points			
1.1. Does the USAR team have an INSARAG focal point in the Government?			
2. Decision Making	Assessment Method	Remarks	Y / NY (Colour Code)
2.1. Is there an effective communication system between the USAR team and its sponsor to ensure timely decision making with regards to deployment?			
2.2. Is the USAR team management included in the deployment process?			
3. Virtual OSOCC	Assessment Method	Remarks	Y / NY (Colour Code)
3.1 Is the team registered in the INSARAG Directory?			
3.2. Are there assigned persons to receive and post information on the VO, including complete USAR team Fact Sheet on both the VO and in a hard copy format prior to departure?			
3.3. Does the USAR team have the ability to access the VO during transit and while on mission in the affected country?			
4. Deployment Staffing Procedure	Assessment Method	Remarks	Y / NY (Colour Code)
4.1. Is there a system to mobilise sufficient USAR team members for deployment including a system to fill staffing shortages in a timely manner?			

4.2. Do the USAR team members undergo a medical screening process immediately prior to departure and is there a policy that allows for a team member to be replaced in a timely manner should they be deemed medically unfit for deployment?			
4.3. Do the USAR team's search dogs undergo a veterinary screening process prior to departure?			
5. USAR Team Structure	Assessment Method	Remarks	Y / NY (Colour Code)
5.1. Is the USAR team organisation structured in accordance with the INSARAG Guidelines with regards to:			
5.1.1. Management			
5.1.2. Logistics			
5.1.3. Search			
5.1.4. Rescue			
5.1.5. Medical			
5.2. Does the USAR team have sufficient personnel in its structure to work continuously in accordance with the INSARAG Guidelines? (Heavy USAR team 24 hrs operations for 10 days at 2 sites simultaneously; Medium USAR team 24 hrs operations / 7 days at 1 site)			
5.3. Does the USAR team have the ability to be self-sufficient for the duration of deployment in accordance with the INSARAG guidelines?			
6. Training	Assessment Method	Remarks	Y / NY (Colour Code)
6.1. Does the USAR team have a training program that prepares and equips personnel to operate in an international environment including international, national and local			

USAR teams?			
6.2. Does the USAR team appropriately interact with other USAR teams involved in the emergency? In, for instance the case of:			
6.2.1. Other USAR teams offering help			
6.2.2. Other USAR teams requesting some specialised equipment			
6.2.3. Other USAR teams requesting a part of the team to help them so that the team must be divided and work side by side with that team.			
6.3. Has the team trained sufficient personnel to perform RDC and OSOCC functions?			
6.4. Is there a continuous skills maintenance program commensurate with the classification level?			
6.5. Are USAR team and personnel training records updated and maintained regularly?			
6.6. Does the USAR team have a training program that prepares and equips USAR team search dogs to operate in an international environment?			
7. Communications and Technology	Assessment Method	Remarks	Y / NY (Colour Code)
7.1. Does the USAR team have the ability to communicate:			
7.1.1. Internally			
7.1.2. Externally			
7.1.3. Internationally			
7.2. Does the USAR team use GPS technology?			

8. Documentation	Assessment Method	Remarks	Y / NY (Colour Code)
8.1. Is there a system in place to ensure all USAR team members have the following personal travel documentation:			
8.1.1. Passport with a minimum of 6 months validity and 2 blank pages			
8.1.2. Visa(did the team check if one is needed)			
8.1.3. Passport photos x 6			
8.1.4. Photocopies of Passport x 4			
8.1.5. Record of inoculations/vaccinations required for international travel			
8.1.6. Copies of valid documentation to support right to clinical practice in home country of medical personnel in the team			
8.1.7. Copies of valid Search Dog Health Certificates / microchip record			
8.2. Does the USAR team management have the following team documentation:			
8.2.1. USAR team Personnel Manifest (if traveling by airplane)			
8.2.2. USAR team Fact Sheet			
8.2.3. Emergency contacts details of USAR team members			
8.2.4. Equipment Manifest including communications equipment			
8.2.5. Shippers Declarations of Hazardous Goods			
8.2.6. Manifest of Controlled Substances (e.g. medications)			
8.3. Does the USAR team have standard procedures covering the following:			
8.3.1. Communications			

8.3.2. Emergency evacuation			
8.3.3. Emergency medical evacuation & repatriation			
8.3.4. Operations			
8.3.5. Safety and security			
8.3.6. Logistics			
8.3.7. Transportation			
Mobilisation and Arrival in Affected Country	Assessment Method	Remarks	Y / NY (Colour Code)
9. Activation and Mobilisation			
9.1. Does the USAR team have the ability to arrive at its designated point of departure within 8 hours of activation?			
9.2. Is the USAR team Fact Sheet completed and does it have multiple completed hard copies available for use in the affected country?			
9.3. Does the USAR team management have a system in place to monitor and maintain equipment, both before and during deployment?			
9.4. Does the USAR team management have a process to gather information pertaining to the emergency and brief USAR team members on:			
9.4.1. Current situation including structural characteristics			
9.4.2. Culture			
9.4.3. Weather			
9.4.4. Safety and security, including potential hazards e.g. Hazmat			
9.4.5. Emergency evacuation			
9.4.6. Health and welfare issues			
9.4.7. Special or unusual considerations			

9.5. Has the USAR team taken action to contact international representatives, other international responders and its own consular authorities (if present)?			
10. Base of Operations (BoO)	Assessment Method	Remarks	Y / NY (Colour Code)
10.1. Does the USAR team select a suitable site for the BoO in conjunction with LEMA?			
10.2. Does the USAR team's BoO provide for the following components:			
10.2.1. BoO management			
10.2.2. Shelter for personnel and equipment			
10.2.3. Safety and security			
10.2.4. Communications			
10.2.5. Medical station providing for personnel and search dog requirements			
10.2.6. Food and water			
10.2.7. Sanitation and hygiene			
10.2.8. Search dog area			
10.2.9. Equipment maintenance and repair area			
10.2.10. Waste management			
USAR Operations	Assessment Method	Remarks	Y / NY (Colour Code)
11. RDC and OSOCC Coordination and Planning			
11.1. Does the USAR team have trained staff and dedicated equipment to establish and operate a provisional RDC and OSOCC in accordance with the OSOCC Guidelines?			
11.2. Does the USAR team undertake assessments and disseminate the information to the OSOCC and LEMA?			

11.3. Does the USAR team ensure a representative is present at the OSOCC during USAR coordination meetings?			
11.4. Does the USAR team's medical management coordinate activities with relevant local health authorities including:			
11.4.1. Availability of local and international medical resources (including veterinary) to support USAR medical activities;			
11.4.2. Casualty handover and transport procedure;			
11.4.3. Fatality management procedure as determined by LEMA;			
11.5. Does the USAR team utilise INSARAG documentation?			
11.6. Does the USAR team management exercise a continuous command and control system over the full range of his/her sites of operation?			
12. Operational Capacity	Assessment Method	Remarks	Y / NY (Colour Code)
12.1. Does the USAR team demonstrate a system to track personnel at all times?			
12.2. Does the USAR team update its operational plan as required?			
13. Area Reconnaissance	Assessment Method	Remarks	Y / NY (Colour Code)
13.1. Does the USAR team interview locals to gather information?			
13.2. Does the USAR team conduct structural assessments with appropriate structural engineering expertise?			
13.3. Does the USAR team conduct hazard/risk assessment and disseminate to the OSOCC and LEMA (health issues,			

environmental hazards, electricity, security and secondary threats)?			
13.4. Does the USAR team correctly utilise the INSARAG Marking System?			
14. Search Operations <i>* For Medium USAR teams, either of the search techniques may be used.</i>	Assessment Method	Remarks	Y / NY (Colour code)
14.1. Does the USAR team take the appropriate search equipment from the BoO to the site of operations, based on the available information?			
14.2. Does the USAR team safely conduct search operations in confined spaces?			
14.3. Does the USAR team utilise search dogs* during the victim detection phase?			
14.4. Can the search dog* teams locate trapped victims under rubble?			
14.5. Does the USAR team conduct technical search* operations using cameras and listening devices during the victim location phase?			
14.6. Does the USAR team use effective and coordinated search methods?			
15. Rescue Operations <i>For Heavy USAR teams, sites must be separated by a reasonable distance requiring management to consider additional logistical support. For Medium USAR teams, continuous work at two sites is not required.</i>	Assessment Method	Remarks	Y / NY (Colour Code)
15.1. Does the USAR team safely conduct rescue operations in confined spaces?			

15.2. Does the USAR team take the appropriate rescue equipment from the BoO to the site of operations, based on the available information?					
15.3. Does the USAR team demonstrate the ability to cut, break and breach through concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and building contents, (according to the dimensions on the table below):					
Description	Heavy USAR Team	Medium USAR Team			
Concrete walls and floors	300mm	150mm			
Concrete columns and beams	450mm	300mm			
Structural steel	6mm	4mm			
Reinforcing bars (Rebar)	20mm	10mm			
Timber	600mm	450mm			
15.3.1. Penetrate vertically overhead to a void space					
15.3.2. Penetrate laterally into a void space					
15.3.3. Penetrate vertically below to a void space using a "dirty" technique (allowing debris to fall into the void space)					
15.3.4. Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space)					
15.4. Does the USAR team demonstrate rigging, lifting and moving of structural concrete columns and beams as part of a de-layering operation (see table for dimensions) utilising the following:					
15.4.1. Pneumatic lifting equipment					
15.4.2. Hydraulic lifting equipment					
15.4.3. Winches					

15.4.4. Other hand tools				
15.4.5. Crane and/or other heavy machinery				
Description	Heavy USAR Team	Medium USAR Team		
Manual	2.5 metric tons(M/T)	1 metric ton(M/T)		
Mechanical	20 metric tons(M/T)	12 metric tons(M/T)		
15.5. Does the USAR team demonstrate the ability to analyse and conduct stabilisation operations of structural elements as follows:				
15.5.1. Cribbing and wedges				
15.5.2. Window/door stabilisation				
15.5.3. Vertical stabilisation				
15.5.4. Diagonal stabilisation				
15.5.5. Horizontal stabilisation				
15.6. Does the USAR team demonstrate technical rope capability to:				
15.6.1. Construct and utilise a vertical raising and lowering system				
15.6.2. Construct a system that allows for the movement of a load (including victims) from a high point laterally to a safe point below.				
16. Medical Care			Assessment Method	Remarks
16.1. Does the team have the ability to provide emergency medical care in collapsed structures including confined spaces from the time of access, during extrication to time of hand over?				Y / NY (Colour Code)
16.2. Is medical care available to USAR team members?				
16.2.1. Primary Care				
16.2.2. Emergency Medical care				
16.2.3. Health Monitoring				

16.2.4. Emergency Veterinary Care in collaboration with their handlers?			
16.3. Does the USAR team have a procedure for dealing with serious injury or fatality amongst team members?			
16.4. Does the USAR team utilise a medical incident log?			
17. Safety Considerations	Assessment Method	Remarks	Y / NY (Colour Code)
17.1. Does the USAR team correctly utilise the INSARAG Signalling System?			
17.2. Do the USAR team members wear appropriate personal protective equipment (PPE) as required by the situation?			
18. Demobilisation Exit Strategy	Assessment Method	Remarks	Y / NY (colour Code)
18.1. Does the USAR team coordinate its departure with the OSOCC/LEMA and the RDC?			
18.2. Does the USAR team complete the USAR team Demobilisation Form?			
18.3. Does the USAR team management consult with their in country representative regards their departure arrangements when applicable?			
18.4. Does the USAR team do contingency planning for possible reassignment?			

Annex B IEC Classifiers TOR

The IEC, referencing the INSARAG Guidelines, serves as an independent body whose purpose is to perform an objective peer review of an international USAR team's international response capacity. An IEC Team is comprised of representatives from the INSARAG Secretariat and peers selected by the Secretariat from other INSARAG USAR teams. The team will generally consist of between 4 – 6 members who will provide the required expertise to evaluate the various components of a USAR team. In certain instances, one team member may provide expertise in more than one function.

INSARAG USAR responders interested in being accepted as an IEC Cadre are required to meet the following selection criteria:

Essential:

- ⇒ Participation as an IEC Team member is only available to those members with response experience with an INSARAG registered USAR Team.
- ⇒ Must be formally endorsed and funded by the home organisation.
- ⇒ Be recognised by the home organisation as a leading expert in one of the five specific USAR disciplines being:
 - Management
 - Search
 - Logistics
 - Medical
 - Rescue
- Have international USAR response experience relative to their specific area of expertise.
- Have a comprehensive knowledge of the INSARAG methodology;
 - Participation in an INSARAG awareness training session
 - Participation in an INSARAG Earthquake Command Post Exercise
- Have the ability to read, write and speak functional English

Desirable:

- Current member of an INSARAG registered USAR Team
- Current discipline instructor within their organisation
- Work and function within a multi-lingual/cultural environment
- Attend at least two IEC activities per year
- Work and function in varying weather conditions and live scenario environments
- Work for extended hours in field exercise conditions

Annex C IEC Classifier Application Form

Expert Classifier position applied for :
Management / Logistics/ Search and Rescue/ Medical (please highlight accordingly)

Personal Profile

1. Name:
2. Contact details(Tel and email):
3. Date of Birth:
4. Organisation and Appointment:
5. Operational Experience:
6. International Experience:

Please attach
photo

Kindly complete the form and send electronically to the INSARAG Secretariat, at changw@un.org and insarag@un.org .



IEC APPLICATION

Phase 1

Abbreviated Portfolio of Evidence

TEAM NAME: _____

LEVEL OF CLASSIFICATION: MEDIUM HEAVY

DATE OF SUBMISSION: _____ / _____ / _____
(D) (M) (Y)

Application Submission Instructions

1. The application is to be printed as a hard copy, signed by the INSARAG Focal Point, bound and posted via registered mail to:

Attention: INSARAG Secretariat
IEC Applications
UN Office for the Coordination of Humanitarian Affairs (OCHA)
Field Coordination Support Section (FCSS)
Palais des Nations
CH 112 Geneva 10, Switzerland

2. The application is also to be emailed to: insarag@un.org . This is to enable the POE to be circulated among the IEC team members.
3. The application is required to reach the INSARAG Secretariat a minimum of two years ahead of the proposed date for the IEC.
4. The INSARAG Focal Point is required to follow up with the INSARAG Secretariat to ensure the application has been received.
5. This application must be completed in English where possible. Where this is not possible, a covering letter in English must accompany any non-English documents briefly explaining its contents.

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1. INSARAG Focal Point

(Complete details of INSARAG Focal Point below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

2. Letter of Application

(Official letter on organization stationary from INSARAG Focal Point supporting the IEC application. The letter is to include the proposed date for the IEC. Due to current demand, it is unlikely that the proposed date will be able to be accommodated, therefore, provide an indication of preferred time of the year time of the year for hosting an IEC).

(Insert here)

3. IEC Mentor

(Complete details of IEC Mentor below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

Abbreviated CV

4. Directory of International SAR Teams

(Complete details below).

1. Team Information	
1.1	Team name:
	Team name acronym (if exists):
	Country:
	Team type (delete non-applicable):
	INSARAG External Classification (IEC): (indicate the details if classified)
	Year of Creation:
	Recognition:
	Website:
2. Team Capacity according to INSARAG Guidelines	
2.1	Number of persons (can be a range e.g. 80-100):
	Self sufficiency (tick applicable):
	Search component (tick applicable):
	Rescue component (tick applicable):
	Medical component (tick applicable):
	Trained according to INSARAG Guidelines (tick applicable):
	Capacity to strengthen an OSOCC or Reception Centre with liaison persons (tick applicable):

3. Contact Information:

Government (National) INSARAG Focal Point (contact 1):

Name:	
Function:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

USAR Team INSARAG Focal Point (contact 1):

Name:	As Above
Function:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

Please add additional contact persons below.

4. Team Structure:

Please provide information regarding the team structure.

--

5. Operations:

Please list the international operations that the team responded.

Emergency (country, type, date) (e.g. Turkey, earthquake – Aug 1999)	Number of Personnel	Duration of Deployment (e.g. 7 days)	Comment (e.g. 3 live rescues, setup of Sub-OSOCC, joint deployment with country x)

5. USAR Team Fact Sheet

USAR Fact sheet to be completed and submitted at the Reception Centre and OSOCC

TEAM NAME: _____

COMPOSITION:

(Complete/tick information in spaces provided)

_____ - person _____ - dogs

USAR team: INSARAG Classification - Light/ Medium/ Heavy

Multi-disciplinary organisation:-

Search element Rescue element Command element

Medical element Technical support element

Self-sufficient: Yes / No

Deployment for 7 / 10 days of operation: Yes / No

Full equipment stock to support the team's operations. Yes / No

SUPPORT REQUIREMENTS:

(Complete information in spaces provided)

Transportation/Logistics:

Transport for _____ personnel and dogs

Transport for _____ tons of equipment

Access to medical oxygen _____ cylinders, oxygen/acetylene _____ cylinders, petrol:

(gasoline) _____ litres and (diesel) _____ litres

Access to appropriate area maps, building plans or other information.

If available, receive copies of past/current/future OSOCC planning documents.

Area of operations assignment.

CONTACT:

Team Focal Point (Team Leader / Liaison): _____

Mobile Phone: _____

Sat Phone: _____

Radio Frequency: _____

6. USAR Team Organogram

(The composition of the team is required to comply with the requirements stipulated in Chapter G of the INSARAG Guidelines).

(Insert here)

7. Evidence to Demonstrate Active Participation in INSARAG Events

INSARAG Event	Date	Nature of Participation

8. Government USAR Team

(If the USAR Team is a government team, evidence to support that the USAR team forms part of their government's plan for the delivery of international humanitarian relief).

(Insert here)

If NGO USAR Team state **Not Applicable**

9. NGO USAR Team

(If the USAR Team is a NGO, evidence to support that the USAR team can deploy in a self –sufficient manner with the capacity required by the level of classification being sought, for the duration required by the INSARAG Guidelines as determined by the level of classification).

(Insert here)

If Government USAR Team state **Not Applicable**



IEC APPLICATION

Phase 2

COMPREHENSIVE PORTFOLIO OF EVIDENCE

TEAM NAME: _____

LEVEL OF CLASSIFICATION: MEDIUM HEAVY

DATE OF SUBMISSION: _____ / _____ / _____
(D) (M) (Y)

Application Submission Instructions

6. The application is to be printed as a hard copy, signed by the INSARAG Focal Point, bound and posted via registered mail to:

Attention: INSARAG Secretariat
IEC Applications
UN Office for the Coordination of Humanitarian Affairs (OCHA)
Field Coordination Support Section (FCSS)
Palais des Nations
CH 112 Geneva 10, Switzerland

7. The application is also to be emailed to: insarag@un.org . This is to enable the POE to be circulated among the IEC team members.
8. The application is required to reach the INSARAG Secretariat a minimum of six months ahead of the proposed date for the IEC.
9. The INSARAG Focal Point is required to follow up with the INSARAG Secretariat to ensure the application has been received.
10. This application must be completed in English where possible. Where this is not possible, a covering letter in English must accompany any non-English documents briefly explaining its contents.

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1. INSARAG Focal Point

(Complete details of INSARAG Focal Point below ONLY if the details have changed since the submission of the Abbreviated POE. If there has been no change, state NO CHANGE).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

2. Letter of Approval

(Official letter on organisation stationary signed by the INSARAG Focal Point approving the IEC bid on the proposed date.)

(Insert here)

3. IEC Mentor

(Complete details of IEC Mentor below ONLY if the details have changed since the submission of the Abbreviated POE. If there has been no change, state NO CHANGE).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

Abbreviated CV

4. Directory of International SAR Teams

(Complete details below).

1. Team Information	
1.1	Team name:
	Team name acronym (if exists):
	Country:
	Team type (delete non-applicable):
	INSARAG External Classification (IEC): (indicate the details if classified)
	Year of Creation:
	Recognition:
	Website:
2. Team Capacity according to INSARAG Guidelines	
2.1	Number of persons (can be a range e.g. 80-100):
	Self sufficiency (tick applicable):
	Search component (tick applicable):
	Rescue component (tick applicable):
	Medical component (tick applicable):
	Trained according to INSARAG Guidelines (tick applicable):
	Capacity to strengthen an OSOCC or Reception Centre with liaison persons (tick applicable):

3. Contact Information:

Government (National) INSARAG Focal Point (contact 1):

Name:	
Function:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

USAR Team INSARAG Focal Point (contact 1):

Name:	As Above
Function:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

Please add additional contact persons below.

4. Team Structure:

Please provide information regarding the team structure.

--

5. Operations:

Please list the international operations that the team responded.

Emergency (country, type, date) (e.g. Turkey, earthquake – Aug 1999)	Number of Personnel	Duration of Deployment (e.g. 7 days)	Comment (e.g. 3 live rescues, setup of Sub-OSOCC, joint deployment with country x)

5. USAR Team Fact Sheet

USAR Fact sheet to be completed and submitted at the Reception Centre and OSOCC

TEAM NAME: _____

COMPOSITION:

(Complete/tick information in spaces provided)

_____ - person _____ - dogs

USAR team: INSARAG Classification - Light/ Medium/ Heavy

Multi-disciplinary organisation:-

Search element Rescue element Command element

Medical element Technical support element

Self-sufficient: Yes / No

Deployment for 7 / 10 days of operation: Yes / No

Full equipment stock to support the team's operations. Yes / No

SUPPORT REQUIREMENTS:

(Complete information in spaces provided)

Transportation/Logistics:

Transport for _____ personnel and dogs

Transport for _____ tons of equipment

Access to medical oxygen _____ cylinders, oxygen/acetylene _____ cylinders, petrol:

(gasoline) _____ litres and (diesel) _____ litres

Access to appropriate area maps, building plans or other information.

If available, receive copies of past/current/future OSOCC planning documents.

Area of operations assignment.

CONTACT:

Team Focal Point (Team Leader / Liaison): _____

Mobile Phone: _____

Sat Phone: _____

Radio Frequency: _____

6. USAR Team Organogram

(The composition of the team is required to comply with the requirements stipulated in Chapter G of the INSARAG Guidelines).

(Insert here)

7. Evidence to Demonstrate Active Participation in INSARAG Events

INSARAG Event	Date	Nature of Participation

8. Government USAR Team

(If the USAR Team is a government team, evidence to support that the USAR team forms part of their government's plan for the delivery of international humanitarian relief).

(Insert here)

If NGO USAR Team state **Not Applicable**

9. NGO USAR Team

(If the USAR Team is a NGO, evidence to support that the USAR team can deploy in a self –sufficient manner with the capacity required by the level of classification being sought, for the duration required by the INSARAG Guidelines as determined by the level of classification).

(Insert here)

If Government USAR Team state **Not Applicable**

10. USAR Teams Composed of Multiple Organisations

(For USAR teams comprised of multiple government organisations and or NGO, the MOU must clearly stipulate that these organisations are included in the USAR team and have the full endorsement of the Government. If the USAR team is composed from a single agency state NOT APPLICABLE.)

(Insert here)

11. Agreements with Organisations supplying Personnel or Equipment

(Signed MOU between the USAR team and any organisations supplying personnel and or equipment. If the USAR team is composed from a single agency state NOT APPLICABLE.)

(Insert here)

12. USAR Team Redundancy Plan

(USAR team complete membership roster, including team redundancy plan.)

(Insert here)

13. Evidence of National and International Deployments

Incident	Date	National or International	Capacity in which Deployed (i.e. no of personnel; dogs, equipment).

14. Copy of Most Recent After Action Report

(Submit a copy of the most recent international deployment After Action Report submitted to the INSARAG Secretariat following the deployment. If the team has not deployed internationally, submit a copy of the most recent national deployment After Action report.)

(Insert here)

15. Details of the International Mobilisation and Transport Plan

(Submit a copy of the international mobilisation and transport plan. Specifically, include copies of agreements with aircraft or vehicle providers.)

(Insert here)

16. Details of Equipment Loading Plans

(Submit a copy of the loading plans as determined by the aircraft / vehicles employed for deployment including the Dangerous Goods declaration requirements.)

(Insert here)

17. USAR Team Training Plan

(Details of the USAR team's continual training programs including international deployment training.)

(Insert here)

18. Emergency Medical Evacuation Plan

(Details of arrangements for the medical evacuation of a team member while on international deployment.)

(Insert here)

19. Evidence to demonstrate Self-sufficiency for Duration of Deployment

(Evidence to support that the team is self-sufficient for the duration of deployment as required by the level of classification being sought.)

(Insert here)

20. Details of IEC Simulation Exercise

(Details of the IEC simulation exercise to demonstrate that the exercise is constantly evolving over a minimum of a 36 hour period and that the scenarios will enable the IEC Classifiers to assess all the technical capacity as determined by the IEC Checklist.)

(Insert here)

21. Photographs of the Exercise Venue

(Photographs to demonstrate that the planned exercise venue is suitable to run a USAR simulation exercise.)

(Insert here)

22. Any Other Information

(Additional information the team may view as being relevant.)

(Insert here)

23. Conclusion

(Insert here)

Annex G IEC Report Template



IEC Report

TEAM NAME: _____

LEVEL OF CLASSIFICATION: MEDIUM HEAVY

VENUE: _____

DATE OF IEC: _____ / _____ / _____
(D) (M) (Y)

Report Instructions

- This report is to be completed by the IEC Team leader;
- The report is to be completed within 14 days following the classification.
- Two hard copy must be printed;
- All IEC Team Members are required to sign the hard copy versions;
- Two signed hard copies are to be posted to the INSARAG Secretariat via registered mail to:

Attention: INSARAG Secretariat
IEC Report
UN Office for the Coordination of Humanitarian Affairs (OCHA)
Field Coordination Support Section (FCSS)
Palais des Nations
CH 112 Geneva 10, Switzerland

- The INSARAG Secretariat will retain an original hard copy;
- The second hard copy will be posted to the INSARAG Focal Point via registered mail by the INSARAG Secretariat;
- An electronic version is to be emailed to the INSARAG Secretariat to: insarag@un.org
- An electronic version is to be emailed to the USAR Team and the INSARAG Focal Point by the INSARAG Secretariat.

This page is to be deleted prior to finalising the Report.

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1. Introduction

(Insert Here)

2. IEC Team Members

Name	Country	Organisation	Expertise	Signature

3. IEC Checklist

INSARAG External Classification Checklist (version 2010)

- Each element of the IEC checklist will be assessed by the IEC Team. Upon completion of the IEC, the IEC Team will provide a report consisting of;
 - Completed IEC checklist with Advisory Comments.
- For each assessed item on the IEC checklist, the IEC Team will determine whether the USAR team met the minimum standard by;
 - A green box with a 'Y' (representing 'Yes') in it means that the assessed team meets the minimum standards.
 - A yellow box with a 'Y' (representing 'Yes') indicates that the team meets the minimum standards. However, the IEC Team has determined that further improvement is necessary; reasons for any yellow box will be explained in the Advisory Comment.
 - A red box with 'NY' (representing 'Not Yet') in it means that the assessed team has not met the minimum standards at this point in time.
- The IEC process will include the following:
 - Written documents
 - Verbal presentation (this includes question and answer)
 - Observation of a 36 hour (minimum) constantly evolving scenario based USAR exercise; starting from the time of activation, mobilisation, operations, demobilisation and recovery.

Preparedness	Assessment Method	Remarks	Y / NY (Colour Code)
1. INSARAG Focal Points			
1.1. Does the USAR team have an INSARAG focal point in the Government?			
2. Decision Making	Assessment Method	Remarks	Y / NY (Colour Code)
2.1. Is there an effective communication system between the USAR team and its sponsor to ensure timely decision making with regards to deployment?			
2.2. Is the USAR team management included in the deployment process?			
3. Virtual OSOCC	Assessment Method	Remarks	Y / NY (Colour Code)
3.1 Is the team registered in the INSARAG Directory?			
3.2. Are there assigned persons to receive and post information on the VO, including complete USAR team Fact Sheet on both the VO and in a hard copy format prior to departure?			
3.3. Does the USAR team have the ability to access the VO during transit and while on mission in the affected country?			
4. Deployment Staffing Procedure	Assessment Method	Remarks	Y / NY (Colour Code)
4.1. Is there a system to mobilise sufficient USAR team members for deployment including a system to fill staffing shortages in a timely manner?			

4.2. Do the USAR team members undergo a medical screening process immediately prior to departure and is there a policy that allows for a team member to be replaced in a timely manner should they be deemed medically unfit for deployment?			
4.3. Do the USAR team's search dogs undergo a veterinary screening process prior to departure?			
5. USAR Team Structure	Assessment Method	Remarks	Y / NY (Colour Code)
5.1. Is the USAR team organisation structured in accordance with the INSARAG Guidelines with regards to:			
5.1.1. Management			
5.1.2. Logistics			
5.1.3. Search			
5.1.4. Rescue			
5.1.5. Medical			
5.2. Does the USAR team have sufficient personnel in its structure to work continuously in accordance with the INSARAG Guidelines? (Heavy USAR team 24 hrs operations for 10 days at 2 sites simultaneously; Medium USAR team 24 hrs operations / 7 days at 1 site)			
5.3. Does the USAR team have the ability to be self-sufficient for the duration of deployment in accordance with the INSARAG guidelines?			
6. Training	Assessment Method	Remarks	Y / NY (Colour Code)
6.1. Does the USAR team have a training program that prepares and equips personnel to operate in an international environment including international, national and local USAR teams?			
6.2. Does the USAR team appropriately interact with other			

USAR teams involved in the emergency? In, for instance the case of:			
6.2.1. Other USAR teams offering help			
6.2.2. Other USAR teams requesting some specialised equipment			
6.2.3. Other USAR teams requesting a part of the team to help them so that the team must be divided and work side by side with that team.			
6.3. Has the team trained sufficient personnel to perform RDC and OSOCC functions?			
6.4. Is there a continuous skills maintenance program commensurate with the classification level?			
6.5. Are USAR team and personnel training records updated and maintained regularly?			
6.6. Does the USAR team have a training program that prepares and equips USAR team search dogs to operate in an international environment?			
7. Communications and Technology	Assessment Method	Remarks	Y / NY (Colour Code)
7.1. Does the USAR team have the ability to communicate:			
7.1.1. Internally			
7.1.2. Externally			
7.1.3. Internationally			
7.2. Does the USAR team use GPS technology?			
8. Documentation	Assessment Method	Remarks	Y / NY (Colour Code)
8.1. Is there a system in place to ensure all USAR team members have the following personal travel documentation:			

8.1.1. Passport with a minimum of 6 months validity and 2 blank pages			
8.1.2. Visa(did the team check if one is needed)			
8.1.3. Passport photos x 6			
8.1.4. Photocopies of Passport x 4			
8.1.5. Record of inoculations/vaccinations required for international travel			
8.1.6. Copies of valid documentation to support right to clinical practice in home country of medical personnel in the team			
8.1.7. Copies of valid Search Dog Health Certificates / microchip record			
8.2. Does the USAR team management have the following team documentation:			
8.2.1. USAR team Personnel Manifest (if traveling by airplane)			
8.2.2. USAR team Fact Sheet			
8.2.3. Emergency contacts details of USAR team members			
8.2.4. Equipment Manifest including communications equipment			
8.2.5. Shippers Declarations of Hazardous Goods			
8.2.6. Manifest of Controlled Substances (e.g. medications)			
8.3. Does the USAR team have standard procedures covering the following:			
8.3.1. Communications			
8.3.2. Emergency evacuation			
8.3.3. Emergency medical evacuation & repatriation			
8.3.4. Operations			
8.3.5. Safety and security			
8.3.6. Logistics			
8.3.7. Transportation			

Mobilisation and Arrival in Affected Country	Assessment Method	Remarks	Y / NY (Colour Code)
9. Activation and Mobilisation			
9.1. Does the USAR team have the ability to arrive at its designated point of departure within 8 hours of activation?			
9.2. Is the USAR team Fact Sheet completed and does it have multiple completed hard copies available for use in the affected country?			
9.3. Does the USAR team management have a system in place to monitor and maintain equipment, both before and during deployment?			
9.4. Does the USAR team management have a process to gather information pertaining to the emergency and brief USAR team members on:			
9.4.1. Current situation including structural characteristics			
9.4.2. Culture			
9.4.3. Weather			
9.4.4. Safety and security, including potential hazards e.g. Hazmat			
9.4.5. Emergency evacuation			
9.4.6. Health and welfare issues			
9.4.7. Special or unusual considerations			
9.5. Has the USAR team taken action to contact international representatives, other international responders and its own consular authorities (if present)?			
10. Base of Operations (BoO)	Assessment Method	Remarks	Y / NY (Colour Code)
10.1. Does the USAR team select a suitable site for the BoO in conjunction with LEMA?			

10.2. Does the USAR team's BoO provide for the following components:			
10.2.1. BoO management			
10.2.2. Shelter for personnel and equipment			
10.2.3. Safety and security			
10.2.4. Communications			
10.2.5. Medical station providing for personnel and search dog requirements			
10.2.6. Food and water			
10.2.7. Sanitation and hygiene			
10.2.8. Search dog area			
10.2.9. Equipment maintenance and repair area			
10.2.10. Waste management			
USAR Operations	Assessment Method	Remarks	Y / NY (Colour Code)
11. RDC and OSOCC Coordination and Planning			
11.1. Does the USAR team have trained staff and dedicated equipment to establish and operate a provisional RDC and OSOCC in accordance with the OSOCC Guidelines?			
11.2. Does the USAR team undertake assessments and disseminate the information to the OSOCC and LEMA?			
11.3. Does the USAR team ensure a representative is present at the OSOCC during USAR coordination meetings?			
11.4. Does the USAR team's medical management coordinate activities with relevant local health authorities including:			
11.4.1. Availability of local and international medical resources (including veterinary) to support USAR medical activities;			
11.4.2. Casualty handover and transport procedure;			
11.4.3. Fatality management procedure as determined			

by LEMA;			
11.5. Does the USAR team utilise INSARAG documentation?			
11.6. Does the USAR team management exercise a continuous command and control system over the full range of his/her sites of operation?			
12. Operational Capacity	Assessment Method	Remarks	Y / NY (Colour Code)
12.1. Does the USAR team demonstrate a system to track personnel at all times?			
12.2. Does the USAR team update its operational plan as required?			
13. Area Reconnaissance	Assessment Method	Remarks	Y / NY (Colour Code)
13.1. Does the USAR team interview locals to gather information?			
13.2. Does the USAR team conduct structural assessments with appropriate structural engineering expertise?			
13.3. Does the USAR team conduct hazard/risk assessment and disseminate to the OSOCC and LEMA (health issues, environmental hazards, electricity, security and secondary threats)?			
13.4. Does the USAR team correctly utilise the INSARAG Marking System?			
14. Search Operations <i>* For Medium USAR teams, either of the search techniques may be used.</i>	Assessment Method	Remarks	Y / NY (Colour code)
14.1. Does the USAR team take the appropriate search equipment from the BoO to the site of operations, based on the available information?			

14.2. Does the USAR team safely conduct search operations in confined spaces?					
14.3. Does the USAR team utilise search dogs* during the victim detection phase?					
14.4. Can the search dog* teams locate trapped victims under rubble?					
14.5. Does the USAR team conduct technical search* operations using cameras and listening devices during the victim location phase?					
14.6. Does the USAR team use effective and coordinated search methods?					
15. Rescue Operations <i>For Heavy USAR teams, sites must be separated by a reasonable distance requiring management to consider additional logistical support. For Medium USAR teams, continuous work at two sites is not required.</i>			Assessment Method	Remarks	Y / NY (Colour Code)
15.1. Does the USAR team safely conduct rescue operations in confined spaces?					
15.2. Does the USAR team take the appropriate rescue equipment from the BoO to the site of operations, based on the available information?					
15.3. Does the USAR team demonstrate the ability to cut, break and breach through concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and building contents, (according to the dimensions on the table below):					
Description	Heavy USAR Team	Medium USAR Team			
Concrete walls and floors	300mm	150mm			
Concrete columns and beams	450mm	300mm			

Structural steel	6mm	4mm			
Reinforcing bars (Rebar)	20mm	10mm			
Timber	600mm	450mm			
15.3.1. Penetrate vertically overhead to a void space					
15.3.2. Penetrate laterally into a void space					
15.3.3. Penetrate vertically below to a void space using a "dirty" technique (allowing debris to fall into the void space)					
15.3.4. Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space)					
15.4. Does the USAR team demonstrate rigging, lifting and moving of structural concrete columns and beams as part of a de-layering operation (see table for dimensions) utilising the following:					
15.4.1. Pneumatic lifting equipment					
15.4.2. Hydraulic lifting equipment					
15.4.3. Winches					
15.4.4. Other hand tools					
15.4.5. Crane and/or other heavy machinery					
Description	Heavy USAR Team	Medium USAR Team			
Manual	2.5 metric tons(M/T)	1 metric ton(M/T)			
Mechanical	20 metric tons(M/T)	12 metric tons(M/T)			
15.5. Does the USAR team demonstrate the ability to analyse and conduct stabilisation operations of structural elements as follows:					
15.5.1. Cribbing and wedges					
15.5.2. Window/door stabilisation					
15.5.3. Vertical stabilisation					
15.5.4. Diagonal stabilisation					
15.5.5. Horizontal stabilisation					

15.6. Does the USAR team demonstrate technical rope capability to:			
15.6.1. Construct and utilise a vertical raising and lowering system			
15.6.2. Construct a system that allows for the movement of a load (including victims) from a high point laterally to a safe point below.			
16. Medical Care	Assessment Method	Remarks	Y / NY (Colour Code)
16.1. Does the team have the ability to provide emergency medical care in collapsed structures including confined spaces from the time of access, during extrication to time of hand over?			
16.2. Is medical care available to USAR team members?			
16.2.1. Primary Care			
16.2.2. Emergency Medical care			
16.2.3. Health Monitoring			
16.2.4. Emergency Veterinary Care in collaboration with their handlers?			
16.3. Does the USAR team have a procedure for dealing with serious injury or fatality amongst team members?			
16.4. Does the USAR team utilise a medical incident log?			
17. Safety Considerations	Assessment Method	Remarks	Y / NY (Colour Code)
17.1. Does the USAR team correctly utilise the INSARAG Signalling System?			
17.2. Do the USAR team members wear appropriate personal protective equipment (PPE) as required by the situation?			

18. Demobilisation Exit Strategy	Assessment Method	Remarks	Y / NY (colour Code)
18.1. Does the USAR team coordinate its departure with the OSOCC/LEMA and the RDC?			
18.2. Does the USAR team complete the USAR team Demobilisation Form?			
18.3. Does the USAR team management consult with their in country representative regards their departure arrangements when applicable?			
18.4. Does the USAR team do contingency planning for possible reassignment?			

4. Supplementary Technical Notes

(Insert any supplementary technical notes in the appropriate sections below)

4.1 Management

(Insert Here)

4.2 Logistics

(Insert Here)

4.3 Search

(Insert Here)

4.4 Rescue

(Insert Here)

4.5 Medical

(Insert Here)

5. Summary

(Insert any comments below)

(Insert Here)

6. Recommendations

(Insert Here)

7. Conclusion

(Insert Here)

8. Acknowledgements

(Insert Here)

END

Annex H IEC Certificate Template



This is to certify that

XXXXXXX
from the **XXXXXXXXXX**

has successfully undergone an INSARAG External Classification Exercise from XXXXXXXX, and
having fully met all the criteria established in the IEC Checklist, is hereby
classified as a

XXXX USAR Team
on XXXXXXXX

XXXXXXXXXX

INSARAG Secretariat
OCHA, Geneva

(This certificate has a validity of 5 years)

Annex I USAR Directory Information

Office for the Coordination of Humanitarian Affairs (OCHA)

Directory of International SAR Teams

Please return the updated questionnaire to the INSARAG Secretariat either

electronically to **e-mail: erdogann@un.org**

or by fax to Ms. Nihan Erdogan, FCSS/ESB, OCHA-Geneva at **fax: +41 22 917 0023**.

1. Team Information	
1.1	Team name:
	Team name acronym (if exists):
	Country:
	Team type (delete non-applicable):
	INSARAG External Classification (IEC): (indicate the details if classified)
	Year of Creation:
	Recognition:
	Website:
2. Team Capacity according to INSARAG Guidelines	
2.1	Number of persons (can be a range e.g. 80-100):
	Self sufficiency (tick applicable):
	Search component (tick applicable):
	Rescue component (tick applicable):
	Medical component (tick applicable):
	Trained according to INSARAG Guidelines (tick applicable):
	Capacity to strengthen an OSOCC or Reception Centre with liaison persons (tick applicable):

3. Contact Information:

Government (National) INSARAG Focal Point (contact 1):

Name:	
Function:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

USAR Team INSARAG Focal Point (contact 1):

Name:	As Above
Function:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

Please add additional contact persons below.

4. Team Structure:

Please provide information regarding the team structure.

--

5. Operations:

Please list the international operations that the team responded.

Emergency (country, type, date) (e.g. Turkey, earthquake – Aug 1999)	Number of Personnel	Duration of Deployment (e.g. 7 days)	Comment (e.g. 3 live rescues, setup of Sub-OSOCC, joint deployment with country x)

-END-

Annex J IER Timeline

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
	Time in Months																									
Activity	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	30 Days
USAR Team submits IER Application to INSARAG Secretariat (minimum of two years ahead of planned date)																										
Planning and Praraption with IER Mentor																										
Ongoing updates of INSARAG Secretariat by IEC Mentor																										
INSARAG Secretariat seletcts IER Team																										
USAR team submits IER POE to INSARAG Secretariat																										
INSARAG Secretarit forwards POE to IER Team																										
Review of POE by IER Team																										
IER Team Leader recommends "Go / No Go" to INSARAG Secretariat																										
If "Go" INSARAG Secretariat confirms such with USAR Team																										
If " No Go" INSARAG Secretariat confirms such with USAR Team and discusses altenative plan																										
Ongoing final planning and prepartion with IEC Mentor																										
IER Evaluation																										
IER Report Delivery within 30 Days																										

Annex K IER Checklist

INSARAG External Reclassification Checklist (version 2010)

Preparedness	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
1. INSARAG Focal Points				
1.1. Does the USAR team have an INSARAG focal point in the Government?				
2. Decision Making	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
2.1. Is there an effective communication system between the USAR team and its sponsor to ensure timely decision making with regards to deployment?				
2.2. Is the USAR team management included in the deployment process?				
3. Virtual OSOCC	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
3.1 Is the team registered in the INSARAG Directory?				
3.2. Are there assigned persons to receive and post information on the VO, including complete USAR team Fact Sheet on both the VO and in a hard copy format prior to departure?				
3.3. Does the USAR team have the ability to access the VO during transit and while on mission in the affected country?				
4. Deployment Staffing Procedure	Assessment Method	Justification	Remarks	Y / NY (Colour Code)

4.1. Is there a system to mobilise sufficient USAR team members for deployment including a system to fill staffing shortages in a timely manner?				
4.2. Do the USAR team members undergo a medical screening process immediately prior to departure and is there a policy that allows for a team member to be replaced in a timely manner should they be deemed medically unfit for deployment?				
4.3. Do the USAR team's search dogs undergo a veterinary screening process prior to departure?				
5. USAR Team Structure	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
5.1. Is the USAR team organisation structured in accordance with the INSARAG Guidelines with regards to:				
5.1.1. Management				
5.1.2. Logistics				
5.1.3. Search				
5.1.4. Rescue				
5.1.5. Medical				
5.2. Does the USAR team have sufficient personnel in its structure to work continuously in accordance with the INSARAG Guidelines? (Heavy USAR team 24 hrs operations for 10 days at 2 sites simultaneously; Medium USAR team 24 hrs operations / 7 days at 1 site)				
5.3. Does the USAR team have the ability to be self-sufficient for the duration of deployment in accordance with the INSARAG guidelines?				
6. Training	Assessment Method	Justification	Remarks	Y / NY (Colour Code)

6.1. Does the USAR team have a training program that prepares and equips personnel to operate in an international environment including international, national and local USAR teams?				
6.2. Does the USAR team appropriately interact with other USAR teams involved in the emergency? In, for instance the case of:				
6.2.1. Other USAR teams offering help				
6.2.2. Other USAR teams requesting some specialised equipment				
6.2.3. Other USAR teams requesting a part of the team to help them so that the team must be divided and work side by side with that team.				
6.3. Has the team trained sufficient personnel to perform RDC and OSOCC functions?				
6.4. Is there a continuous skills maintenance program commensurate with the classification level?				
6.5. Are USAR team and personnel training records updated and maintained regularly?				
6.6. Does the USAR team have a training program that prepares and equips USAR team search dogs to operate in an international environment?				
7. Communications and Technology	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
7.1. Does the USAR team have the ability to communicate:				
7.1.1. Internally				
7.1.2. Externally				
7.1.3. Internationally				
7.2. Does the USAR team use GPS technology?				

8. Documentation	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
8.1. Is there a system in place to ensure all USAR team members have the following personal travel documentation:				
8.1.1. Passport with a minimum of 6 months validity and 2 blank pages				
8.1.2. Visa(did the team check if one is needed)				
8.1.3. Passport photos x 6				
8.1.4. Photocopies of Passport x 4				
8.1.5. Record of inoculations/vaccinations required for international travel				
8.1.6. Copies of valid documentation to support right to clinical practice in home country of medical personnel in the team				
8.1.7. Copies of valid Search Dog Health Certificates / microchip record				
8.2. Does the USAR team management have the following team documentation:				
8.2.1. USAR team Personnel Manifest (if traveling by airplane)				
8.2.2. USAR team Fact Sheet				
8.2.3. Emergency contacts details of USAR team members				
8.2.4. Equipment Manifest including communications equipment				
8.2.5. Shippers Declarations of Hazardous Goods				
8.2.6. Manifest of Controlled Substances (e.g. medications)				
8.3. Does the USAR team have standard procedures covering the following:				
8.3.1. Communications				
8.3.2. Emergency evacuation				

8.3.3. Emergency medical evacuation & repatriation				
8.3.4. Operations				
8.3.5. Safety and security				
8.3.6. Logistics				
8.3.7. Transportation				
Mobilisation and Arrival in Affected Country	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
9. Activation and Mobilisation				
9.1. Does the USAR team have the ability to arrive at its designated point of departure within 8 hours of activation?				
9.2. Is the USAR team Fact Sheet completed and does it have multiple completed hard copies available for use in the affected country?				
9.3. Does the USAR team management have a system in place to monitor and maintain equipment, both before and during deployment?				
9.4. Does the USAR team management have a process to gather information pertaining to the emergency and brief USAR team members on:				
9.4.1. Current situation including structural characteristics				
9.4.2. Culture				
9.4.3. Weather				
9.4.4. Safety and security, including potential hazards e.g. Hazmat				
9.4.5. Emergency evacuation				
9.4.6. Health and welfare issues				
9.4.7. Special or unusual considerations				

9.5. Has the USAR team taken action to contact international representatives, other international responders and its own consular authorities (if present)?				
10. Base of Operations (BoO)	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
10.1. Does the USAR team select a suitable site for the BoO in conjunction with LEMA?				
10.2. Does the USAR team's BoO provide for the following components:				
10.2.1. BoO management				
10.2.2. Shelter for personnel and equipment				
10.2.3. Safety and security				
10.2.4. Communications				
10.2.5. Medical station providing for personnel and search dog requirements				
10.2.6. Food and water				
10.2.7. Sanitation and hygiene				
10.2.8. Search dog area				
10.2.9. Equipment maintenance and repair area				
10.2.10. Waste management				
USAR Operations	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
11. RDC and OSOCC Coordination and Planning				
11.1. Does the USAR team have trained staff and dedicated equipment to establish and operate a provisional RDC and OSOCC in accordance with the OSOCC Guidelines?				
11.2. Does the USAR team undertake assessments and disseminate the information to the OSOCC and LEMA?				
11.3. Does the USAR team ensure a representative is present at the OSOCC during USAR coordination meetings?				

11.4. Does the USAR team's medical management coordinate activities with relevant local health authorities including:				
11.4.1. Availability of local and international medical resources (including veterinary) to support USAR medical activities;				
11.4.2. Casualty handover and transport procedure;				
11.4.3. Fatality management procedure as determined by LEMA;				
11.5. Does the USAR team utilise INSARAG documentation?				
11.6. Does the USAR team management exercise a continuous command and control system over the full range of his/her sites of operation?				
12. Operational Capacity	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
12.1. Does the USAR team demonstrate a system to track personnel at all times?				
12.2. Does the USAR team update its operational plan as required?				
13. Area Reconnaissance	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
13.1. Does the USAR team interview locals to gather information?				
13.2. Does the USAR team conduct structural assessments with appropriate structural engineering expertise?				
13.3. Does the USAR team conduct hazard/risk assessment and disseminate to the OSOCC and LEMA (health issues, environmental hazards, electricity, security and secondary threats)?				

14. Search Operations <i>* For Medium USAR teams, either of the search techniques may be used.</i>	Assessment Method	Justification	Remarks	Y / NY (Colour code)
14.1. Does the USAR team take the appropriate search equipment from the BoO to the site of operations, based on the available information?				
14.2. Does the USAR team safely conduct search operations in confined spaces?				
14.3. Does the USAR team utilise search dogs* during the victim detection phase?				
14.4. Can the search dog* teams locate trapped victims under rubble?				
14.5. Does the USAR team conduct technical search* operations using cameras and listening devices during the victim location phase?				
14.6. Does the USAR team use effective and coordinated search methods?				
15. Rescue Operations <i>For Heavy USAR teams, sites must be separated by a reasonable distance requiring management to consider additional logistical support. For Medium USAR teams, continuous work at two sites is not required.</i>	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
15.1. Does the USAR team safely conduct rescue operations in confined spaces?				
15.2. Does the USAR team take the appropriate rescue equipment from the BoO to the site of operations, based on the available information?				

15.3. Does the USAR team demonstrate the ability to cut, break and breach through concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and building contents, (according to the dimensions on the table below):						
Description	Heavy USAR Team	Medium USAR Team				
Concrete walls and floors	300mm	150mm				
Concrete columns and beams	450mm	300mm				
Structural steel	6mm	4mm				
Reinforcing bars (Rebar)	20mm	10mm				
Timber	600mm	450mm				
15.3.1. Penetrate vertically overhead to a void space						
15.3.2. Penetrate laterally into a void space						
15.3.3. Penetrate vertically below to a void space using a "dirty" technique (allowing debris to fall into the void space)						
15.3.4. Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space)						
15.4. Does the USAR team demonstrate rigging, lifting and moving of structural concrete columns and beams as part of a de-layering operation (see table for dimensions) utilising the following:						
15.4.1. Pneumatic lifting equipment						
15.4.2. Hydraulic lifting equipment						
15.4.3. Winches						
15.4.4. Other hand tools						
15.4.5. Crane and/or other heavy machinery						
Description	Heavy USAR Team	Medium USAR Team				

Manual	2.5 metric tons(M/T)	1 metric ton(M/T)				
Mechanical	20 metric tons(M/T)	12 metric tons(M/T)				
15.5. Does the USAR team demonstrate the ability to analyse and conduct stabilisation operations of structural elements as follows:						
15.5.1. Cribbing and wedges						
15.5.2. Window/door stabilisation						
15.5.3. Vertical stabilisation						
15.5.4. Diagonal stabilisation						
15.5.5. Horizontal stabilisation						
15.6. Does the USAR team demonstrate technical rope capability to:						
15.6.1. Construct and utilise a vertical raising and lowering system						
15.6.2. Construct a system that allows for the movement of a load (including victims) from a high point laterally to a safe point below.						
16. Medical Care			Assessment Method	Justification	Remarks	Y / NY (Colour Code)
16.1. Does the team have the ability to provide emergency medical care in collapsed structures including confined spaces from the time of access, during extrication to time of hand over?						
16.2. Is medical care available to USAR team members?						
16.2.1. Primary Care						
16.2.2. Emergency Medical care						
16.2.3. Health Monitoring						
16.2.4. Emergency Veterinary Care in collaboration with their handlers?						
16.3. Does the USAR team have a procedure for dealing with serious injury or fatality amongst team members?						

16.4. Does the USAR team utilise a medical incident log?				
17. Safety Considerations	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
17.1. Does the USAR team correctly utilise the INSARAG Signalling System?				
17.2. Do the USAR team members wear appropriate personal protective equipment (PPE) as required by the situation?				
18. Demobilisation Exit Strategy	Assessment Method	Justification	Remarks	Y / NY (colour Code)
18.1. Does the USAR team coordinate its departure with the OSOCC/LEMA and the RDC?				
18.2. Does the USAR team complete the USAR team Demobilisation Form?				
18.3. Does the USAR team management consult with their in country representative regards their departure arrangements when applicable?				
18.4. Does the USAR team do contingency planning for possible reassignment?				

- END OF CHECKLIST -

Annex L IER POE Template



**IER
PORTFOLIO OF EVIDENCE**

TEAM NAME: _____

LEVEL OF CLASSIFICATION: MEDIUM HEAVY

DATE OF SUBMISSION: ____ / ____ / ____
(D) (M) (Y)

Application Submission Instructions

11. The application is to be printed as a hard copy, signed by the INSARAG Focal Point, bound and posted via registered mail to:

Attention: INSARAG Secretariat
IEC Applications
UN Office for the Coordination of Humanitarian Affairs (OCHA)
Field Coordination Support Section (FCSS)
Palais des Nations
CH 112 Geneva 10, Switzerland

12. The application is also to be emailed to: insarag@un.org . This is to enable the POE to be circulated among the IEC team members.
13. The application is required to reach the INSARAG Secretariat a minimum of six months ahead of the proposed date for the IEC.
14. The INSARAG Focal Point is required to follow up with the INSARAG Secretariat to ensure the application has been received.
15. This application must be completed in English where possible. Where this is not possible, a covering letter in English must accompany any non-English documents briefly explaining its contents.

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1. INSARAG Focal Point

(Complete details of INSARAG Focal Point below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

2. Letter of Approval

(Official letter on organisation stationary signed by the INSARAG Focal Point approving the IER bid on the proposed date.)

(Insert here)

3. IEC Mentor

(Complete details of IEC Mentor below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____

Telephone (w): _____

Fax: _____

Email: _____

4. Directory of International SAR Teams

(Complete details below).

1. Team Information	
1.1	Team name:
	Team name acronym (if exists):
	Country:
	Team type (delete non-applicable):
	INSARAG External Classification (IEC): (indicate the details if classified)
	Year of Creation:
	Recognition:
	Website:
2. Team Capacity according to INSARAG Guidelines	
2.1	Number of persons (can be a range e.g. 80-100):
	Self sufficiency (tick applicable):
	Search component (tick applicable):
	Rescue component (tick applicable):
	Medical component (tick applicable):
	Trained according to INSARAG Guidelines (tick applicable):
	Capacity to strengthen an OSOCC or Reception Centre with liaison persons (tick applicable):

3. Contact Information:

Government (National) INSARAG Focal Point (contact 1):

Name:	
Function:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

USAR Team INSARAG Focal Point (contact 1):

Name:	As Above
Function:	
Organization:	
Address:	
Telephone:	
Fax:	
e-mail:	

Please add additional contact persons below.

4. Team Structure:

Please provide information regarding the team structure.

--

5. Operations:

Please list the international operations that the team responded.

Emergency (country, type, date) (e.g. Turkey, earthquake – Aug 1999)	Number of Personnel	Duration of Deployment (e.g. 7 days)	Comment (e.g. 3 live rescues, setup of Sub-OSOCC, joint deployment with country x)

5. USAR Team Fact Sheet

USAR Fact sheet to be completed and submitted at the Reception Centre and OSOCC

TEAM NAME: _____

COMPOSITION:

(Complete/tick information in spaces provided)

_____ - person _____ - dogs

USAR team: INSARAG Classification - Light/ Medium/ Heavy

Multi-disciplinary organisation:-

Search element Rescue element Command element

Medical element Technical support element

Self-sufficient: Yes / No

Deployment for 7 / 10 days of operation: Yes / No

Full equipment stock to support the team's operations. Yes / No

SUPPORT REQUIREMENTS:

(Complete information in spaces provided)

Transportation/Logistics:

Transport for _____ personnel and dogs

Transport for _____ tons of equipment

Access to medical oxygen _____ cylinders, oxygen/acetylene _____ cylinders, petrol:

(gasoline) _____ litres and (diesel) _____ litres

Access to appropriate area maps, building plans or other information.

If available, receive copies of past/current/future OSOCC planning documents.

Area of operations assignment.

CONTACT:

Team Focal Point (Team Leader / Liaison): _____

Mobile Phone: _____

Sat Phone: _____

Radio Frequency: _____

6. USAR Team Organogram

(The composition of the team is required to comply with the requirements stipulated in Chapter G of the INSARAG Guidelines).

(Insert here)

7. Evidence to Demonstrate Active Participation in INSARAG Events

INSARAG Event	Date	Nature of Participation

8. Government USAR Team

(If the USAR Team is a government team, evidence to support that the USAR team forms part of their government's plan for the delivery of international humanitarian relief).

(Insert here)

If NGO USAR Team state **Not Applicable**

9. NGO USAR Team

(If the USAR Team is a NGO, evidence to support that the USAR team can deploy in a self –sufficient manner with the capacity required by the level of classification being sought, for the duration required by the INSARAG Guidelines as determined by the level of classification).

(Insert here)

If Government USAR Team state **Not Applicable**

10. USAR Teams Composed of Multiple Organisations

(For USAR teams comprised of multiple government organisations and or NGO, the MOU must clearly stipulate that these organisations are included in the USAR team and have the full endorsement of the Government. If the USAR team is composed from a single agency state NOT APPLICABLE.)

(Insert here)

11. Agreements with Organisations supplying Personnel or Equipment

(Signed MOU between the USAR team and any organisations supplying personnel and or equipment. If the USAR team is composed from a single agency state NOT APPLICABLE.)

(Insert here)

12. USAR Team Redundancy Plan

(USAR team complete membership roster, including team redundancy plan).

(Insert here)

13. Evidence of National and International Deployments

Incident	Date	National or International	Capacity in which Deployed (i.e. no of personnel; dogs, equipment).

14. Copy of Most Recent After Action Report

(Submit a copy of the most recent international deployment After Action Report submitted to the INSARAG Secretariat following the deployment. If the team has not deployed internationally, submit a copy of the most recent national deployment After Action report.)

(Insert here)

15. Details of the International Mobilisation and Transport Plan

(Submit a copy of the international mobilisation and transport plan. Specifically, include copies of agreements with aircraft or vehicle providers.)

(Insert here)

16. Details of Equipment Loading Plans

(Submit a copy of the loading plans as determined by the aircraft / vehicles employed for deployment including the Dangerous Goods declaration requirements.)

(Insert here)

17. USAR Team Training Plan

(Details of the USAR team's continual training programs including international deployment training.)

(Insert here)

18. Emergency Medical Evacuation Plan

(Details of arrangements for the medical evacuation of a team member while on international deployment.)

(Insert here)

19. Evidence to demonstrate Self-sufficiency for Duration of Deployment

(Evidence to support that the team is self-sufficient for the duration of deployment as required by the level of classification being sought.)

(Insert here)

20. Copy of Original IEC Report

(Insert a copy of the original IEC Checklist, report and any supplementary technical notes).

(Insert here)

21. Copy of Previous IER Report

(Insert a copy of the most recent IER report. If this is the first IER the team is undergoing, state NOT APPLICABLE.)

(Insert here)

22. Documented Evidence of Addressing IEC / IER Shortcomings

(Insert any relevant documented evidence evidence supporting the USAR team has addressed any issues highlighted in the IEC Report or any previous IER Report)

(Insert here)

23. Conclusion

(Insert here)

Annex M IER Report Template



IER Report

TEAM NAME: _____

LEVEL OF CLASSIFICATION: MEDIUM HEAVY

VENUE: _____

DATE OF IEC: _____ / _____ / _____
(D) (M) (Y)

Report Instructions

- This report is to be completed by the IEC Team leader;
- The report is to be completed within 14 days following the classification.
- Two hard copy must be printed;
- All IEC Team Members are required to sign the hard copy versions;
- Two signed hard copies are to be posted to the INSARAG Secretariat via registered mail to:

Attention: INSARAG Secretariat
IEC Report
UN Office for the Coordination of Humanitarian Affairs (OCHA)
Field Coordination Support Section (FCSS)
Palais des Nations
CH 112 Geneva 10, Switzerland

- The INSARAG Secretariat will retain an original hard copy;
- The second hard copy will be posted to the INSARAG Focal Point via registered mail by the INSARAG Secretariat;
- An electronic version is to be emailed to the INSARAG Secretariat to: insarag@un.org
- An electronic version is to be emailed to the USAR Team and the INSARAG Focal Point by the INSARAG Secretariat.

This page is to be deleted prior to finalising the Report.

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1. Introduction

(Insert Here)

2. IER Team Members

Name	Country	Organisation	Expertise	Signature

3. IER Checklist

Preparedness	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
1. INSARAG Focal Points				
1.1. Does the USAR team have an INSARAG focal point in the Government?				
2. Decision Making	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
2.1. Is there an effective communication system between the USAR team and its sponsor to ensure timely decision making with regards to deployment?				
2.2. Is the USAR team management included in the deployment process?				
3. Virtual OSOCC	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
3.1 Is the team registered in the INSARAG Directory?				
3.2. Are there assigned persons to receive and post information on the VO, including complete USAR team Fact Sheet on both the VO and in a hard copy format prior to departure?				
3.3. Does the USAR team have the ability to access the VO during transit and while on mission in the affected country?				
4. Deployment Staffing Procedure	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
4.1. Is there a system to mobilise sufficient USAR team members for deployment including a system to fill staffing shortages in a timely manner?				

4.2. Do the USAR team members undergo a medical screening process immediately prior to departure and is there a policy that allows for a team member to be replaced in a timely manner should they be deemed medically unfit for deployment?				
4.3. Do the USAR team's search dogs undergo a veterinary screening process prior to departure?				
5. USAR Team Structure	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
5.1. Is the USAR team organisation structured in accordance with the INSARAG Guidelines with regards to:				
5.1.1. Management				
5.1.2. Logistics				
5.1.3. Search				
5.1.4. Rescue				
5.1.5. Medical				
5.2. Does the USAR team have sufficient personnel in its structure to work continuously in accordance with the INSARAG Guidelines? (Heavy USAR team 24 hrs operations for 10 days at 2 sites simultaneously; Medium USAR team 24 hrs operations / 7 days at 1 site)				
5.3. Does the USAR team have the ability to be self-sufficient for the duration of deployment in accordance with the INSARAG guidelines?				
6. Training	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
6.1. Does the USAR team have a training program that prepares and equips personnel to operate in an international environment including international, national and local USAR teams?				
6.2. Does the USAR team appropriately interact with other USAR teams involved in the emergency? In, for instance the case of:				

6.2.1. Other USAR teams offering help				
6.2.2. Other USAR teams requesting some specialised equipment				
6.2.3. Other USAR teams requesting a part of the team to help them so that the team must be divided and work side by side with that team.				
6.3. Has the team trained sufficient personnel to perform RDC and OSOCC functions?				
6.4. Is there a continuous skills maintenance program commensurate with the classification level?				
6.5. Are USAR team and personnel training records updated and maintained regularly?				
6.6. Does the USAR team have a training program that prepares and equips USAR team search dogs to operate in an international environment?				
7. Communications and Technology	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
7.1. Does the USAR team have the ability to communicate:				
7.1.1. Internally				
7.1.2. Externally				
7.1.3. Internationally				
7.2. Does the USAR team use GPS technology?				
8. Documentation	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
8.1. Is there a system in place to ensure all USAR team members have the following personal travel documentation:				
8.1.1. Passport with a minimum of 6 months validity and 2 blank pages				
8.1.2. Visa(did the team check if one is needed)				
8.1.3. Passport photos x 6				

8.1.4. Photocopies of Passport x 4				
8.1.5. Record of inoculations/vaccinations required for international travel				
8.1.6. Copies of valid documentation to support right to clinical practice in home country of medical personnel in the team				
8.1.7. Copies of valid Search Dog Health Certificates / microchip record				
8.2. Does the USAR team management have the following team documentation:				
8.2.1. USAR team Personnel Manifest (if traveling by airplane)				
8.2.2. USAR team Fact Sheet				
8.2.3. Emergency contacts details of USAR team members				
8.2.4. Equipment Manifest including communications equipment				
8.2.5. Shippers Declarations of Hazardous Goods				
8.2.6. Manifest of Controlled Substances (e.g. medications)				
8.3. Does the USAR team have standard procedures covering the following:				
8.3.1. Communications				
8.3.2. Emergency evacuation				
8.3.3. Emergency medical evacuation & repatriation				
8.3.4. Operations				
8.3.5. Safety and security				
8.3.6. Logistics				
8.3.7. Transportation				
Mobilisation and Arrival in Affected Country	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
9. Activation and Mobilisation				

9.1. Does the USAR team have the ability to arrive at its designated point of departure within 8 hours of activation?				
9.2. Is the USAR team Fact Sheet completed and does it have multiple completed hard copies available for use in the affected country?				
9.3. Does the USAR team management have a system in place to monitor and maintain equipment, both before and during deployment?				
9.4. Does the USAR team management have a process to gather information pertaining to the emergency and brief USAR team members on:				
9.4.1. Current situation including structural characteristics				
9.4.2. Culture				
9.4.3. Weather				
9.4.4. Safety and security, including potential hazards e.g. Hazmat				
9.4.5. Emergency evacuation				
9.4.6. Health and welfare issues				
9.4.7. Special or unusual considerations				
9.5. Has the USAR team taken action to contact international representatives, other international responders and its own consular authorities (if present)?				
10. Base of Operations (BoO)	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
10.1. Does the USAR team select a suitable site for the BoO in conjunction with LEMA?				
10.2. Does the USAR team's BoO provide for the following components:				
10.2.1. BoO management				
10.2.2. Shelter for personnel and equipment				

10.2.3. Safety and security				
10.2.4. Communications				
10.2.5. Medical station providing for personnel and search dog requirements				
10.2.6. Food and water				
10.2.7. Sanitation and hygiene				
10.2.8. Search dog area				
10.2.9. Equipment maintenance and repair area				
10.2.10. Waste management				
USAR Operations	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
11. RDC and OSOCC Coordination and Planning				
11.1. Does the USAR team have trained staff and dedicated equipment to establish and operate a provisional RDC and OSOCC in accordance with the OSOCC Guidelines?				
11.2. Does the USAR team undertake assessments and disseminate the information to the OSOCC and LEMA?				
11.3. Does the USAR team ensure a representative is present at the OSOCC during USAR coordination meetings?				
11.4. Does the USAR team's medical management coordinate activities with relevant local health authorities including:				
11.4.1. Availability of local and international medical resources (including veterinary) to support USAR medical activities;				
11.4.2. Casualty handover and transport procedure;				
11.4.3. Fatality management procedure as determined by LEMA;				
11.5. Does the USAR team utilise INSARAG documentation?				
11.6. Does the USAR team management exercise a continuous command and control system over the full range				

of his/her sites of operation?				
12. Operational Capacity	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
12.1. Does the USAR team demonstrate a system to track personnel at all times?				
12.2. Does the USAR team update its operational plan as required?				
13. Area Reconnaissance	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
13.1. Does the USAR team interview locals to gather information?				
13.2. Does the USAR team conduct structural assessments with appropriate structural engineering expertise?				
13.3. Does the USAR team conduct hazard/risk assessment and disseminate to the OSOCC and LEMA (health issues, environmental hazards, electricity, security and secondary threats)?				
14. Search Operations <i>* For Medium USAR teams, either of the search techniques may be used.</i>	Assessment Method	Justification	Remarks	Y / NY (Colour code)
14.1. Does the USAR team take the appropriate search equipment from the BoO to the site of operations, based on the available information?				
14.2. Does the USAR team safely conduct search operations in confined spaces?				
14.3. Does the USAR team utilise search dogs* during the victim detection phase?				
14.4. Can the search dog* teams locate trapped victims under rubble?				
14.5. Does the USAR team conduct technical search* operations using cameras and listening devices during the victim location phase?				

14.6. Does the USAR team use effective and coordinated search methods?						
15. Rescue Operations <i>For Heavy USAR teams, sites must be separated by a reasonable distance requiring management to consider additional logistical support. For Medium USAR teams, continuous work at two sites is not required.</i>			Assessment Method	Justification	Remarks	Y / NY (Colour Code)
15.1. Does the USAR team safely conduct rescue operations in confined spaces?						
15.2. Does the USAR team take the appropriate rescue equipment from the BoO to the site of operations, based on the available information?						
15.3. Does the USAR team demonstrate the ability to cut, break and breach through concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and building contents, (according to the dimensions on the table below):						
Description	Heavy USAR Team	Medium USAR Team				
Concrete walls and floors	300mm	150mm				
Concrete columns and beams	450mm	300mm				
Structural steel	6mm	4mm				
Reinforcing bars (Rebar)	20mm	10mm				
Timber	600mm	450mm				
15.3.1. Penetrate vertically overhead to a void space						
15.3.2. Penetrate laterally into a void space						
15.3.3. Penetrate vertically below to a void space using a "dirty" technique (allowing debris to fall into the void space)						

15.3.4. Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space)						
15.4. Does the USAR team demonstrate rigging, lifting and moving of structural concrete columns and beams as part of a de-layering operation (see table for dimensions) utilising the following:						
15.4.1. Pneumatic lifting equipment						
15.4.2. Hydraulic lifting equipment						
15.4.3. Winches						
15.4.4. Other hand tools						
15.4.5. Crane and/or other heavy machinery						
Description	Heavy USAR Team	Medium USAR Team				
Manual	2.5 metric tons(M/T)	1 metric ton(M/T)				
Mechanical	20 metric tons(M/T)	12 metric tons(M/T)				
15.5. Does the USAR team demonstrate the ability to analyse and conduct stabilisation operations of structural elements as follows:						
15.5.1. Cribbing and wedges						
15.5.2. Window/door stabilisation						
15.5.3. Vertical stabilisation						
15.5.4. Diagonal stabilisation						
15.5.5. Horizontal stabilisation						
15.6. Does the USAR team demonstrate technical rope capability to:						
15.6.1. Construct and utilise a vertical raising and lowering system						
15.6.2. Construct a system that allows for the movement of a load (including victims) from a high point laterally to a safe point below.						
16. Medical Care			Assessment Method	Justification	Remarks	Y / NY (Colour Code)

16.1. Does the team have the ability to provide emergency medical care in collapsed structures including confined spaces from the time of access, during extrication to time of hand over?				
16.2. Is medical care available to USAR team members?				
16.2.1. Primary Care				
16.2.2. Emergency Medical care				
16.2.3. Health Monitoring				
16.2.4. Emergency Veterinary Care in collaboration with their handlers?				
16.3. Does the USAR team have a procedure for dealing with serious injury or fatality amongst team members?				
16.4. Does the USAR team utilise a medical incident log?				
17. Safety Considerations	Assessment Method	Justification	Remarks	Y / NY (Colour Code)
17.1. Does the USAR team correctly utilise the INSARAG Signalling System?				
17.2. Do the USAR team members wear appropriate personal protective equipment (PPE) as required by the situation?				
18. Demobilisation Exit Strategy	Assessment Method	Justification	Remarks	Y / NY (colour Code)
18.1. Does the USAR team coordinate its departure with the OSOCC/LEMA and the RDC?				
18.2. Does the USAR team complete the USAR team Demobilisation Form?				
18.3. Does the USAR team management consult with their in country representative regards their departure arrangements when applicable?				
18.4. Does the USAR team do contingency planning for possible reassignment?				

4. Supplementary Technical Notes

(Insert any supplementary technical notes in the appropriate sections below)

4.1 Management

(Insert Here)

4.2 Logistics

(Insert Here)

4.3 Search

(Insert Here)

4.4 Rescue

(Insert Here)

4.5 Medical

(Insert Here)

5. Summary

(Insert any comments below)

(Insert Here)

6. Recommendations

(Insert Here)

7. Conclusion

(Insert Here)

8. Acknowledgements

(Insert Here)

END