INSARAG Guidelines

Volume II: Preparedness and Response

Manual C: INSARAG External Classification and Reclassification

Contents

Abbreviations

A-POE	Abbreviated Portfolio of Evidence
BoO	Base of Operations
C-POE	Comprehensive Portfolio of Evidence
CAP	Corrective Action Plan
C&C	Command and control
FCSS	Field Coordination Support Section
FTX	Field Training Exercise
GA	General Assembly
Hazmat	Hazardous materials
IEC	INSARAG External Classification
IER	INSARAG External Reclassification
INSARAG	The International Search and Rescue Advisory Group
ISG	INSARAG Steering Group
NGO	Non-governmental organisation
LEMA	Local Emergency Management Authority
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
OSOCC	On-Site Operations Coordination Centre
POA	Point of Assembly
POD	Point of Departure
PPE	Personal Protective Equipment
RDC	Reception/Departure Centre
RSJ	Rolled Steel Joist
SIMEX	Simulation Exercise
SME	Subject matter expert
SOPs	Standard Operating Procedures
TTX	Table-top exercise
TORPS	Terms of Reference/Person Specification
UB	Universal Beam
UCC	USAR Coordination Cell
UN	United Nations
UNDAC	United Nations Disaster Assessment and Coordination team
USAR	Urban search and rescue
VO	Virtual On-Site Operations Coordination Centre

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Introduction

The United Nations (UN) General Assembly (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 Urban Search and Rescue (USAR) response. The INSARAG Guidelines defines the methodology that countries affected by a sudden onset disaster can expect from the INSARAG USAR response community. This trained and practiced methodology is implemented by international USAR responders, to provide assistance during international USAR response operations.

The goal of this manual is to define the operational minimum standard for international USAR teams, building from the INSARAG mandate in order to render more effective emergency preparedness and response activities and thereby save more lives, reduce suffering and minimize adverse consequences. The INSARAG Minimum Standard for USAR Operations expects teams to utilise these internationally developed procedures and systems to instil cooperation between national USAR teams operating on the international scene to meet its mandate. The INSARAG community acknowledges the importance of providing rapid professional USAR operations during disasters which result in victims entrapped in collapsed structures. In an effort to achieve this objective, the INSARAG community has developed two voluntary, independent, peer review-processes, the INSARAG External Classification (IEC) and INSARAG External Reclassification (IER).The purpose of this manual is to ensure a team preparing to undergo an IEC/R has a deep understanding of the expected planning, preparation and delivery requirements. By following these principles, a USAR team will be prepared to offer professional services, operate in a collaborative manner, and provide timely life-saving assistance to an affected population.

An IEC/R is a demanding process that is not to be underestimated. It requires the total administrative, financial and operational commitment of the sponsoring organisation, the USAR team, its Mentor as well as several other stakeholders to ensure success. USAR teams and their Mentors are required to familiarise themselves with the contents of the INSARAG Guidelines and this manual. IEC/R Classifiers are also required to use both the INSARAG Guidelines and this manual as a reference source.

Any questions with regards to the content of this manual should be directed to the INSARAG Secretariat and your appointed Mentor (as appropriate).

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1. IEC Overview

1.1. IEC Purpose

The primary purpose of the IEC is to provide the government of an affected country with a database of independently verified INSARAG Medium or Heavy USAR teams that will:

- Mobilise rapidly
- Be self-sufficient
- Perform life-saving operations professionally and safely
- Coordinate its activities based on the priorities established by the Local Emergency Management Authority (LEMA) (or National Disaster Management Authority (NDMA))
- Assist the UN with the RDC and OSOCC operations
- Coordinates its efforts with other international responders and augments national resources
- Not become a burden to the affected country
- Adopt internationally accepted coordination mechanisms established on site. Ensure linkage to the Early Relief phase of an incident to support wider humanitarian response efforts

1.2. IEC Objectives

INSARAG classified USAR teams are required to:

- Operate according to the methodology prescribed by the INSARAG Guidelines
- Be able to rapidly deploy within the shortest possible timeframe following a disaster to maximise their positive impact on the affected community
- Understand and comply with the roles and responsibilities regarding the set-up, operation and staffing of a RDC and/or OSOCC
- Understand the roles and responsibilities regarding the LEMA and be able to integrate effectively with the response resulting in a coordinated and coherent rescue effort in support of the LEMA
- Understand how international USAR assistance compliments the national response effort
- Requesting governments will then be aware of the type of value-adding support that is arriving

1.3. USAR Team Capabilities

USAR teams establishing USAR capacity are required to refer to the INSARAG Guidelines (Volume II, Manual A: Capacity Building) for guidance. This manual provides information on the key elements required and the resource composition of a Medium and a Heavy USAR team. The minimum number of deployed personnel required for a Medium team is 40 while the minimum number of personnel required for a Heavy team is 59. Staff redundancy planning to ensure minimum staff availability for deployment is a ratio of 2:1 for each position.

INSARAG USAR teams are required to consist of five key components (Table 1). The INSARAG Guidelines refer to three levels of capacity, i.e. Light, Medium and Heavy. Since this document refers to the classification of international USAR teams, only the definitions for Medium and Heavy teams are included below. For details on Light USAR teams, refer to INSARAG Guidelines, Volume II, Manual A: Capacity Building.

Component	Role	Function	Number
Management	Team Leader	Command	1 Heavy – 1 Medium
	Deputy Team Leader/Operations Officer	Coordination/Operational Control	1 Heavy – 1 Medium
	Planning Officer	Planning	1 Heavy – 1 Medium
	Liaison Officer/Deputy Liaison Officer	Liaison/Media/Reporting/ Reception/Departure Centre (RDC)/On-Site Operations Coordination Centre (OSOCC)/ USAR Operations Cell	1 Heavy – 1 Medium
	Structural Engineer	Structural Assessment/Analysis	1 Heavy – 1 Medium
	Safety Officer	Safety/Security	1 Heavy – 1 Medium

	RDC/OSCC Staff	Establish or augment an RDC/OSOCC UCC	2 Heavy – 2 Medium
Search	Technical Search Specialist	Technical Search	2 Heavy – 2 Medium
	Search Dog Handler	Dog Search	4 Heavy – 2 Medium
	Hazmat (Hazardous Materials)	Hazmat Assessment	2 Heavy – 2 Medium
Rescue	Rescue Team Manager and Technicians	Breaking/breaching/cutting/shoring/tactical rope	28 Heavy – 14 Medium
	Heavy Rigging Specialist	Lifting/Moving	2 Heavy – 2 Medium
Medical	Medical Team Manager (Medical Doctor)	Team Care (Personnel/search dogs)	3 Heavy – 1 Medium
	Paramedic/Nurse	Patient Care	4 Heavy – 3 Medium
Logistics	Logistics Team Manager	Base of Operations Management	1 Heavy – 1 Medium
	Logistics Specialist	Food and water supply/base of operations functioning/transport capacity/fuel supply|work sites support	4 Heavy – 4 Medium
	Communications Specialist	Communications	1 Heavy – 1 Medium

Table 1: The five key components of INSARAG USAR teams

1.3.1. Medium USAR Teams

A Medium USAR team comprises the five components required by the INSARAG Guidelines, i.e. 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, including structures reinforced with structural steel. They must also 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 worksite
- Is required to have the capability of search dogs and/or technical search, and
- Must be adequately staffed to allow for 24 hour operations at one site (not necessarily at the same site; the sites may change) for up to seven days
- Must be able to medically treat its team members (including search dogs if present) as well as victims encountered if allowed to do so by the government of the affected country

1.3.2. Heavy USAR Teams

A Heavy USAR team comprises the five components required by the INSARAG Guidelines, i.e.: 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 that require the ability to cut, break and breach steel reinforced concrete structures, as well as delayer these structures using lifting and rigging techniques. 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 worksites simultaneously. A separate worksite is defined as any area of work that requires a USAR team to re-assign staff and equipment to a different location all of which will require separate logistical support. Generally an assignment of this sort would last greater than 24 hours
- Is required to have both a search dog and technical search capability
- Is required to have the technical capability to cut structural steel typically used for construction and reinforcement in multi-storey structures

- • Must be adequately staffed and logistically sufficient to allow for 24 hour operations at two independent sites (not necessarily at the same two sites; the sites may change) for up to ten days
- • Must be able to medically treat its team members (including search dogs if present) as well as victims encountered if allowed to do so by the government of the affected country

1.3.3. Nomination of USAR Teams for the INSARAG Classification

A government or sponsoring organisation that has the mandate for international humanitarian response may consider nominating its USAR team for the INSARAG Classification process.

1.4. IEC Assessment

The IEC assesses and classifies two key components of international USAR operations, i.e. response capability and technical capacity.

1.4.1. Response Capability

The Response Capability assessment, including the decision-making role of the sponsoring organisation or government, will assess a USAR team's ability to monitor for sudden-onset disasters, receive notification of a breaking emergency, mobilise its resources and respond internationally in a timely manner. It will also assess a team's ability to establish an RDC if it is the first arriving international USAR team to assist the LEMA to receive international assistance.

USAR teams are also required to assist the United Nations Disaster Assessment and Coordination (UNDAC) team to coordinate rescue efforts with the 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 still required to assist the OSOCC's USAR Coordination Cell (UCC) by providing it trained USAR staff.

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

USAR teams need to be able to be entirely self-sufficient for the duration of deployment without becoming a burden on the affected country or other international response organisations. It is however acknowledged that teams will require assistance with procurement of fuel, timber, and a secure location to establish their BoO. Most teams will also require transport upon arrival in the affected country. The USAR team is responsible for all costs related to its deployment, including resupply while on site.

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

1.4.2. Technical Capability

During this phase the USAR team's technical capacity will be assessed as to how it performs USAR operations. This assessment will differ depending on whether a team is attempting a Medium or a Heavy classification.

USAR teams are required to demonstrate proficiency using its full USAR capacity (skills and equipment) during a constantly evolving realistic structural collapse exercise of 36-hour duration. It is designed in a manner that challenges the USAR team's ability to operate effectively in simulated "real life" mission and timeline required for the desired level of classification.

For both the Response Capability and Technical Capacity components, the assigned Classifiers utilise the IEC/R Checklist (Annex A) to conduct the assessment.

1.5. IEC/R Cost

All costs associated with the planning, preparation (including that of the IEC/R Mentor and other strategic partners) and execution of the IEC/R is the responsibility of the host country.

The cost of the classifiers is covered by their respective sponsoring organisation or government, while the INSARAG Secretariat covers its own costs.

The IEC/R host will determine whether observers will be invited to the IEC. Any expenses and services provided by the IEC/R host will be explained in the announcements leading up to the event. The announcement should explain to observers what will be able to be observed during the exercise. The USAR teams' Mentor attends in order to provide them with guidance.

1.6. Directory of International USAR Teams

Upon successful completion of an IEC, the team will be recorded in the Directory of International USAR Teams (Annex B) at the level of classification achieved. This directory is managed by the INSARAG Secretariat.

1.7. 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). The INSARAG Secretariat can be contacted at:

United Nations Office for the Coordination of Humanitarian Affairs
Emergency Services Branch
Field Coordination Support Section
INSARAG Secretariat
Palais des Nations
CH 1211, Geneva 10, Switzerland

Email: insarag@un.org

2. IEC/R Stakeholders

There are several stakeholders, all of which are integral to a USAR team being able to successfully undergo an IEC/R (see Figure 1).

Figure 1: Stakeholders in a successful IEC/R.

2.1. INSARAG Secretariat

The INSARAG Secretariat serves as an objective facilitator during an IEC/R. The INSARAG Secretariat representative will either be an employee of FCSS or an individual endorsed by the Chief of FCSS.

The INSARAG Secretariat will engage with the USAR team two years prior to a provisional IEC/R date being established. This timeline is required to ensure that all milestones are met and that gaps can be easily identified and positively resolved. The monitoring system will have three parts: Application and Mentor Assignment, Review, and Finalisation.

The Secretariat works with all relevant stakeholders from the beginning of the process, and facilitates timely discussions and consultations and recommends relevant support that the team requires during the preparatory process of every team undergoing IEC/R.

Once the team has met all preparatory arrangements and objectives to the full satisfaction of key stakeholders – that is, the classifiers, the Mentor, and the INSARAG Secretariat – the Secretariat will then confirm that the IEC/R will take place at the designated date.

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

- Ensure that the process is based on the minimum requirements as determined by the INSARAG Guidelines and the IEC/R Manual.
- Ensure the classifiers do not attempt to use the IEC/R as an opportunity to promote their home country's methodologies as the preferred way of operation.
- Perform the role of mediator/arbitrator between the classifiers, the USAR team and its IEC/R Mentor or its Focal Points should the need arise.

The details on the Terms of Reference/Person Specifications (TORPS) are recorded by the INSARAG Secretariat, (Annex C).

2.2. INSARAG Policy and Operational Focal Points

The INSARAG Policy 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 response. The INSARAG Policy Focal Point acts as single point of contact for its international responders and government for the INSARAG Secretariat regarding matters of policy.

The INSARAG Operational Focal Point serves as the primary point of contact for the INSARAG Secretariat in a particular country on issues concerning the technical operations of a USAR team. This can be the same person as the Policy Focal Point, a senior officer in a government ministry responsible for the USAR team, or a representative of the USAR team itself.

Accordingly, the INSARAG Policy Focal Point is required to approve any request from a USAR team, whether it is a government or non-governmental organisation (NGO) team, to undergo an IEC/R.

For further details regarding the INSARAG Policy and Operational Focal Points, see Volume I: Policy.

2.3. IEC/R Classifiers

The INSARAG Secretariat maintains a database of suitable IEC/R classifiers that are supported by their sponsoring organisation. The INSARAG Secretariat utilises this pool of classifiers to select the team for a specific IEC/R. Nominees must attend the INSARAG IEC/R Team Leader and Mentor Training Course to be considered for a Team Leader (or Deputy) position.

The team of classifiers are made up of USAR experts selected by the INSARAG Secretariat after consultation with the classifiers Operational Focal Points. The IEC/R team members provide the required technical expertise to evaluate the various components of a USAR team (Figure 2). In most instances, a team member may provide technical expertise in more than one function.
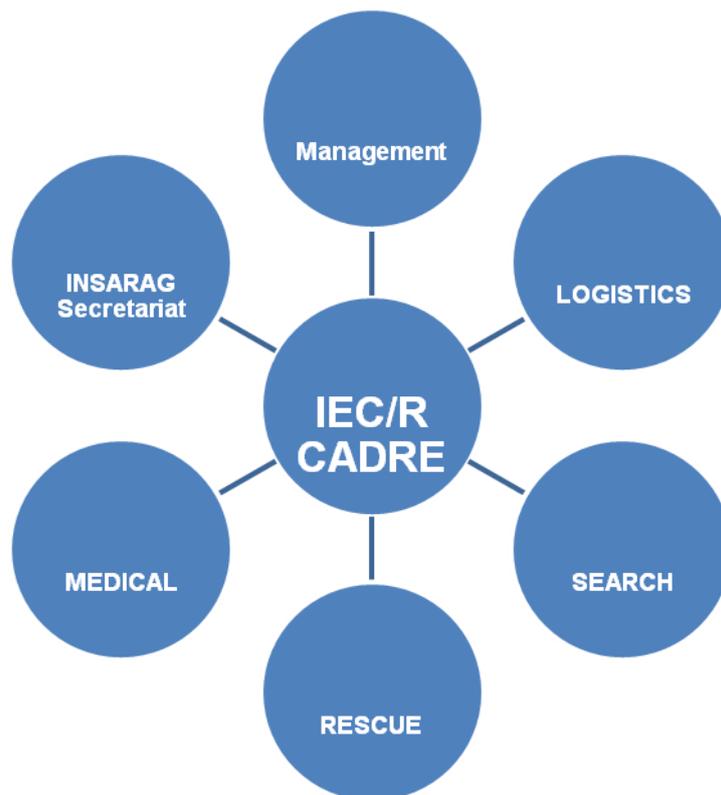
Figure 2: IEC/R cadres' technical expertise in evaluating a USAR team.

The minimum numbers of classifiers required for an IEC is as follows:

- Medium classification – 6 classifiers:
  - Team leader x 1
  - Logistics x 1
  - Search x 1
  - Rescue x 2
  - Medical x 1

The INSARAG Secretariat is encouraged, where possible to include a Deputy Team Leader to be mentored as a future Team Leader.

- Heavy classification – 8 classifiers:
  - Team Leader/Management x 1
  - Logistics x 1
  - Search x 1
  - Rescue x 4
  - Medical x 1

The INSARAG Secretariat will, where possible, include a Deputy Team Leader to be mentored as a future Team Leader.

The number of classifiers for an IER will vary depending upon the level of assessment required (see Chapter 10 for complete details on the IER process).

The mandate of the IEC/R cadre is to ensure the USAR team undergoing the process is measured in an objective and non-biased manner. Furthermore, they are required to ensure that a USAR team satisfactorily demonstrates all of the competencies and skills required by the IEC/R Manual for the level of classification being sought.

As peers within the INSARAG community, IEC/R classifiers are expected to uphold the principles and standards established by INSARAG.

Classifiers need to remain objective and conduct the classification according to the minimum standards required by the INSARAG Guidelines and IEC/R Manual. It is important that classifiers do not attempt to promote or enforce their home country's methodology during an IEC/R.

The ISG acknowledges and respects that USAR teams operate using different Standard Operating Procedures (SOPs), doctrines and techniques to achieve common objectives. Therefore the IEC/R classifiers are not expected to provide comment regarding technical standards beyond those listed in the INSARAG Guidelines.

The classifiers are required to ensure that USAR operations are conducted safely and therefore cannot disregard or overlook a violation of generally accepted safe practices. If a safety concern arises, the classifiers will discuss the matter with the IEC/R Mentor/USAR Team Liaison and temporarily stop the particular activity in question until it can be continued in a safe manner.

2.3.1. Selection of Classifiers

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

Once approval has been received, the candidate is required to complete the IEC/R Classifier Application Form (Annex D), and return it to the INSARAG Secretariat.

The INSARAG Secretariat will then review the application. If accepted, the candidate and Operational Focal Point will be notified in writing and entered into the IEC/R classifier database. The selection of classifiers is based on, among others, the following:

- Continuing commitment and availability. The INSARAG Operational Focal Point will be required to commit to supporting the availability of their classifiers.
- Confirmed financial support from sponsoring organisation for participation in the classification process.

- Successful fulfilment and retention of the appropriate TORPS requirements.
- Participation in relevant IEC/R training and other INSARAG activities.

Classifier sponsors and the individual classifiers must be aware that in order to remain active as a classifier, they are required to maintain a close relationship with the INSARAG network through participation in meetings, exercises and other INSARAG-related USAR activities.

The details on the TORPS for classifier positions are located in Annex C of this manual.

2.4. IEC/R Mentor/Mentor Team

To lessen the potential of 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/R to engage an IEC/R Mentor or Mentoring Team. It is required that the Mentor not come from the organisation undertaking an IEC/R. This will open opportunities of learning from a different perspective as well as expanding knowledge of how other USAR teams operate. The Mentor has the responsibility to provide an independent, unbiased recommendation to the INSARAG Secretariat whether the IEC/R exercise should go ahead as planned or whether it should be postponed.

The details on the TORPS are recorded in Mentor, (Annex C). Individuals interested in becoming mentors are required to complete the IEC/R Mentor Application Form (Annex E) and submit this to the INSARAG Secretariat for consideration.

There are essentially two routes available to a USAR team regarding the engagement of an IEC Mentor, i.e. Bilateral USAR Team Support and/or a Professional Consultant. There may be instances where a USAR team may elect to use a combination of both examples.

When requested, the INSARAG Secretariat can provide contact details for IEC/R Mentors that have coached other successfully classified USAR teams, and/or have submitted a Mentor Application (Annex E). The team's relationship with their identified mentor is arranged bilaterally.

2.4.1. Bilateral USAR Team Support

This occurs when the USAR team engages the assistance of a classified 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. As example, a USAR team classified at the Medium-level cannot mentor a team seeking Heavy classification. It is accepted that a USAR team classified at the Heavy level can mentor either another Heavy USAR team or one seeking Medium level classification.

When a USAR team chooses this support mechanism, it is important that one person from the classified USAR team be named as the Mentor, while understanding that other staff and elements of that team will be used for the mentoring process. Having a single focal point ensures reliable contact and dialogue with the INSARAG Secretariat as well as the USAR team seeking classification.

The nature of this engagement involving costs and time allocation will be determined and mutually agreed by the respective organisations. The INSARAG Secretariat is not a party to these discussions and decisions.

2.4.2. Professional Consultancy for IEC Support

This occurs when the USAR team engages the assistance of a Professional Consultant. It must be noted that it may not be easy to identify a Professional Consultant that possesses the expertise to be able to provide adequate in-depth advice on all the five major components of USAR. If this is the case, this Mentor should be able to seek out the assistance required to fill these gaps.

The nature of this engagement involving costs and time allocation will be determined and mutually agreed between the USAR team and the consultant. The INSARAG Secretariat is not a party to these discussions and decisions.

2.4.3. Mentor Responsibilities

The Mentor takes on a significant responsibility when providing these services (Annex C). 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 Mentor will play a major role in providing the INSARAG Secretariat information about the status of the USAR team and its ability to achieve INSARAG classification.

The Mentor becomes the USAR team's project officer/coordinator for the IEC/R and is responsible for assessing the response capability and technical capacity of the USAR team.

During the IEC/R the Mentor plays a crucial role by facilitating the IEC/R team of classifiers, the Exercise Control (EXCON) Group and the team being classified, thereby ensuring that the needs and requirements are met.

2.5. USAR Team Sponsoring Organisation

The USAR team's sponsoring organisation and IEC/R Mentor is responsible for ensuring that the team fully understands the INSARAG methodology and that the team meets the INSARAG Minimum Standard.

Some of the key issues the sponsoring organisation and IEC/R Mentor are responsible for include:

- If the USAR team is comprised of multiple organisations, it ensures inter-organisational agreements are in place.
- Ensures there is funding available for international deployment.
- Ensures there are agreements in place with transport providers (ground and air) that will enable the team to depart rapidly.
- Ensures all required insurance policies for team members, including evacuation insurance, are in place unless it has the facilities, capabilities or agreements that would expeditiously evacuate a USAR member when required.
- Ensures that the USAR team can be provided support by its sponsoring organisation while in the affected country, as required.
- Provides relevant and regular updates to family members while the team deployed.

2.6. USAR Team

2.6.1. Government USAR Team

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

A government USAR team requires approval of the INSARAG Policy and Operational Focal Points to undergo an IEC/R.

2.6.2. NGO USAR Team

NGO USAR teams are made up of NGOs. NGO USAR teams have the ability to respond autonomously and do not require the approval of its government to deploy. An NGO USAR team, however, needs to be endorsed by that country's INSARAG Policy Focal Point if that team is planning for an IEC/R.

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 Policy 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 classified. If the USAR team is composed of several independent organisations (e.g. government organisations and NGOs that respond together as a combined team) the classification awarded is applicable to that combination of organisations only. If any single component of the classified team does not respond with the rest of the team, the IEC classification is not applicable and the team is not to use the INSARAG Classification identification while deployed.

If any 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.

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 Group

The EXCON play an important role in ensuring the USAR team is successful in its IEC/R bid. The EXCON will be comprised of trained members from its own organisation. The EXCON team members must be dedicated to the EXCON function and cannot be assigned additional roles of responsibility during the IEC/R Exercise. The EXCON is responsible to manage all needed Exercise injects and other pertinent information and input it to the VO during all phases of the exercise.

The EXCON is responsible for designing the simulation exercise to ensure it is constantly evolving over a minimum of a continuous 36 hour period and that the scenarios will enable the classifiers to observe all of the operational and administrative requirements of the IEC/R 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 will challenge the team's operational and administrative expertise, skills and equipment to a level that is commensurate with the level of classification being sought. It is important to keep in mind that the exercise is not a skill-set demonstration; meaning that static displays, e.g. steel cutting, concrete breaking, shoring, heavy-lifting are not acceptable.

The EXCON is 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/R in an effort to retain an element of realism and surprise, as would be the case in a real situation. It is however important to provide information to the team, as the scenario starts and then continues, so the team has sufficient information to develop and implement a Plan of Action.

The head of the EXCON is required to liaise with the IEC/R Mentor to ensure all of the IEC/R requirements will be met and that the exercise follows the prescribed timeline. See Section 4.2 IEC Exercise.

The EXCON is responsible to ensure sufficient rescue tasks and evolutions are available, and make plans for contingencies in the event that a particular rescue activity needs to be repeated, and be fully in control of the exercise grounds and driving the simulation exercise through to its conclusion.

EXCON is comprised of members of the USAR Team. Each must have a strong knowledge of internal team policy as well as be trained in the INSARAG methodology. Members need to willingly accept an assignment to EXCON, understand the complexity of the requirement, and have the experience needed to design a plan that meets each of the items on the IEC/R Checklist in the confines of a 36-hour exercise.

2.8. & 2.9 IEC/R Organisation and IEC/R Observers

Teams undergoing IEC/R exercises are encouraged to accept observers from USAR teams preparing to undergo an IEC/R. The INSARAG Secretariat may make suggestions to the USAR team about inclusion of observers. Classification processes provide more opportunities for observation than Reclassification processes, since these may be limited in scope.

It is the responsibility of the USAR team/sponsoring organisation being classified to determine if they will support an observers' programme during its IEC/R exercise. This will include the components of the classification process that will be made available to the observer programme. This in turn must be explained on the VO and administrative instructions when referencing the IEC/R exercise so that potential observers are aware of the level of engagement/observation they can expect.

The USAR team/sponsoring organisation will also determine how many observers they will support. The USAR team/sponsoring organisation are encouraged to issue specific invitations giving priority to those teams preparing to undergo an IEC/R.

A country that elects to have an observer programme is required to appoint a dedicated Observer Coordinator/ Liaison Officer (LO) to oversee the observers for the duration of the classification.

The observers' programme must clearly state what will be provided and the roles and responsibilities of both the host and the observers. This will include travel to the country, accommodation during the process, transport to and from the venues, and the required PPE for observers during the programme.

The observers from USAR teams preparing to undergo an IEC/R are reminded they are to be accompanied by their Mentor who is responsible for explaining the IEC/R exercise process to the team.

The observers will be advised that they have been invited to observe and not make comment about the process, the outcome of the process or to interfere with the USAR team being classified or the IEC/R classifiers.

Any interaction between the observers and the classifiers and exercise participants must be coordinated through the Observer Coordinator, IEC/R Team Leader, INSARAG Secretariat, the IEC/R Mentor and the EXCON.

Observing technical elements of the exercise must be coordinated with EXCON in consultation with both the IEC/R Team Leader and Mentor.

The USAR team will inform the Observers what can be safely observed during the classification process. Observers can then make their decision to attend based on this information. The hosts should conduct an observers' briefing at the onset of the IEC/R to ensure all observers are familiar with observer schedule.

It is the responsibility of the host organisation, not the IEC/R Team Leader, to manage the observer delegation throughout the exercise.

3. IEC Application Process

Before a USAR team can consider an application for an IEC, it must demonstrate its involvement with INSARAG through participation in meetings, exercises and other INSARAG activities including registration in the Directory of International USAR Teams.. It will also need to discuss the selection of its Mentor with the INSARAG Secretariat. Once chosen, the IEC Mentor will perform a pre-assessment of the teams' USAR capacity and capability to ensure it is prepared to start the IEC process. The IEC two-year Planning Timeline (Annex F) provides an outline of a timeframe that a USAR team needs to adhere to with regard to its IEC preparations.

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 (Annex G).

The requirements for this application are as follows:

- The government's INSARAG Policy 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 desired date. However it is important to note that due to the demand for IECs, there is a possibility that a team may have to wait longer than two years before it can be scheduled into the IEC/R Calendar.
- The application must be completed in English.
- Regardless of whether a USAR team is an official government team, an NGO or combination government/NGO team, it requires the formal acknowledgement of the INSARAG Policy Focal Point in order to be eligible to undergo an IEC/R.
- The application form, which includes the requirements for the Abbreviated Portfolio of Evidence (A-POE), is to be submitted at the time of the application (see Section 3.1).
- The application form will include a preliminary report from the IEC Mentor that affirms the team is administratively and operationally ready to proceed. See IEC Mentors Assessment Report (Annex H).

Upon receipt of the IEC Application Package (written application, the A-POE and the IEC Mentor's report), the INSARAG Secretariat will evaluate whether the USAR team is prepared to meet the standards required for the IEC within the available timeline. If the INSARAG Secretariat is satisfied with the IEC Application Package, it will:

- Inform the INSARAG Policy Focal Point in writing that the team's Application Package is accepted.
- Allocate a provisional IEC exercise date.
- Enter the IEC into the schedule of upcoming IECs.

If IEC Application Package does not meet the INSARAG minimum standards, the INSARAG Secretariat will inform the INSARAG Policy Focal Point, USAR team and IEC Mentor in writing, of the identified areas of concern.

- The USAR team will be able to reapply by submitting a revised IEC Application Phase 1 (Annex G) and IEC Mentors Assessment Report (Annex H), once the identified areas of concern have been resolved.

3.1. Abbreviated Portfolio of Evidence

The contents of the A-POE are included in the IEC Application Phase 1. The A-POE, completed in English, is required to provide documented evidence that demonstrates the USAR team has been developed in accordance with the INSARAG Guidelines and has adopted the INSARAG methodology. A current IEC/R Mentor Assessment Report (Annex H) is to be included in the A-POE.

4. IEC Evaluation Process

The USAR team in consultation with its IEC Mentor needs to develop a strategic plan to address any administrative or operational gaps identified during the mentor's assessment. The implementation of this strategic plan needs to be undertaken against realistic timelines.

If a negative determination is made at any point during the IEC process, the USAR Team's Policy and/or Operational Focal Point will immediately notify the INSARAG Secretariat in writing. The IEC Mentor is also expected to submit a written report to the INSARAG Secretariat documenting why the timeline will not be met. An alternative date will be determined by the INSARAG Secretariat in consultation with the USAR team and its IEC Mentor.

4.1. Comprehensive Portfolio of Evidence

4.1.1. Submission of the Comprehensive POE

The Comprehensive POE (C-POE), using the IEC/R Application Phase 2 (Annex I), must be submitted to the INSARAG Secretariat at the 12-month point of the two-year timeline. A current IEC/R Mentor Assessment Report (Annex H) is to be included in the A-POE. The requirements pertaining to the submission of the C-POE are as follows:

- Prior to its submission the C-POE it must be reviewed and endorsed by the IEC Mentor.
- The application must be completed in English. Any documents that cannot be translated into English (i.e. Training Programme) are to be accompanied by an English summary of contents. As a minimum, the following documents will be submitted in English:
  - Exercise Plan and Scenario
  - USAR Team Personnel Manifest
  - Shippers Declaration of Dangerous Goods
- Any questions raised by the INSARAG Secretariat and/or the IEC/R team during the review of the C-POE will be directed to the USAR team and its IEC Mentor. A deadline for response will be established when the question(s) is raised.

4.1.2. Contents of the Comprehensive POE

Refer to IEC Application Phase 2 (Annex I) for a detailed list of the contents of the C-POE. It must be noted however that the INSARAG Secretariat and/or the IEC Team Leader may request additional information.

If required, USAR teams can contact the INSARAG Secretariat for examples of the C-POE.

4.1.3. Review of the C-POE

Once received, the INSARAG Secretariat will forward the C-POE to the selected IEC Team Leader. The IEC Team Leader will coordinate a detailed review of the POE with the members of the classification team within 45-days of receipt. If required, the IEC Team Leader will conduct interviews with relevant members of the USAR team, the IEC Mentor and INSARAG Operational Focal Point. There may be a request for additional documentation in support of the C-POE or request that some documents be translated into English.

Based upon the documentation found in the C-POE, the classifiers will recommend whether to proceed or postpone the IEC exercise. The aim is to assist with making an informed decision to go ahead or postpone; this is to be finalised a minimum of six months ahead of the provisionally scheduled date. This will allow sufficient time for the final preparation if the IEC is to go ahead and will also allow sufficient time for a postponement without incurring any financial costs on the part of the classification team.

4.2. IEC/R Exercise

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

- During the IEC/R Exercise, the USAR Team will deploy in the role of the 1st arriving USAR Team.
- The IEC/R team will need to observe the USAR team's performance during a constantly evolving 36-hour (minimum) USAR exercise. The exercise is to be conducted as follows:
  - The first six hours are used for the Response Capability 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"

o In some cases, USAR teams have used training grounds in neighbouring countries or jurisdictions that require considerable driving time. It is important to note that this time period is not a part of the IEC/R, so in essence "the clock stops." The clock restarts when the USAR team arrives at its simulated border crossing point, where the USAR team has one hour to complete border-crossing activities. No matter the time of this travel, the USAR Team is required to immediately continue the exercise without a rest break.

o The remaining 29 hours are used for the Operational Capacity evaluation which includes:
- Establishment and operation of the RDC. Personnel assigned to this function are "out of play" until they have demonstrated proficiency at what is required for the functions. The RDC will be in operation for minimally two hours.
- Establishment and operation of a provisional OSOCC. The USAR Team will staff the provisional OSOCC for a minimum of 12 hours. At the end of this period, the OSOCC will need to be continued, with EXCON now performing all coordination requirements.
- Requirements for the OSOCC under USAR Team control include:
  - Meet with LEMA to acquire local objectives
  - Use the VO, to give location of the OSOCC
  - Establish communications with the RDC
  - Perform analysis of incoming international USAR teams classification/capacity for assignment to meet LEMA objectives
  - Conduct two USAR Team coordination meetings
  - Receive unregistered incoming teams
  - Conduct two meetings with LEMA
- The IER team has the ability to stop these operations sooner, if the requirements found in the Checklist have been satisfied
- USAR Team Management
- Set up and operation of the BoO
- ASR operations
- USAR operations
  - Including working at two separate work sites (for a Heavy USAR Team).
    - o Two work sites are defined as separated by distance requiring separate logistics and staffing.
    - o During the first meeting with LEMA, the USAR Team is to receive orders to work at two separate locations; the two work sites need to be operated continuously during the exercise.
- Demobilisation planning processes and developing a demobilisation plan

Figure 3: Team undergoing the 36-hour IEC Exercise

o 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
o The technical scenarios should resemble real-life situations likely to be encountered during actual emergencies

- o The degree of technical complexity must be commensurable with the level of classification being sought
- o The technical scenarios must enable the USAR team to apply all of the technical skills required by the IEC/R Checklist
- o If the USAR team is undertaking a Heavy classification, the EXCON needs to ensure there are two separate worksites with props commensurable with the technical requirements. Separate worksites are defined as any worksite that requires separate logistical support
- o The EXCON is required to introduce "injects" that enable the USAR team to implement its redundancy plan for personnel (crew rotations) and equipment
- o To ensure self-sufficiency, the EXCON is required to ensure the USAR team is restricted to the equipment cache with which they would deploy internationally. During the IEC exercise, no equipment from external sources may be utilised except for a crane to demonstrate proper rigging and heavy lifting capability
- o The EXCON team should instruct role players to speak English, when possible, so that the interaction between the USAR team and the role players can be properly evaluated by the IEC team; if this is difficult, the USAR team is required to supply translators to the IEC/R team. English is required to be used at the RDC, provisional OSOCC and when interacting with the LEMA
- o All alert and activation process should be demonstrated during the exercise. A PowerPoint presentation is not accepted to replace this demonstration

Figure 4: Team practicing a Height Rescue operation

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

For the FIELDEX it is most likely that the USAR team will deploy to the venue by road. The IEC team will still however assess the air transport plan, as presented in the C-POE, if this is the means of transport used for international deployment. A demonstration of road transportation at the IEC exercise will not be accepted.

Important note: As part of the preparatory process, discussions around the scenario and expected USAR operations, including the type of challenges of the IEC/R site, have to be discussed at an early stage between the Mentor, the EXCON, IEC/R Team Leader and the USAR team. This will allow time for modifications and ensure that the team will be well challenged to meet the requirements of the IEC/R process.

4.2.1. Alert and Activation

This includes application of the VO:

- 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

This includes but is not limited to:

- Arrival of the team members at designated Point of Assembly (POA).
- Pre-deployment medical screening of personnel and search dogs:
  - o Pre-deployment briefing

- o Pre-deployment logistics check
  - o Equipment loading
- Arrival of the team at the designated Point of Departure (POD):
  - o Departure customs
  - o Loading requirements for aircraft including Shippers Declaration of Dangerous Goods
  - o Departure immigration

Figure 5: Provisional RDC and OSOCC established during an IER exercise.

4.2.3. Arrival in Country

This includes but is not limited to:

- Arrival in the affected country:
  - o Arrival immigration
  - o Arrival customs
  - o Meeting with airport authorities
  - o Establishing and operating the RDC
- Meeting with the LEMA.
- Establishing and operating the OSOCC.
- Set up of the BoO:
  - o See Volume III: Operational Field Guide for guidance on how to establish the BoO
  - o **Note:** One of the key elements the IEC classifiers will measure is the team's ability to communicate between the BoO and the worksites, and how it coordinates equipment staging between the BoO and the worksites. Therefore for the FIELDEX, the BoO should be established in a location that is not within walking distance of the worksites
  - o USAR teams should also consider the size of their BoO footprint in anticipation of other arriving USAR teams

Figure 6: A Team's Base of Operations

4.2.4. USAR Operations

This includes but is not limited to:

- Initial Assessment
- Worksite prioritisation.
- Use of INSARAG Marking and Signalling system.
- Search, rescue and medical activities commensurable with the level of classification being sought.

4.2.5. Demobilisation

This includes but is not limited to:

- The LEMA declares end of rescue phase.
- Demobilisation including the planning process and development of a demobilisation plan.

5. IEC/R Programme

It should be stressed that the IEC is neither a test nor a competition. The IEC evaluates a USAR team to ensure it has met all criteria required by the INSARAG Guidelines and that the team fulfils the current INSARAG Minimum Standard. The IEC is a peer-review amongst USAR practitioners and both the USAR team and classifiers mutually benefit and learn from the experience.

The IEC/R Checklist, based on the INSARAG Guidelines and IEC/R Manual, has been developed by the INSARAG Secretariat in consultation with the INSARAG community and it has been approved for use by the ISG. It is utilised by the classifiers during an IEC/R and its primary purpose is to ensure that the classification is conducted in an objective manner and is consistent from one IEC/R to another. It is also suggested that USAR teams utilise the IEC/R Manual when conducting their required annual FIELDEX.

The IEC/R Manual is reviewed as directed by the INSARAG Secretariat. The INSARAG Secretariat is assisted in this review by the INSARAG Team Leaders and Working Groups. Any suggested revisions are proposed to the INSARAG Team Leaders, through the INSARAG Secretariat during the annual INSARAG Team Leaders Meeting. Changes that are technical can be approved by the INSARAG Team Leaders; changes affecting policy and those with a financial impact will be approved by the ISG.

5.1. IEC/R Programme

The IEC/R Programme is required to be submitted to the INSARAG Secretariat at the same time as the C-POE. It is understood that during the IEC/R Programme, the IEC/R team will regularly meet. The IEC/R Team Leader is required to schedule regular meetings with the USAR team and its Mentor undergoing the classification to provide progress updates. Regardless of the level of classification being sought, the following IEC/R Programme is suggested.

All IEC/R team members are required to arrive a minimum of one day before the process is due to start; this will ensure that all cadre is in place and allowed to refresh from sometimes long travel times. This is to be referred to as Day 0 (Zero) and is detailed below.

Activities associated with the IEC/R process will begin on Day 1, which will be used to validate all administrative requirements. These steps are detailed below.

The 36-hour scenario-driven exercise will be referred to as Day 2-4 (as required), while Day 5 will be used (if required) for the IEC/R team to complete its interim report, inform the INSARAG Secretariat, and debrief the USAR team undergoing the process. An agenda like the one to follow is recommended to guide the teams preparing for an IEC.

Day 0

All IEC/R team members are to arrive in the designated city on Day 0, preferably not later than 1700 hours. The organisers should consider that some cadre may be traveling long distances. Because of this, arrival airports should be serviced by most major airlines to lessen travel cost as well as provide better connections for flights. While non-stop flights are seen as the best option, organisers are encouraged to choose an airport that can be reached by not more than one connecting flight.

The IEC/R Team Leader will schedule a brief meeting in the evening of Day 0 to make introductions and provide a short overview of how the IEC/R will be managed. Since this is an informal meeting, the organiser does not need to arrange for formal meeting space, unless it can be done at no expense.

Day 1

The organisers need to arrange a meeting space for the IEC/R team on Day 1, which will be used during the entire IEC/R process. As an example, the space can be at the host hotel or in the headquarters of the USAR team undergoing the IEC/R process. The space should be separate from other undertakings involved with the process so the IEC/R team has privacy to openly discuss issues and do its reporting. The space requires:

- Tables and chairs for the IEC/R team, as well as extras for the Mentor and USAR Team Focal Point for when they are needed to provide input.
- Wireless Internet access.
- Access to light refreshments (coffee, tea, water).
- Access to toilet facilities

- LED projector (beamer) with a connection cord long enough to facilitate moving the cord to multiple positions. If there is not a blank wall, a projection screen will be needed.
- Electrical power strips and extension cords to ensure all IEC/R team members have electrical access.
- Three easel stands with pads, proper markers, and tape for mounting pages to a wall.
- A printer that is capable of two-sided printing and access to a copying machine.
- Paper tablets for note taking, pens, stapler and other office supplies.
- A dedicated vehicle and driver to remain with the IEC/R team 24/7
- Four sets of communication devices with chargers and spare batteries.
- Minimally two copies of the C-POE.

It is typical that a USAR team undergoing an IEC provide a presentation about its team that allows explanation of the details found in its C-POE. In this instance, the USAR team is reminded to focus its presentation on its capacity and capability to deploy a USAR team abroad, more so than on its national position or other modules it may have as a resource (water purification, medical and so on). It is not to say these elements are not a source of national influence or are less important, it is to say that the focus of the IEC/R process is on international USAR deployment. In the same sense a USAR team undergoing an IER need only to focus on what has happened in the five years since its last classification, paying particular attention to the former Advisory Notes. By that, there is no need for this team to "go back to the beginning" in its presentation.

The IEC/R team will need to be free until 1000 hours on Day 1 to tend to its internal needs. With the advent of pre-IEC/R teleconferences, coupled with the advanced naming of the IEC/R team, most of Day 1 has now been streamlined to having more time for discussion as well as inspection.

From 1000 hours the following will need to be arranged:

- Administrative briefing and inspection:
  - The intent is to cover IEC/R Checklist Line Items 1-9 through discussion (asking/answering questions), observation (of the submitted C-POE or actions seen) and inspection (such as warehousing facility, training records, and maintenance reports)
  - Interviews will be conducted with the Policy and Operational Focal Points to review governmental responsibilities and commitments
  - A review of medical screening procedures for both humans and search dogs which will require the presence of the USAR team's Medical Director and Chief Veterinarian
  - Interviews on how functional training is conducted (initial and continuing) for all USAR team members including search canines
  - A discussion on recruitment and retention of USAR team members including search canines
  - A discussion on how the USAR team makes spontaneous purchases for food, water, medications, and controlled drugs
  - The IEC/R Checklist will be reviewed with the Mentor, EXCON Director and USAR Team Representative, and the INSARAG Representative to ensure all understand how the exercise will be conducted
- Site inspections:
  - An inspection of the USAR team's warehouse including load plans for air and ground transportation and International Air Transport Association requirements
  - The IEC/R team will inspect the exercise site to ensure it meets the needs of the classification being sought. The IEC/R Team Leader will explain necessary changes if any are required. Once the site has been re-inspected and approved, the IEC/R team will make no other recommended changes
    - This does not prevent the IEC/R team requiring a portion of the scenario to be reset and/or repeated if the tactical operations demonstrated by the USAR team do not meet the current INSARAG Minimum Standard
  - Transport will need to be provided. IEC/R team members may be required to split up during this process; the organisers are to ensure that there is dedicated transport available for each group
  Important note: The IEC Team Leader will consult his/her team of classifiers and, depending on the situation, and with flexibility, will delegate suitable members to conduct the above activities simultaneously.
- IEC/R team interaction with Observer Groups is usually limited due its focus being on the exercise activities. It is suggested though that time is built into the exercise schedule that allows the IEC/R team, the USAR Team Focal Point and the Mentor to meet with the Observer Group before the exercise begins and again when it ends. This allows an opportunity to explain first what the USAR team has done to prepare and how the IEC/R team will work. The meeting at the end of the exercise is used to take questions from the Observer Group that will aid them in preparation for their classification.

- During the 36-hour exercise, the IEC/R Team Leader will meet numerous times with the USAR Team Focal Point and Mentor to discuss the current status of the process. The purpose is to inform the USAR team representatives of which items have been seen and whether there are items that might need to be repeated
- The IEC/R Team Leader will immediately consult with the INSARAG Secretariat Representative should an area of ambiguity or concern arise during the course of the exercise. The INSARAG Secretariat will decide if a formal meeting is needed to resolve the matter.

Day 2-4

The number of actual days scheduled for the field portion of the exercise will vary and can be adjusted if approved by the INSARAG Secretariat, in consultation with the IEC/R Team Leader. It should be remembered however that the IEC/R team in most instances has travelled many miles across numerous time zones. With that in mind, it is suggested that the exercise not start at the end of Day 1, thus giving the IEC/R team time to acclimate to time and change of environment.

The scenario/exercise format is clearly defined in the IEC/R Manual as a continuous 36-hour (minimum) constantly evolving scenario-based USAR exercise. This means that the IEC/R team expects to observe initial search operations being done, with an analysis of needs leading to the immediate request for rescue support including hazardous environment assessments, structural triage and victim extrication with medical support. The IEC/R team does not accept observing search being done, then having operations stop (and the worksite vacated) while the next inject for rescue to commence is given. "Continuous" requires that the worksite is never left unattended until the last victim is removed; meaning that a synchronised approach starting with victim detection through victim removal is required. The intent is to allow the IEC/R team the opportunity to observe how the USAR team undergoing the process operates as a team and not as individual functions. A synchronised approach to tactical operations allows the USAR team to fully demonstrate its response capability and capacity.

During this phase of the IEC/R it is critical that the IEC/R team have access to a dedicated vehicle and driver; the vehicle will be used only for IEC/R team transportation so that internal discussion amongst the team can be held without interruption. The vehicle/s should be large enough to accommodate the entire IEC/R team including its PPE (rucksack, helmet, and boots). The driver then in essence becomes part of the IEC/R team and is not to disclose conversations overheard to the exercise organisers. It is also understood that the driver may be asked clarifying questions by the IEC/R team if he is a member of the USAR team undergoing the process.

In most instances, the IEC/R team must arrive at a location in advance of the USAR team; this is to ensure the team is in place to observe portions of the exercise as they unfold. It should also be realised that the IEC/R team may not observe an operation in its entirety, meaning that it will not observe each team member undergo the mobilisation check-in portion, or medical screening. The same is true during tactical operations, meaning that if a shoring operation is needed, the IEC/R team may observe the set-up then leave to observe something else. The IEC/R team will return at intervals to observe the operation through its completion. The IEC/R team must ensure it is aware of the exercise timeline and will in most instances not interfere with that schedule. That said, it is the responsibility of the IEC/R team to be certain that it is in place to observe critical portions of the exercise such as rigging and lifting. The IEC/R team must be aware of the impact caused if a team is required to reset a scenario because there was no one from the IEC/R team present when it was being conducted. This puts unnecessary pressure on the organisers and USAR team and is to be avoided. The IEC/R Team Leader and the Mentor will closely coordinate timings to lessen the probability of the IEC/R team not being in the correct place at the correct time.

The first six hours are used for the Response Capability Evaluation. It should be noted that the IEC/R team expects these actions to be taken as if it were an actual deployment. The IEC/R team also understands that during portions of these activities the USAR team's native language will be used rather than English, which is permissible. The IEC/R team will need an overview (in English) but does not require direct translation.

The IEC/R team by now will be familiar with the load plan being used by the USAR team. This means that the USAR team will be limited in the number of vehicles it uses to move the team and its equipment to the "affected country" under actual conditions. The USAR team can have additional vehicles made available for its use by the LEMA once it arrives, but it is not to utilise those vehicles until negotiations for said use are completed. This is done to ensure the USAR team can move its people and equipment as described in the C-POE.

The IEC/R team understands that it is very difficult to compress logistics requirements to meet the confines of a 36-hour exercise. With that certain latitudes will be accepted in this phase including:

- While not preferred, the use of portable toilets and alternate showers is permissible for the BoO. The USAR team will still need to build-out its latrine area and shower facility (including providing water to the shower and hand-washing stations) in its footprint for inspection by the IEC/R team.
- Due to the expense and certain national requirements, the USAR team does not need to take the full complement of its medical pharmacy to the field. The IEC/R team will inspect the entire medical cache (including pharmacy) during Day 1 activities. The USAR team undergoing classification does need however to have adequate medicines and medical supplies to treat real emergencies. The USAR team will also need to have adequate medicines and medical supplies to "treat" patients during the exercise. By this, the IEC/R team will expect to see an oxygen mask applied to a patient if the situation calls for this treatment. In the same view, an intravenous catheter (IV) will need to be placed with an IV solution connected to it, if that treatment is required. The IEC/R team cannot accept verbalisation of treatment; it must see it.
- Due to spoilage and resupply expense, the USAR team is not required to take its complete food and water complement to the field. The IEC/R team will inspect this element during Day 1 activities to ensure the USAR team has adequate capacity for the classification being sought. The USAR team is required however to have adequate food and water on hand to tend to the USAR team members for the duration of the exercise.
- After Day 1 inspection by the IEC/R team, the USAR team may load its tool and equipment cache to be ready for transportation on Day 2.
- The use of a crane is considered mandatory for an IEC/R.

The exercise is to be divided as follows (six hours allowed):

- Alert and Activation.
- Recall of the USAR team.
- Pre-deployment medical (and veterinary) screening.
- Pre-deployment logistics check.
- Pre-deployment personal preparedness and personal equipment issue.
- Pre-deployment briefings.
- Departure customs and immigration.
- Getting to the point that the USAR team is ready to "board the aircraft."

In some instances, USAR teams drive considerable distances to reach the "affected country." It is important to remember that this is a USAR exercise and not a driving exercise. As before the USAR team has no more than six hours to compete the list of actions seen above. Once the team is in its transportation phase (ground or air), the clock stops. The clock will restart when the USAR team arrives at its simulated border crossing point.

The USAR team will have one hour to complete all activities related to a border crossing, including:

- Passport Control.
- Customs Inspection.
- Health/Quarantine Inspection.
- Meeting with airport authorities to establish an RDC.
- Meeting with the LEMA to receive a situation update.
- Move remaining USAR team members including its tool and equipment cache from the airport.

The remaining 29 hours are used for the Technical Capacity Evaluation, including:

- First establish the RDC and then the provisional OSOCC (personnel assigned to the RDC and OSOCC are "out of play" until they have demonstrated proficiency at what is required for these functions. This is for a minimum of two hours for the RDC and 12 hours for the OSOCC. The time for the OSOCC will be finalised during discussions on Day 1.
  - For example, if a Medium team is comprised of 40 members, four will be taken from play to establish the RDC (two) and the provisional OSOCC (two). The same numbers of personnel apply to a Heavy team.
- Establish the BoO.
- ASR operations.
- USAR operations.
- Demobilisation planning.

The IEC/R team will require workspace near where the majority of tactical operations will occur. Space requirements include:

- Tables and chairs for the IEC/R team, as well as extras for the Mentor and USAR Team Focal Point for when they are needed to provide input.
- Wireless Internet access.
- Access to light refreshments (coffee, tea, water).
- LED projector (beamer) with a connection cord long enough to facilitate moving the cord to multiple positions. If there is not a blank wall, a screen of sorts will be needed.
- Electrical power strips and extension cords to ensure all IEC/R team members have electrical access.
- A printer that is capable of two-sided printing and access to a copying machine.
- A dedicated vehicle and driver to remain with the IEC/R team 24/7.
- Three cots for sleeping.
- Access to toilet facility.

End of Day 4

As the exercise draws near its end-point on Day 4, the IEC/R team should be in a position to inform the INSARAG Secretariat Representative whether the USAR team will be successful. While it is understood that pre-planned celebrations or ceremonies are discouraged, the INSARAG Secretariat Representative may elect to inform the organisers unofficially that the USAR team has been successful (or not) in gaining or maintaining its classification.

If time allows at this point, the IEC/R Team Leader may schedule a short debrief with the USAR team to review its findings. If there is not sufficient time, this debriefing can be done on Day 5; the IEC/R Team Leader determines when this action will be completed.

Day 5

The IEC/R team should reconvene to compile its interim report on the morning of Day 5. If a debriefing was not completed at the end of Day 4, it should be scheduled for the afternoon of Day 5.

IEC/R team members will be free to return to their home base on the evening of Day 5 or on Day 6 when travel arrangements can be confirmed.

Most USAR teams would like to include a closing ceremony into the programme, attended by governmental officials and the local media. The INSARAG Secretariat and IEC/R team have no role to play in these ceremonies and may not be able to attend.

6. IEC Reporting

Upon completion of the IEC/R, the IEC/R Team Leader will provide the USAR team with a verbal debriefing of the findings of the classifiers and the INSARAG Secretariat may announce the overall result the team has achieved. The detailed findings will be recorded in the IEC/R Report, the template for which is available in IEC/R Report Template (Annex J). Should there be issues that require discussion on the final remarks (yellow boxes) arising from the classifiers, these should be resolved and agreed prior to the departure of the IEC/R team. The IEC/R Team Leader will have 14 days to provide the INSARAG Secretariat the signed final report including the Advisory Notes.

The INSARAG Secretariat will provide the final report to the USAR team and its sponsoring organisation within 30 days of the completion of the IEC/R. If the USAR team has been successful, the INSARAG Secretariat will update Directory of International USAR Teams with the classification the team has achieved.

The IEC/R Report is considered to be "Restricted." Accordingly, the INSARAG Secretariat will only make these reports available to the USAR Team Management, its IEC/R mentor and its sponsoring organisation. Whether this report will be shared with any third party is at the sole discretion of the USAR team in question. However, the INSARAG Secretariat encourages USAR teams to share lessons-learned during INSARAG events such as Regional Meetings and INSARAG Team Leaders meetings. These best practices can provide a valuable learning opportunity for the INSARAG network.

The IEC/R 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/R Report provides a mechanism for suggestions and recommendations from the classifiers which serve to aid the USAR team in further optimising its performance. This is done through the Advisory Notes section of the IEC/R Report.

6.1. IEC/R Checklist 2015

The IEC/R Checklist is available in Annex A. Each line item of the IEC/R Checklist is awarded a colour and code. In case there are sub-lines, as example Section 5.1 has lines 5.1.1 through 5.1.5; only these sub-lines will be scored, leaving line 5.1 blank. The interpretation of this rating system is as follows:

- A green box with a "Y" (representing "Yes") that indicates that the assessed team meets or exceeds the minimum standards.
- A yellow box with a "Y" indicates that the team meets the minimum standards; however, the IEC/R team has determined that further improvements are necessary. The reasons for assigning a yellow box will be provided in the Advisory Notes (Section 4) of the IEC Report.
- A red box with "NY" (representing "Not Yet") indicates that the assessed team has not yet met the minimum standards. A USAR team that receives any number of red colours is deemed to have not met the INSARAG minimum standard. Anything marked as red requires the IEC/R team to work with the USAR team and its IEC/R Mentor to develop a Corrective Action Plan (CAP) (separate from the Advisory Notes) which is submitted to the INSARAG Secretariat for consideration.

While every opportunity will be made to allow for repeat evolutions during the exercise, the IEC/R classifiers will ultimately make the final decision if the team has, or has not satisfactorily met the current INSARAG minimum standards for a particular IEC requirement.

If a USAR team does not meet the INSARAG minimum standard, the INSARAG Secretariat will utilise the IEC/R Team Leader, the USAR team and its IEC/R Mentor to determine the most appropriate means for re-assessing the issue(s) that require remedial attention; consideration should be given to include the USAR team's INSARAG Focal Points in these discussions. This will include development and implementation of a CAP that is based on an achievable timeline. Upon satisfactory completion of the CAP, a mutually agreed date for an IEC/R Re-Evaluation will be coordinated by the INSARAG Secretariat.

The Checklist is a tool to be used by IEC/R classifiers in order to gauge the USAR team meets the current INSARAG minimum standards. Should this be requested during the debriefing, the IEC/R team will provide the necessary feedback based on the Checklist. In addition, the IEC/R team will share Advisory Notes with the USAR team for future development.

6.2. IEC/R Appeals Process

The INSARAG Secretariat strives to ensure that an objective and unbiased classification process is conducted. If the USAR team feels it was treated unfairly, it does have the ability to appeal to the INSARAG Secretariat. It is important to note that a situation like this could arise in any of the three phases of the IEC/R process.

Should the USAR team have documentation and reasoning that it was treated unfairly, its INSARAG Policy Focal Point should immediately contact the INSARAG Secretariat. If the situation cannot be resolved at that level, the INSARAG Secretariat will refer the matter to the INSARAG Global Chair for resolution.

The INSARAG Secretariat will act as the mediator between the IEC/R Classifiers, the USAR team, its IEC/R Mentor and/or its INSARAG Focal Points in the event of any dispute.

7. Classified USAR Team Response Reporting Requirement

If a USAR team is classified as a Heavy team, it could respond as a Medium team if required. However, a Medium team cannot use its classification to respond as a Heavy team.

If a Heavy team responds as a Medium team, it is required to clearly declare this on the VO, its USAR Team Fact Sheet and on any other relevant documents or forums.

7.1. IEC Certificate

Following successful completion of the IEC/R, the USAR team will be issued a certificate at an appropriate INSARAG event.

7.2. IEC Patch

Following successful completion of the IEC/R, the USAR team will be provided an electronic copy of the artwork of the IEC patch/decal by the INSARAG Secretariat. The following conditions regarding the wearing of the classification patch apply:

- Black wordings over white background, and UN 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/decal that complies with the design guidelines of the patch is also permissible.
- The design of the patch is not to be modified in any way.
- The size of the patch should be 75mm x 55 mm.

7.3. Directory of International USAR Teams

The USAR team is required to submit an updated Directory of International USAR Teams (Annex B) form to the INSARAG Secretariat when it undergoes change, particularly amongst its INSARAG Focal Points. The INSARAG Secretariat will then update the directory accordingly.

7.4. RDC and OSOCC Banners

The USAR team will be issued an official UN banner for the RDC and OSOCC if it meets the current INSARAG minimum standard.

8. Obligations of Classified USAR Teams

Following successful classification, to maintain currency for the five-year period of classification, USAR teams are expected to meet certain obligations including but not limited to the following:

- Deploy to at least one international incident or participate regularly in INSARAG Regional Earthquake Simulation Exercises.
- USAR teams are expected to respond in the configuration in which it was classified. The exception is when a Heavy team elects to respond as a Medium team. If a team responds at a capacity less than its classification, the following applies:
  - The USAR Team Management has a responsibility to clearly declare its response capacity on the VO and modify their USAR Team Fact Sheet accordingly.
  - The USAR team is required to remove or cover over its IEC Patch so as to avoid confusion in the affected country (unless a Heavy team will be responding in a Medium team configuration). This provision also applies when a USAR team deploys as other than a USAR tea, meaning it deploys only parts of its team (as example search, or medical, or communications).
  - The INSARAG Secretariat will request a written report from the INSARAG Policy or Operational Focal Point as to why the team did not respond according to its classification (unless a Heavy team responded 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 simulated USAR response field training exercise (FTX).
- The USAR team, its Focal Points and/or representatives of its sponsoring organisation are required to be active participants in annual INSARAG activities:
  - USAR Team Leaders Meeting
  - INSARAG Regional Group Meetings
  - Earthquake Simulation (SIMEX) Response Exercises
- Support the IEC/R process. The ISG requires that USAR teams:
  - Provide minimally three to five USAR experts to become IEC/R classifiers
  - Willingly share information with other USAR teams that are developing a response capacity
  - Arrange bilateral assistance to other teams requiring Mentors
  - Willingly share information with other INSARAG USAR teams that are preparing for a classification
  - Nominate team members to undergo UNDAC, OSOCC and other related training
- The INSARAG Policy 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 its classified level. Based on a review of the structural changes within the USAR team, the ISG may determine that they are required to undergo a reclassification.

If the team does not meet these expectations, the INSARAG Secretariat will require the INSARAG Policy Focal Point to provide written documentation to explain the reasons for non-adherence. Depending on the circumstances, the case may be passed on to the ISG for determination, which could include the team being declassified.

Non-adherence to the obligations of classified USAR teams will also negatively impact on a USAR team's reclassification, meaning it may not be scheduled for reclassification.

Regarding capacity development, classified USAR teams are strongly encouraged to assist their own national and NGO teams and that of other countries so as to develop USAR capacities at the national level to INSARAG standards.

9. Joint IECs

If two USAR teams elect to conduct a Joint IEC/R exercise, they are required to submit a written request to the INSARAG Secretariat seeking approval. If approval is given, the USAR teams are required to prepare and submit separate documentation, including the Exercise Plan and Exercise Timeline. It is very important for the USAR team (and its Mentor) to start discussions early with the IEC/R Team Leader and the INSARAG Secretariat.

Conducting joint exercises require clear planning and documentation, including:

- Is the location suitable to host two USAR teams?
- How will the RDC be staffed and maintained?
- How will the provisional OSOCC be staffed and maintained?
- Is there one EXCON?
- Is there one cast of Role Players?
- Is there adequate support-staff to keep both exercises running?
- Do the USAR teams have the same sponsoring organisation?

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.

It is compulsory that all teams wanting to undergo an IER engage the services of a mentor or mentoring team.

The IER two-year Planning Timeline (Annex F) outlines the timeframe that a USAR team needs to adhere to with regard to its IER.

10.1. IER Pre-Screening

The IEC classified team and its Mentor will make an initial assessment of teams due for reclassification at least 12 months before their original classification expires. The C-POE to be submitted by the team seeking re-classification includes the fulfilment of the Pre-IER Self-Assessment Checklist (Annex K) and a Mentor's Assessment Report (Annex H).

The key assessment objective of the Pre-IER Self-Assessment Checklist is to establish if the team has fulfilled the obligations expected of an INSARAG classified team since its last classification (see Chapter 8, *Obligations of Classified USAR Teams*). This assessment process considers in detail the following:

- Engagement in INSARAG activities (e.g. Team Leaders Meetings, Regional Meetings/Exercises).
- Conduct of annual exercise.
- Improvement/maintenance of team capacity (e.g. the yellow areas of the last IEC).
- Whether the team has deployed on an international mission in the configuration in which it was classified. If not, the USAR team is required to provide a written explanation to the INSARAG Secretariat.

Pre-IER Self-Assessment must be done by the mentor one year before the IER. The mentor will submit the Pre-IER Self-Assessment Checklist together with their Mentor Report.

The team that fulfils all of the key assessment objectives (Preparedness, Follow-up, and Deployment) will go through an IER with decreased number of IER classifiers if applicable. In IER, the team should conduct a Field Exercise typically of 36-hours duration, but the numbers of classifiers will be determined by the findings of the previous Advisory Notes and USAR team CAP.

Important note: In principle, the length and components of the exercise, and the number and role of classifiers etc. will be discussed and mutually agreed with the Mentor, the Secretariat and the USAR team being reclassified considering the appropriate level of flexibility based on the team's previous IEC report and engagements with INSARAG in that five year period.

If the team cannot fulfil the above mentioned key assessment objectives, the team will go through a full scale IER (36-hour field exercise with a full scale classifier team).

10.2. Reasons for Reclassification

10.2.1. Expiration of Classification Period

The ISG has determined the need for reclassification after five years. Should a USAR team not be able to reclassify at the fifth year mark for valid reasons announced by their respective INSARAG Country Focal Point, the ISG may approve a one year extension, on a case by case basis. No additional extensions will be granted.

10.2.2. Change in USAR Team Structure

The classification awarded is applicable to the USAR team structure evaluated. If there has been any structural change in the configuration of the team, the onus is on the INSARAG Operational Focal Point to immediately inform 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 a negative effect on the classification, the INSARAG Secretariat will inform the USAR team and its sponsoring organisation that a reclassification is required. The INSARAG Secretariat will consult with the INSARAG Global Chair and advise the USAR team on whether it can retain its current classification pending the reclassification.

10.2.3. 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. A full IEC process is required for any USAR team that wishes to change the level of its original classification.

10.2.4. Inappropriate International Response Conduct

All INSARAG classified USAR teams are expected to uphold the highest standards of integrity and professionalism, and are deemed to be representing the INSARAG community in all their actions. Any formal complaints received by the INSARAG Secretariat regarding a classified USAR team's conduct during international deployments or INSARAG activities will be reviewed by the ISG. The ISG may elect to establish an ad hoc team of experts to review the incident and recommend an appropriate course of action. The ISG may determine that a warning is issued or in serious cases, the team's classified status be revoked.

10.3. Scheduling an IER Exercise

The IER must occur at some stage within the fifth 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 exercise that fall either before or after the USAR team's five year cycle must be submitted to the INSARAG Secretariat for consideration.

For cases where an IER Exercise should be scheduled as outlined above at 10.1.2, 10.1.3 or 10.1.4; the INSARAG Secretariat will discuss the date with the USAR team in question.

10.4. IER Process

The IER will always include the submission of a C-POE, a self-assessment IER Checklist and some element of a scenario-based FIELDEX involving a continuous tactical USAR operation that lasts up to 36 hours. The objective is to allow the USAR team to pre-populate the IEC/R Checklist with the evidence it has gathered in the previous five years. If the pre-populated IEC/R Checklist is agreed to by the INSARAG Secretariat, the Mentor and the IER Team Leader, the size of the IER cadre might be reduced. Where possible, the IER Team Leader or classifiers from the original IEC will be included in the IER team.

10.4.1. IER C-POE Requirements

The submission of a C-POE by the USAR team to the INSARAG Secretariat is to be done as prescribed in IEC/R Application Phase 2 (Annex I). For IER, the teams must submit a POE.

The C-POE for an IER must include the following:

- The C-POE must be submitted to the INSARAG Secretariat a minimum of 10 months ahead of the scheduled IER date – issues to be highlighted in the POE for IER:
  o Updated contact details
  o How the team improved in the checklist items which were yellow in the IEC
  o Any changes in the team structure, system, members, etc.
  o Record of international deployment, participation and contribution to INSARAG activities (e.g. meetings and exercise, IEC/R classifiers and mentors), trainings after the IEC
  o Pre-IER Self-Assessment Checklist
- If a USAR team cannot meet this timeline, it is required to provide a written justification to the INSARAG Secretariat as to why it cannot do so and also to offer for consideration an alternative submission date. The INSARAG Secretariat may then elect to postpone the IER exercise.
- The C-POE is required to be written in English.
- The USAR team is required to nominate a focal point who can be contacted by the INSARAG Secretariat and the IER Team Leader and who will facilitate the feedback required from the USAR team and mentor for any queries raised regarding the C-POE.

For planning purposes, a team has to confirm with the INSARAG Secretariat 2 years before the IER due date when requested by the Secretariat to do so.

10.5. IER Team Classifiers

The Classifiers for the IER will be appointed at least 12 months prior to the reclassification by the INSARAG Secretariat. The default position will be a classifier for each area. The agreed levels of evidence will be used to determine the involvement of each classifier.

Where possible, at least one member of the IER team will be a member from the previous IEC or IER team.

10.6. IER Reporting

Upon its completion, the IER Team Leader will provide the USAR team a verbal debriefing of the classifiers' findings. The detailed findings will be recorded in the IEC/R Report, the template for which is available in IEC/R Report Template (Annex J). The INSARAG Secretariat will compile and maintain a list of all best practices for sharing which will be discussed at the INSARAG Regional and Team Leaders meetings, and other IEC/R training events.

The IER Report will be provided to the USAR team, its Focal Points and its sponsoring organisation through the INSARAG Secretariat within 30 days of the completion of the IER. The IER Report is considered to be "Restricted." Accordingly, the INSARAG Secretariat will only make these reports available to the INSARAG Policy Focal Point, USAR Team Management and its Mentor.

Whether this report will be shared with any third party is at the discretion of the USAR team in question. However, the INSARAG Secretariat strongly encourages USAR teams to share these documents as this provides a valuable learning opportunity for other teams.

A USAR team that receives any number of red colours is deemed to be "not yet successful." Based on the issues in question, if requested the IER team will provide a suggested CAP and a timeline in which this will be completed. The INSARAG Secretariat in conjunction with the IER Team Leader will determine the most appropriate means for re-assessing the issue(s) in question. Upon the satisfactory correction of the issue(s) as determined during a reassessment, the USAR team will be recognised at its identified capacity level.

Any appeals to the final decision of the classifiers will follow the procedures highlighted in Section 6.2, *IEC/R Appeals Process*.

10.7. IER Recognition

The recognition given a USAR team that has been successfully reclassified is the same as that following a successful IEC. The USAR team will be issued a new IEC certificate valid for a further five years and the IEC patch will be amended to indicate the most current year of the reclassification. The updated result will also be recorded on the Directory of International USAR Teams.

11. Conclusion

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

Numerous countries and organisations have successfully undergone IEC since it started in 2005, while many others have shown keen interest or are preparing their USAR teams for upcoming IECs. This process has since facilitated capacity building and ensured minimum standards and the matching of capabilities to needs and priorities. IEC teams are well recognised by the INSARAG patch that 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 of disasters.

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. Both classifiers and the team undergoing IEC learn from one another, and this interaction is indeed highly valuable, as in an earthquake, they will be the same people working together closely, to help save lives.

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 to disaster-prone areas, ready to respond at a moment's notice and operating to globally accepted standards.

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 (IEC/R) Manual is prepared based on the experiences and feedback from experienced IEC/R 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.

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 and reclassification is successful.

Volume II: Manual C developed by the INSARAG community, serves as the reference guide for all USAR teams preparing to undergo an IEC/R. It is envisaged that by adopting and applying the information herein, a USAR team will improve its chances of success. The IEC/R Manual also serves to define the current INSARAG Minimum USAR Operational Standard.

The latest information on IEC/R events and activities is available on the VO or the INSARAG website, www.insarag.org. If there are any queries or comments arising from this IEC/R Manual, you are requested to contact the INSARAG Secretariat at insarag@un.org.

Annexes

Annex A: The IEC/R Checklist

		Preparedness			
1	**INSARAG Focal Point**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
1.1	Does the USAR team have an INSARAG Policy Focal Point in the government?	This is the Policy Focal Point that endorses and/ or acknowledges the USAR team's mandate to deploy internationally.			
1.2	Does the USAR team have an INSARAG Operational Focal Point?	The Operational Focal Point can either be from the government or USAR team			
2	**Decision Making**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
2.1	Is there an effective communication system between the USAR team and its sponsor to ensure timely decision making with regards to deployment?	"Sponsor" relates to the authority taking the policy/decision authorising the team to deploy and funding its deployment			
2.2	Is the USAR team management included in the deployment process?	Is the team consulted by its sponsor regarding the feasibility to respond or not?			
3	**VO**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
3.1	Is the team registered in the INSARAG Directory?	USAR team must be registered in the **Directory of International USAR Teams** (Annex B) on the INSARAG webpage before submission of it's a-POE			
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?	The Exercise will be 'played out' from a simulation exercise tab in the VO and requested through FCSS.			

		Clarification	Assessment Method	Remarks	Colour Mode
3.3	Does the USAR team have the ability to access the VO while in-transit and while on mission in the affected country?	'in-transit' is defined as while the team is travelling. E.g.; if the team stops to refuel on route, can it access the VO?			
4	**Deployment Staffing Procedure**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
4.1	Is there a system to mobilise sufficient USAR team members for the USAR team deployment?				
4.2	Does the USAR team have a system in place to fill staffing shortages?	Using the 2:1 staffing ratio, is there sufficient staff on hand to immediately fill a staffing gap?			
4.3	Do the USAR team members undergo a medical screening process immediately prior to departure?	The goal of pre-deployment medical screening should be to ensure individuals are able to safely perform their job, do not pose a communicable disease threat to the rest of the team and will not become a burden to the team or the affected country while deployed. Note: The screening must be conducted **After** activation but **Before** deployment.			
4.4	Do the USAR team's search dogs undergo a veterinary screening process prior to departure?	The screening should be done between activation and deployment by a person trained in veterinarian medicine.			
5	**USAR Team Structure**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
5.1	Is the USAR team organisation structured in accordance with the INSARAG Guidelines with regards to:				
	5.1.1. Management				
	5.1.2. Search				
	5.1.3. Rescue				
	5.1.4. Logistics				
	5.1.5. Medical				

		Clarification	Assessment Method	Remarks	Colour Mode
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 and continuously; Medium USAR team 24 hrs operations continuously for 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?	For an IEC/R as example, evidence of sufficient food, water, medicines and so on must be seen. However, it is permissible to take only the amounts needed for the exercise to the field.			
6	**Training**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
6.1	Does the USAR team undergo specific training that prepares all personnel to operate in an international environment including: An overview of training types, frequency and national standard is expected. If not in maintained in English, a written summary is required.	Evaluate from the training records and interviews whether the USAR team undergoes specific training that prepares personnel from all five USAR Team elements to operate in an international environment. This should include all team members including members who come from external organisations e.g.; search dog handlers, doctors and engineers.			
	6.1.1 INSARAG Awareness, ethics, code of conduct	An examination of training records to ensure programmes include an introduction of the INSARAG methodology, INSARAG Code of Ethics, and USAR teams internal ethics and code of conduct			
	6.1.2 Cultural Awareness	An examination of what pre-training programme is delivered on culture, gender and humanitarian response principles. Also an examination of how the USAR Team prepares a briefing			

		on cultural/sensitivity issues for the country it is deploying to.					
	6.1.3 Safety & Security – DSS Basic (All rostered USAR members)	Preferred is UN-DSS online training;. If the DSS course is not used, the Secretariat will conduct an early discussion with the Team FP, Mentor, and IEC/R TL to agree on content.					
	6.1.4 UN DSS Advanced (all rostered USAR Managers)	Preferred is UN-DSS online training; equivalent training is to be submitted to the INSARAG Secretariat for approval before the C-POE review.					
6.2	Does the USAR team appropriately interact with other USAR teams when deployed?						
	6.2.1 Other USAR teams offering help.	If there is no second team in the exercise, appropriate injects must be added to the Exercise Plan to role play these items.					
	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 English-speaking personnel to perform RDC and OSOCC functions?	The team is to provide evidence to demonstrate that it has undergone Secretariat endorsed RDC / OSOCC training according to the OSOCC Guidelines. The arrival should simulate processing of multiple USAR teams, and delivery of this information to the OSOCC. The OSOCC should simulate interaction with LEMA and coordination of arriving international USAR teams.					

6.4	Is there a continuous skills maintenance program commensurate with the classification level?	The team has to give evidence of following a structured continuous training program which includes skills maintenance and refresher training. There is no need to translate entire training package/s.				
6.5	Are USAR team and personnel training records updated and maintained regularly?	A summary of the records is adequate and this alleviates the need for full translation of training material.				
7	**Communications and Technology**	**Clarification**	**Assessment Method**		**Remarks**	**Colour Mode**
7.1	Does the USAR team have the ability to communicate:	This refers to communications hardware and the ability to operate the equipment. Communications must be established between the RDC and the OSOCC, between the USAR team in operation and between the USAR team and its home country.				
	7.1.1 Internally					
	7.1.2 Externally					
	7.1.3 Internationally					
7.2	Does the USAR team use GPS technology?	The Team will need to adjust to the datum of the affected country. GPS technology and software is required to produce maps from their actions.				
8	**Documentation**	**Clarification**	**Assessment Method**		**Remarks**	**Colour Mode**
8.1	Is there a system in place to ensure the USAR Team have the following personal and team travel documentation:	These documents should be spot checked by the classifiers during the exercise				
	8.1.1 Passport with a minimum of 6 months validity and 2 blank pages					

	8.1.2 Visa	1. How does the USAR team determine if a visa is required? 2. How does the USAR team obtain spontaneous visas if required?					
	8.1.3 Passport photos x 4						
	8.1.4 Photocopies of Passport x 2						
	8.1.5 Record of the inoculations /vaccinations required for international travel.	Each team member's vaccinations should be recorded on a vaccination card using the WHO International certificate of vaccination or prophylaxis .					
	8.1.6 Copies of valid documentation to support right to medical practice in home country of all medical personnel in the team.	This documentation should be available in a standardised format and carried by all medical personnel in the team. It does not need to be translated to English					
	8.1.7. Copies of valid Search Dog Health Certificates for exit and entry into the home country	All relevant veterinary and travel documentation must be completed and checked for search dog travel to ensure compliance with legislation of transiting, destination and home countries.					
	8.1.8 Search dog microchip / tattoo	Team must supply and travel with a proper scanner if the dogs are micro- chipped.					
	8.1.9 Does the USAR team have insurance and personal protection coverage?	Repatriation, workers compensation, professional liability, medical malpractice					
8.2	Does the USAR team management have the following team documentation:						
	8.2.1 USAR Team Personnel Manifest	Minimum information needed in the manifest: first name, last name, date of birth, passport number, expiry date (in English).					
	8.2.2 USAR team Fact Sheet	Refer to INSARAG Guidelines Volume III. Must be in hard copy and posted to the VO					

	8.2.3 Emergency contacts details of USAR team	Team needs to have access to personal details of team members, either via home base or on site.					
	8.2.4 Equipment Manifest including communications equipment	Complete list of equipment the team will deploy (including weight, volume, and value. Serial numbers for specialised equipment (ICT, Cameras, Laptops etc. are to be documented It should be sectionalised by function, meaning search equipment, rescue equipment and so on. It should not be one database in alphabetical order which requires delays when an inspection is done. This is to be provided in hard and soft copy.					
	8.2.5 Shippers Declarations for Dangerous Goods	International Air Transport Association (IATA) standard form					
	8.2.6 Manifest of Controlled Substances (e.g. medications)	Restricted medications (e.g.; morphine sulphate) should be recorded on a separate list or clearly highlighted on the complete list of medications. This list should be signed by the medical team member in-charge of the medication. A minimum of two hard copies should be available.					
	8.2.7 How does the USAR team maintain control of restricted medications?	Restricted medications are to be under strict control and securely stored by the Medical team at all times. The USAR team is to use the documentation used in its home country to demonstrate signing procedures.					

	8.2.8Does the USAR Team have a database of its ICT/Communications equipment?	Radio model, serial number, frequency range and ability to clone radios for frequency change after arrival. Laptops and other electronic equipment including GPS that displays model, serial number, and application software.					
8.3	The USAR team is required to have written Plans of Action that contains the following:	There is a need for a written plan of action. This may be comprised in several parts (tactical action plan, communications plan, transportation and so on); the intent is that these actions are written and also briefed to the USAR Team members to ensure understanding and compliance. Classifiers should enquire whether the team has standardised templates prior to the start of the exercise and monitor whether these plans are amended and updated as the scenario evolves.					
	8.3.1 Communications	Radio frequencies; telephone lists; email distribution					
	8.3.2 Medical evacuation & repatriation	The team is to demonstrate a planning process that addresses evacuating a critically ill, injured or deceased team member from the field of operations with negligible impact to the affected country.					
	8.3.3 Operations	Worksite assignment and tactical plan					
	8.3.4 Safety and security	Including emergency evacuation of BoO and worksites					

	Activation and Mobilisation	Clarification	Assessment Method	Remarks	Colour Mode
	8.3.5 Logistics	Support to the worksites and BoO			
	8.3.6 Transportation	To the affected country, within the affected country and return to home base			
		Mobilisation and Arrival in Affected Country			
9	**Activation and Mobilisation**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
9.1	Does the USAR team have the ability to arrive at its designated point of departure within 10 hours of activation?	For the purposes of IEC/R Exercise planning, this is actually a 6-hour timeframe.			
9.2	Is the USAR Team Fact Sheet completed and does it have multiple completed hard copies available for use in the affected country?	It is recommended that a team should have 4 hard copies available.			
9.3	Does the USAR team management have a system in place to monitor and maintain equipment, both before and during deployment?	Deployment meaning throughout the mission 1. Pre-deployment 2. During mobilisation 3. During operations 4. While operating in the field 5. Packaged for demobilisation			
9.4	Does the USAR team management have a process to gather information pertaining to the emergency and brief USAR team members on:	This is pre-deployment briefing information. This is to be demonstrated during the field exercise. Note: pre-written/arranged information is not accepted			
	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 wellbeing issues				

		Clarification	Assessment Method	Remarks	Colour Mode
	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)**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
10.1	Does the USAR team select a suitable site for the BoO in conjunction with LEMA?	The exercise simulation requires the USAR team to be the first arriving team therefore it is required to communicate directly with LEMA to determine where to set up the BoO. The USAR team should consider the size of its BoO footprint in anticipation of additional USAR teams arriving.			
10.2	Does the USAR team's BoO provide assigned work space for the following components:				
	10.2.1 USAR management				
	10.2.2 Shelter for personnel and equipment				
	10.2.3 Safety and security				
	10.2.4 Communications				
	10.2.5 Medical area for personnel and search dog treatment.	The area is dedicated to medical treatment and will include an isolation area for injured/ill.			
	10.2.6 Food and water	Mess area as well as storage			
	10.2.7 Sanitation and hygiene	Will focus on showers, toilets, hand-washing, and general maintenance of the BOO.			
	10.2.8 Search dog area	For relief and exercise			
	10.2.9 Equipment maintenance and repair area				

	10.2.10 Waste management	The USAR team must demonstrate that it has a plan to deal with its general waste, grey water, and bio hazards.				
	10.2.11 Decontamination	1. Is there a boot-wash station outside the entrance to the BoO? 2. Is there a Dirty/Clean component in the BoO? One of the components to be assessed here is establishment of a "dirty" area to contain dirty clothes and equipment and provide an area for team members to do gross decontamination prior to entering the BoO.				

USAR Operations					
11	**RDC and OSOCC Coordination and Planning**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
11.1	Does the USAR team have OSOCC-trained staff and dedicated equipment to establish and operate a RDC and provisional OSOCC?	The team is the first team in-country and is required to communicate directly with LEMA until the OSOCC is established. Once OSOCC is established, all communications are coordinated there. The focus is on USAR coordination, field assessment and liaison with local authorities (LEMA). For the purpose of the exercise the USAR team must demonstrate that it can run its own Command and Control (C&C) and the provisional OSOCC simultaneously. The provisional OSOCC can be set up and operated out of the USAR team's C&C tent, it does not need to be a separate location. Team must demonstrate its ability to be self-sufficient and run the RDC and OSOCC functions simultaneously. Setting up and operating the RDC and OSOCC must be evaluated during the exercise. The RDC and OSOCC capability should be a coherent self-sufficient system of communication equipment (e.g. including own power sources).			

11.2	Does the USAR team undertake assessments and disseminate the information to the OSOCC and LEMA?	The USAR Team undergoing IEC/R is to take the actions of the 1st arriving USAR team				
11.3	Does the USAR team ensure a representative is present at the OSOCC during USAR coordination meetings?	The team's representative attending these meetings must be authorised to comment on the teams operational activities and be in a position to make decisions on behalf of the team.				
11.4	Does the USAR team's medical management coordinate activities with relevant local health authorities including:	If the OSOCC has been established, the medical manager should seek guidance from the OSOCC on the appropriate point of contact to provide the information required for immediate and forward medical planning.				
	11.4.1 Availability of local and international medical resources (including FMTs and 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?	**USAR Team:** Fact Sheet Work Site Triage Work Site Report Victim Extrication Demobilisation **RDC**: Fact Sheet Summary **UCC/SC**: UCC Planning Tool Incident / Sector Situation Report				

11.6	Is there a clearly identified and functional command structure within the team both at operational worksites and BOO?						
12	**ASR OPERATIONS**	**Clarification**		**Assessment Method**		**Remarks**	**Colour Mode**
12.1	Does the USAR team interview locals to gather information?						
12.2	Does the USAR team conduct structural assessments with appropriate structural engineering expertise?	This is normally expected to be completed by a structural / civil engineer, or equivalent. If the team has engineers = green, if the team does not have engineers but has personnel trained in structural engineering = yellow if the team does not have any structural assessment capability = red					
12.3	Does the USAR team conduct hazard/risk assessment (health issues, environmental hazards, safety & security) and disseminate its findings to the OSOCC and LEMA?	The emphasis is to be placed on ensuring LEMA (through the OSOCC) is notified.					
12.4	Are the results of the ASR reported and incorporated into the Plan of Action?	Refers to all relevant Plans of Action (See 8.3)					
12.5	Does the USAR team correctly utilise the INSARAG Marking System?						
13	**Operations**	**Clarification**		**Assessment Method**		**Remarks**	**Colour Mode**
	For Heavy USAR teams, the two sites must be separated by a reasonable distance requiring management to consider additional logistical support with equipment staged at two separate staging areas. *For Medium* USAR teams, continuous work at two sites is not required.* ** For Medium USAR teams, either of the search techniques may be used.*						

13.1	Search: Does the USAR team apply a search methodology as per the INSARAG Guidelines, including:	Equipment selection is based on information reported from ASR results. The USAR team will be observed reporting this information exchange and how it is incorporated into the Plan of Action.				
	13.1.1 Physical Search	USAR team conducts technical search operations using a combination of dogs, cameras and listening devices during the victim location phase. Note: Teams will not rely on a single search method. Note: Heavy team must be competent on all search requirements; Medium team has the option to choose between canine or electronic; doing all is encouraged				
	13.1.2 Canine search					
	13.1.3 Technical Search: visual					
	13.1.4 Technical Search: listening					
	13.1.5 Does the USAR team take the appropriate search equipment to the site of operations, based on the available information?					
	13.1.6 Does the USAR team use effective and coordinated search methods?	These methods should be a co-ordinated and integrated with command and rescue elements				
	13.1.7 Does the USAR team take the appropriate rescue equipment to the site of operations, based on the available information?	Equipment selection is based on information reported from Search results. The USAR team will be observed reporting this information exchange and how it is incorporated into the Plan of Action.				

13.2	**Canine Search** Does the USAR team utilise search dogs during the victim detection phase and can the search dog teams locate trapped victims under rubble?	The search representatives from the IEC/R and EXCON should agree on the location of victims before the exercise begins. This is accomplished during the site inspection on Day 1. Search dogs need to be able to detect trapped persons in a variety of collapsed situations and debris at a height/depth mandated by that country's national standard. Minimally four canine searches are required in different conditions (day/night).					
13.3	**Cutting and Breaking** Does the USAR team demonstrate the ability to cut, break and breach through steel reinforced concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and building contents, (according to the dimensions on the table below):	All points in 13.3 should be demonstrated in a realistic way within the general scenario of the exercise (not as workshops or skills demonstrations) - in an effective, safe and timely way. The reinforcement in the structural elements used in the exercise (e.g.; wall or floor) should reflect the reinforcement typically found in those elements in a building.					
	13.3.1 Penetrate 200 mm of steel reinforced concrete vertically overhead to a void space.						
	13.3.2 Penetrate 200 mm of steel reinforced concrete laterally into a void space.	Applies to both Medium and Heavy teams.					
	13.3.3 Penetrate 200 mm of steel reinforced concrete vertically below to a void space using a "dirty" technique.						
	13.3.4 Penetrate 200 mm of steel reinforced concrete vertically below to a void space using a "clean" technique.						

	13.3.5 Cut a steel reinforced concrete column or beam Heavy team: 450 mm with 18mm reinforcing rod Medium team: 300 mm with 12mm reinforcing rod	13.3.5 Cut a concrete column or beam. Heavy team: 450mm Medium team: 300mm The scenario should include these dimensions of a structural element and incorporated into the scenario. Note: This should not be an isolated cutting demonstration.				
	13.3.6 Cut solid timber Heavy and Medium team: 300 mm Note: to be seen as a wooden column or beam					
	13.3.7 Cut metal Plate Heavy team: 20 mm thick; 1M X 1M Medium team: 10 mm thick; 0.7M X 0.7M	The plate needs to be incorporated into the construction and not 'free standing'.				
	13.3.8 Cut Structural Steel Heavy Team: depth: 260mm; width: 102 mm; web: 6.5 mm; flange: 10 mm Medium team: depth: 127 mm; width:76 mm; web: 4mm; flange: 7.6 mm	Must be a structural element, e.g. I-beam, also known as H-beam, W-beam (for "wide flange"), Universal Beam (UB), Rolled Steel Joist (RSJ), or double-T - a beam with an I- or H-shaped cross-section. Note: Does the team shore it or rig and sling it to prevent collapse when it is cut?				
13.4	**Lifting and Towing**: Demonstrate rigging, lifting and moving of steel reinforced structural concrete columns and beams as part of a de-layering operation. Teams are required to lift and move the load with the purpose of gaining access to a victim.					
	13.4.1 Pneumatic equipment	Heavy team: 2.5 MT Medium team: 1 MT				
	13.4.2 Hydraulic equipment	Heavy team: 2.5 MT Medium team: 1 MT				
	13.4.3 Winches	Heavy team: 2.5 MT Medium team: 1 MT				

	13.4.4 Crane operations Heavy or Medium team: 5.0 MT	The focus is to assess the team's ability to demonstrate their proficiency at rigging and interacting with a crane operator. Note: The hand signals seen in the INSARAG Guidelines are general guidance. The USAR Team must coordinate which signals will be used with the crane operator.					
13.5	**Shoring and Stabilisation** Does the USAR team demonstrate the ability to analyse and conduct stabilisation operations of structural elements as follows:	Shoring according to the following principles: to capture the load, transfer the load, distribute the load, secure the joints, cross bracing for 2&3-dimensional shores.					
	13.5.1 Cribbing	Note: All shores are to be appropriate to the load. These are to be incorporated into the ongoing scenario, and not conducted as an isolated shoring demonstration.					
	13.5.2 Wedges						
	13.5.3 Window/door stabilisation						
	13.5.4 Vertical stabilisation						
	13.5.5 Diagonal stabilisation						
	13.5.6 Horizontal stabilisation						
13.6	**Rope-Work** Does the USAR team demonstrate technical rope capability to:	Rope work will be conducted according to the local/national standards.					
	13.6.1 Construct and utilise a vertical raising and lowering system	Teams are required to either lift or lower a simulated "live" victim straight up or down for a minimum height of 10 metres.					
	13.6.2 Construct a system that allows for the movement of a victim from a high point laterally to a safe point below.	Teams are required to construct a horizontal traversing system to move a simulated "live" victim from a high point diagonally to a lower point, minimum 10-metres.					

13.7	**Medical Care** 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 including emergency surgical expertise that may be required in confined space medical rescue?						
	13.7.1 Health and Welfare Monitoring and Treatment	Continual monitoring of staff welfare coupled with a daily medical check, looking at both physical health as well as mental health					
	13.7.2 Can the Medical Team provide medical care in a confined space, including performing field amputations, for victims encountered?						
	13.7.3 Emergency Veterinary Care in collaboration with their handlers?	This care can be provided by either trained search dog handlers or trained USAR medical personnel (or a combination of both). In the absence of the team travelling with a vet, if search dog handlers are not trained to administer medication or perform invasive procedures (e.g., intravenous access), the USAR healthcare practitioners must be trained to do so.					
	13.7.4 Does the USAR medical team have procedures and systems for managing serious injury, illness or fatality amongst team members?	Evaluate whether the teams has the capacity to offer critical incident stress assistance. The USAR team must implement its policy for managing serious injury, illness or fatality amongst team members An inject must be in the Exercise Plan so that the procedure can be reviewed by the IEC/R team.					

		Clarification	Assessment Method	Remarks	Colour Mode
	13.7.5 Does the USAR team have a Patient Treatment form?				
	13.7.6 Does the USAR team maintain a summary record of patients treated?				
14	**Safety Considerations**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
14.1	Does the USAR team correctly utilise the INSARAG Signalling System?				
14.2	Do the USAR team members wear personal protective equipment (PPE) as required by the situation?	Minimum PPE requirements are helmet, gloves, eye and hearing protection, respiratory protection and safety boots. Any additional PPE requirements should be based on safety standards for the country being classified.			
14.3	Is there a gross decontamination plan for each operation worksite?	This plan will always be developed, based on known contaminants			
14.4	Does the USAR team safely conduct search operations in confined spaces?	The focus is on safety (PPE, communications, shoring, air monitoring – based on INSARAG Guidelines)			
14.5	Does the USAR team safely conduct rescue operations in confined spaces?	The focus is on safety (PPE, communications, shoring, air monitoring – based on INSARAG Guidelines)			
14.6	Does the USAR team demonstrate a system to track personnel at all times?	This refers to a recording system (e.g. tags, notepads, tallies) to track movement of personnel out of the BoO as well as at the worksites or other assigned locations.			
15	**Demobilisation Exit Strategy**	**Clarification**	**Assessment Method**	**Remarks**	**Colour Mode**
15.1	Does the USAR team coordinate its departure with the OSOCC/LEMA and the RDC?	The Exercise Plan must include an inject to demonstrate this.			

15.2	Does the USAR team consider donation/transfer of equipment and supplies to the affected country during its demobilisation planning?	The Exercise Plan must include an inject to demonstrate this. Discussion should also be held (Day1) with the Sponsoring Organisation to determine the plan.					
15.3	Does the USAR team complete the USAR Team Demobilisation Form?	The Exercise Plan must include an inject to demonstrate this.					
15.4	Does the USAR team management consult with their in country representative regards their departure arrangements when applicable?	The Exercise Plan must include an inject to demonstrate this.					
15.5	Does the USAR team do contingency planning for possible reassignment?	Applies to being given a new assignment within the country, before your departure to home base.					
0							
0	***Total Colours***						
0							
	End of Checklist						

Office for the Coordination of Humanitarian Affairs (OCHA)
Directory of International USAR Teams

Please return the updated questionnaire to the INSARAG Secretariat either electronically to e-mail:
insarag@un.org or by fax to INSARAG / FCSS/ESB, OCHA-Geneva at fax: +41 22 917 0023.

1. Team Information		
1.1	Team name:	
	Team name acronym:	
	Country:	
	INSARAG External Classification (IEC): (indicate the details if classified)	
	Year of Creation:	
	Website:	
2. Team Capacity according to INSARAG Guidelines		
2.1	Number of persons that are deployed :	
	Self sufficiency (how many days):	
	Search component (canines and technical):	
	Rescue component (reinforced concrete or not):	
	Medical component (Doctors, paramedic s and/or nurses):	
	Trained according to INSARAG Guidelines (where, when and how):	
	Do you have OSOCC Training (where, when and how):	

3. Contact Information:

Sponsoring Organisation

Name:	Ministry/Organisation

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

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

USAR Team Operational Focal Point (contact 1):

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

Please add additional contact persons below.

4. Team Structure:
Please provide information regarding the team structure.

5. INSARAG Participation:
Please list the INSARAG meetings, exercises and other activities your team have attended.

INSARAG Meetings, Exercises, and Other Activities	Date	Location	Comment

Annex C: Terms of Reference/Person Specification (TORPS)

INSARAG Secretariat		
1. Tasks		
1.1	Main Task	The INSARAG Secretariat is recognised as the representative of FCSS to the USAR team undergoing classification, the team's Mentor, the IEC/R team and the INSARAG Steering Group. In order to ensure objectivity, the INSARAG Secretariat stands as an independent entity and does not form part of the IEC/R team. The INSARAG Secretariat is responsible to coordinate all activities including those that start a team on its way to Classification, what goes on during the Classification, and outlining team responsibilities after the classification, including corrective actions if required. In the unlikely event of dispute, the INSARAG Secretariat will arbitrate/facilitate negotiations to attempt to resolve a dispute. In the case of an unresolved dispute, the Secretariat will capture all relevant facts and information for referral to a Re-evaluation Process.
1.2	Detailed Tasks	**Phase 1** • The USAR team's Policy Focal Point contacts the INSARAG Secretariat informing it of the intention to request an IEC/R; • The INSARAG Secretariat will engage in dialogue with the country requesting an IEC in order to make an assessment as to whether the IEC is the most effective way forward for their development; • The INSARAG Secretariat makes available a list of potential mentors to the USAR team; • Review the Abbreviated Portfolio of Evidence (A-POE). Based on the result of the A-POE review, the INSARAG Secretariat recommends "Go/No Go". If "Go", the INSARAG Secretariat allocates a provisional date; • Regular liaison with the USAR team's mentor to monitor planning and preparation progress to ensure the team is on track; • Closely monitors the approved timeline of the team. **Phase 2** • Identifies an IEC/R Team Leader 12 months prior to the provisional IEC/R date; • Receives the C- POE from the USAR team 12 months prior to the provisional IEC/R date; • Ensures that the IEC/R Team Leader receives a copy of the C-POE; • Ensure the IEC/R Team Leader receives the USAR team and it's mentor's contact details; • IEC/R Team Leader has 45 days to review the C-POE and submit comments to the INSARAG Secretariat. IEC/R Team Leader recommends "Go / No Go" to the INSARAG Secretariat after that review; • If the IEC Team Leader recommends "Go", the date is finalised. If the IEC Team Leader recommends "No Go" the INSARAG Secretariat is to postpone the provisional IEC date based on the work required to ensure the USAR team is adequately prepared; • If it is agreed that the USAR team is approved to go forward, the remaining IEC team is named 6 months prior to the IEC date; • Regular liaison with the USAR team's mentor to monitor

		planning and preparation progress to ensure the team is on track. **Phase 3** • Coordinate administrative and logistical requirements with the IEC/R host; • Ensure IEC/R team is aware of all the administrative and logistic arrangements; • Ensure that the IEC/R is carried out in accordance with the IEC/R Manual; • Ensure that the IEC/R is conducted in accordance with the minimum standards as determined by the INSARAG Guidelines; • Perform the role of arbitrator/facilitator between the IEC/R Classifiers and the USAR team or its sponsoring organisation should the need arise; • Provide input on behalf of the INSARAG Secretariat as required; • Ensure the IEC team completes the required final report within 30 days of the completion of the IEC; • Provide a successful USAR team with its certificate and patches within 45 days of the completion of the IEC; • If the team is unsuccessful facilitate discussions with the IEC team, USAR team and host country on the appropriate next steps; • Participates in any duties as requested by UN OCHA.
2. Qualification		
2.1	Requirements (essential)	• The INSARAG Secretariat will either be an employee of FCSS or an individual endorsed by the Chief of FCSS to serve on behalf of the INSARAG Secretariat • Comprehensive and detailed knowledge of the UN system, INSARAG, UNDAC, USAR deployments and humanitarian aid in general • Time available to commit to the IEC • Intercultural competencies • English: good oral and written knowledge
2.2	Requirements (desirable):	• N/A
3. Roles and Responsibilities		
3.1	Competences	The Secretariat has the authority to - stop the process before IEC/R and/or during (safety, security, disruption) - take a classifier out of the team in case of misbehaviour, lack of competence, etc.
3.2	Obligations	• The INSARAG Secretariat must remain neutral and objective • Represent the INSARAG Steering Group and the INSARAG Community to ensure the INSARAG minimum standards and methodology are upheld
4. Remarks		
		• N/A

IEC/R Team Leader		
1. Tasks		
1.1	Main Task	• To ensure a fair and impartial IEC/R for the team undergoing the process. • To provide leadership of the IEC/R team members before, during and after the process. • To form the decision, based on consensus, of the peer review outcome and to objectively justify.
1.2	Detailed Tasks	**Phase 1:** N/A **Phase 2:** • Accept nomination as IEC/R Team Leader • Liaise with INSARAG Secretariat, including regular updates on the USAR team's state of readiness to successfully complete the IEC/R at the desired classification level; • Liaise with host country IEC/R Focal Point; • Liaise with the IEC/R Mentor; • Perform a review of the A-POE if asked by the Secretariat; • Provide guidance to the selected IEC/R classifiers; • Review the C-POE within 45 days of receipt; • Ensure distribute the C-POE to the IEC/R team once it is ready; • Coordinate the review and/or discussion of any matters arising during the POE review with the host country IEC/R Focal Point and the IEC/R Mentor; • Inform the INSARAG Secretariat that the IEC/R Classifiers have agreed to proceed or delay with the IEC; Coordinate the arrival of the IEC/R Classifiers in the host country to ensure all members arrive in good time for the commencement of the process; • Agree to the IEC/R program, schedule and specific exercise plan. **Phase 3** • Lead the IEC/R team during all formal meetings and events; • Provide guidance and support to the IEC/R Classifiers as may be required; • Liaise and coordinate activities with the INSARAG Secretariat, Mentor and USAR team being classified; • Ensure all IEC/R Classifiers are familiar with their assigned tasks as well as the applied IEC/R Checklist; • Conduct an IEC/R Classifiers briefing prior to the start of the IEC; • Conduct a walk-through of the exercise site and review the simulation exercise scenario to ensure it will enable the IEC/R Classifiers to observe all the technical aspects required by the IEC/R Checklist; • Ensure the IEC/R Classifiers remain objective and adhere to the minimum standards required by the INSARAG; • Ensure IEC/R Classifiers do not attempt to use the IEC/R as an opportunity to promote their home country's methodologies as the only way of operation; • Develop a work schedule to ensure total coverage of the exercise and that the IEC/R Classifiers observe the key areas of operation they are assigned;

		• Coordinate and facilitate any meetings or discussions that may be required during the IEC/R; • Meet regularly with the EXCON Director and IEC/R Mentor to brief current status and to answer questions; • Conduct a daily IEC/R Classifiers debrief; • Coordinate the completion of the IEC/R Report; • To present the provisional report to the USAR team being classified and deliver the Final Report within 30 days to the INSARAG Secretariat; • Remain ready to answer quality assurance questions that may arise during the IEC/R process. • Understand that there may be instances when the IEC/R TL role may extend beyond the ending of the IEC/R exercise to ensure compliance with identified corrective actions.
2. Qualification		

2.1	Requirements (essential)	• Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities;
		• Ensure your sponsor understands the time commitment required for this position and that there is support for the expense related to an IEC/R
		• Comprehensive knowledge of INSARAG methodology;
		• Good understanding of the UNDAC system;
		• Strong communicator with negotiation skills;
		• Organisational skills;
		• Able to build and lead a team;
		• Intercultural competencies;
		• Language skills:
		  - English: good oral and written skills;
		  - Preferable to know other languages.
		• Physical readiness;
		• Knowledge of all aspects of a USAR Team (Management, Search, Rescue, Medical, Logistics);
		• Must have USAR classified team management experience (Preferred level: USAR TL/deputy TL of a classified USAR team);
		• International operational USAR experience;
		• Participation in at least two previous IECs;
		• Policy sensitivity
		Must have attended the INSARAG IEC/R Team Leader and Mentor Training Course

2.2	Requirements (desirable):	• Member of a classified USAR team; • Good knowledge of the UN system and humanitarian aid in general.
3. Roles and Responsibilities		

3.1	Competences/rights	• The IEC TL has the authority to
		  - temporarily stop the IEC/R process (safety, security, disruption), until they are corrected;
		  - take a classifier out of the team in case of misbehaviour, lack of competence, etc.;
		  - modify the exercise in conjunction with the EXCON and the IEC/R Mentor to complete all checklist items.
		• Ensure the exercise facilitates the IEC/R process;
		• Seek guidance from the INSARAG Secretariat In case of disagreement/ misunderstanding.

3.2	Obligations	• See tasks (§1)

4. Remarks		
		• The IEC/R TL is **appointed** by the Secretariat.

Mentor (of a team which undergoes an IEC/R)		

1. Tasks		
1.1	Main Task	The objective is maximising the probability of success for the USAR team which undergoes an IEC/R. The IEC/R Mentor has the responsibility of recommending to the INSARAG Secretariat whether the IEC should go ahead as planned or whether it should be postponed. The role of the Mentor is to "coach" the team with regard to its preparation for its IEC.
1.2	Detailed Tasks	a) **P**hase 1+2 • Accept the role as a mentor; • Conduct an independent, non-biased 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 applying the accepted timeline; • Provide technical guidance on SOPs, 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; • If it appears that the team is likely to be unsuccessful, the IEC/R 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; • Liaise with the INSARAG Secretariat and IEC/R Team Leader as required; • Liaise with the USAR team's sponsoring organisation as required; • Continuously liaise with the head of the IEC/R Exercise Control (EXCON) team; • Provide guidance on the compilation of the A-POE and C-POE; • Confirm with the Secretariat which additional documents (training records, training programmes and logistics databases) are required to be translated to English. Determine if summaries of extensive programmes can be provided in English rather than the entire document. • Review both POEs prior to them being submitted to the INSARAG Secretariat to ensure all requirements are met. If there are any shortfalls, work with the USAR team to address any issues identified; • Provide guidance on the design of the IEC/R simulation exercise to ensure it is constantly evolving over a minimum of a 36 hour period and that the scenarios will enable the Classifiers to observe all of the technical requirements of the IEC/R Checklist; • Be present during the IEC/R.

		b) **During** phase 3 • Provide support and clarification to the INSARAG Secretariat, IEC/R TL, EXCON and the USAR team as may be required; • Be available to be part of any meetings or discussions that may be required during the IEC/R; • Understand that the Mentor role may extend beyond the ending of the IEC/R exercise to include assisting with identified corrective actions. c) **After** IEC (IEC process: phase 3) • None
2. Qualification		

2.1	Requirements (essential)	• Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities;
		• Guarantee that your employer will support the time required to prepare for the IEC/R;
		• Sound understanding of the UNDAC system;
		• Comprehensive knowledge of INSARAG methodology;
		• Strong communicator with negotiation skills
		• Strong organisational skills
		• Able to build and coach a team
		• Intercultural competencies
		• Language skills
		    - English: good oral and written knowledge
		    - Preferable to know other languages
		• Experienced/good knowledge of training methodologies
		• International USAR operational experience;
		• Knowledge of all aspects of a USAR team (Management, Search, Rescue, Medical, Logistics), including Training facilities, Home Base, Log
		• **Political sensitivity**
		• Good knowledge of: humanitarian aid principles
		• Must have attended the INSARAG IEC/R Team Leader and Mentor Training Course

2.2	Requirements (desirable):	• Member of classified IEC team
3. Roles and Responsibilities		
3.1	Competences/rights	• None
3.2	Obligations	• See tasks (§1)
4. Remarks		
		• The Mentor is **appointed** by the team preparing for the IEC/R in consultation with the INSARAG Secretariat; • The IEC/R Mentor role can also be taken by a classified team, rather than by an individual; • The IEC/R Mentor takes on a significant responsibility when providing 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.

IEC/R Management Classifier		
1. Tasks		
1.1	Main Task	Assess the management capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the IEC/R Manual.

1.2	Detailed Tasks	a) **Before** IEC/R
		• Maintain familiarity with the INSARAG Guidelines specific to Management
		• Maintain familiarity with the INSARAG IEC/R Manual specific to Management
		• Be proactive in maintaining their personal knowledge of equipment, techniques and procedures, relative to their area of expertise
		• Participate in the IEC/R training (if available)
		• Review the Portfolio of Evidence and give comments relative to Management
		• Review the IEC/R Report, specifically the Advisory Notes
		• Address queries to the IEC/R Team Leader for clarification
		
		b) **During** IEC/R
		• Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to management operations
		• Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist
		• Observe all the component parts of the management process and check these against the requirements listed in the IEC/R Checklist
		• Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist
		• Be open-minded to techniques and procedures other than your own – questions to ask include:
		    o Does it effectively accomplish the task in a timely manner?
		    o Are safety principles maintained?
		• Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected;
		• Document all observations and communicate these to the IEC/R Team Leader
		• Contribute to and participate in the presentation of the Interim Report
		
		c) **After** IEC/R
		• Contribute to the Final Report

2. Qualification		
2.1	Requirements (essential)	GENERIC • Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities; • Sponsorship from donor country or organisation, prepared to support the IEC/R process; • Have time available to prepare for a Classification

		• Be available for deployment lasting at least 5-6 days • Have a significant level of understanding of INSARAG methodology and its application • Be a subject matter expert (SME) in their specific area of expertise • English: good oral and written knowledge In lieu of English language skills, the sponsoring organisation must have the ability to provide a translator; • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment); • Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required.
		SPECIFIC • Have knowledge and understanding of: o The principles of management within the structure of a USAR team throughout the process o The process for information management including the use of the VO o The continued updating of the team's plan of action • Have an ability to interact with the management structures of USAR teams, the OSOCC and LEMA
2.2	Requirements (desirable):	• Current or previous member of a classified IEC/R team • International USAR operational experience • Basic ICT skills • The ability to function within a group and demonstrate strong interpersonal skills. Specifically: • Able to Communicate • Able to Cooperate • Possess Negotiation skills • Able to Resolve Conflict • Impartiality • Objective and neutral • Politically and culturally aware
3. Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	• Submit a comprehensive and up-to-date CV or Biography to the Secretariat
4. Remarks		

IEC/R Logistics Classifier		
1. Tasks		
1.1	Main Task	Assess the logistical capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the IEC/R Manual.

1.2	Detailed Tasks	a) **Before** IEC/R
		• Maintain familiarity with the INSARAG Guidelines and IEC/R Manual specific to Logistics
		• Be proactive in maintaining their personal knowledge of USAR equipment, techniques and procedures, relative to their area of expertise
		• Review the Portfolio of Evidence and give comments relative to Logistics to the IEC/R Team Leader
		• Review the IEC/R Report specifically the Advisory Notes
		• Address queries to the IEC/R Team Leader for clarification
		
		b) **During** IEC/R
		• Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to logistics operations
		• Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist
		• Observe all the component parts of the logistics process and check these against the requirements listed in the IEC/R Checklist
		• Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist
		• Be open-minded to techniques and procedures other than your own – questions to ask include:
		   o Does it effectively accomplish the task in a timely manner?
		   o Are safety principles maintained?
		• Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected;
		• Document all observations and communicate these to the IEC/R Team Leader
		• Contribute to and participate in the presentation of the Interim Report
		
		c) **After** IEC/R
		• Contribute to the Final Report

2. Qualification		
2.1	Requirements (essential)	GENERIC • Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities; • Sponsorship from donor country or organisation, prepared to support the IEC/R process; • Have time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Have a significant level of understanding of INSARAG methodology and its application • Be a subject matter expert (SME) in their specific area of

		expertise • English: good oral and written knowledge • In lieu of English language skills, the sponsoring organisation must have the ability to provide a translator; • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment); • Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required.

		SPECIFIC
		
		Experienced Logistics Manager or Logistics Technician who can demonstrate a knowledge and understanding of:
		- Logistical documentation and databases for the management of equipment, including:
		
		    o Manifests, load plans and declaration of dangerous goods
		
		    o Customs and immigration procedures
		
		    o IATA policy and procedure for Shippers Declaration of Dangerous Goods
		
		    o Storage/maintenance/transportation before departure
		
		- All transport arrangements for a USAR team (personnel and equipment) from home base to the area of operations and return
		
		- All aspects of BoO management relative to logistics

2.2	Requirements (desirable):	
3. Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	• Submits a comprehensive and up-to-date CV or Biography to the INSARAG Secretariat
4. Remarks		

IEC/R Search Classifier		
1. Tasks		
1.1	Main Task	Assess the search capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the IEC/R Handbook.

1.2	Detailed Tasks	a) **Before** IEC
		• Maintain familiarity with the INSARAG Guidelines and IEC/R Manual specific to Search
		• Be proactive in maintaining their personal knowledge of USAR equipment, techniques and procedures, relative to their area of expertise
		• Review the Portfolio of Evidence and give comments relative to Search to the IEC/R Team Leader
		• Review the IEC/R Report specifically the Advisory Notes
		• Address queries to the IEC/R Team Leader for clarification
		
		b) **During** IEC
		• Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to search operations
		• Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist
		• Observe all the component parts of the search process and check these against the requirements listed in the IEC/R Checklist
		• Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist
		• Be open-minded to techniques and procedures other than your own – questions to ask include:
		   o Does it effectively accomplish the task in a timely manner?
		   o Are safety principles maintained?
		• Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected;
		• Document all observations and communicate these to the IEC/R Team Leader
		• Contribute to and participate in the presentation of the Interim Report
		
		c) **After** IEC
		• Contribute to the Final Report

2. Qualification		
2.1	Requirements (essential)	GENERIC • Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities; • Sponsorship from donor country or organisation, prepared to support the IEC/R process; • Have time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Have a significant level of understanding of INSARAG methodology and its application

		- Be a subject matter expert (SME) in their specific area of expertise - English: good oral and written knowledge In lieu of English language skills, the sponsoring organisation must have the ability to provide a translator; - Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment); - Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required.
		SPECIFIC Experienced Search Manager or Technician who can demonstrate: - Detailed understanding of Search operations, tactics and safety considerations. - Knowledge and understanding of a variety of search equipment, techniques, their safe use and maintenance. - Knowledge and understanding of Search Dog operations and all associates subjects to transportation and welfare - Knowledge and understanding of search management, to include: scene assessment techniques, mapping/GPS and information management relative to search operations - Knowledge and understanding of the INSARAG marking system and all associated search documentation - Overall understanding of USAR operations, tactics and safety consideration.
2.2	Requirements (desirable):	- Current or previous member of a classified IEC team - Have international operational experience - Basic ICT skills and operation of GPS and radio - Have the ability to function within a group and demonstrate strong interpersonal skills. Specifically: - Able to Communicate - Able to Cooperate - Possess Negotiation skills - Able to Resolve Conflict - Impartiality - Objective and neutral - Politically and culturally aware
3. Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	Submit a comprehensive and up-to-date CV or Biography to the INSARAG Secretariat
4. Remarks		

IEC/R Rescue Classifier		
1. Tasks		
1.1	Main Task	Assess the rescue capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the IEC/R Manual.

1.2	Detailed Tasks	a) **Before** IEC/R
		• Maintain familiarity with the INSARAG Guidelines and IEC/R Manual specific to Rescue
		• Be proactive in maintaining their personal knowledge of USAR equipment, techniques and procedures, relative to their area of expertise
		• Review the Portfolio of Evidence and give comments relative to Rescue to the IEC/R Team Leader
		• Review the IEC/R Report specifically the Advisory Notes
		• Address queries to the IEC/R Team Leader for clarification
		
		b) **During** IEC/R
		• Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to Rescue operations
		• Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist
		• Observe all the component parts of the rescue process and check these against the requirements listed in the IEC/R Checklist
		• Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist
		• Be open-minded to techniques and procedures other than your own – questions to ask include:
		  o Does it effectively accomplish the task in a timely manner?
		  o Are safety principles maintained?
		• Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected;
		• Document all observations and communicate these to the IEC/R Team Leader
		• Contribute to and participate in the presentation of the Interim Report
		
		c) **After** IEC
		• Contribute to the Final Report

2. Qualification		
2.1	Requirements (essential)	GENERIC • Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities; • Sponsorship from donor country or organisation, prepared to support the IEC/R process; • Have time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Have a significant level of understanding of INSARAG methodology and its application

		• Be a subject matter expert (SME) in their specific area of expertise • English: good oral and written knowledge In lieu of English language skills, the sponsoring organisation must have the ability to provide a translator; • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment); • Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required.
		SPECIFIC Experienced Rescue Manager or Technician who can demonstrate: • Detailed understanding of Rescue operations, tactics and safety considerations. • Knowledge and understanding of a variety of rescue tools, techniques, their safe use and maintenance. • Knowledge and understanding of how to break, breach and remove reinforced concrete floors, walls, columns and beams, using clean and dirty techniques. • Knowledge and understanding of how to construct mechanical and timber shoring systems. • Knowledge and understanding of how to stabilise building components using a variety of cribbing and wedges. • Knowledge and understanding of hot cutting techniques to be able to cut different types of metal, structural steel and reinforcing bar. • Knowledge and understanding of confined space operations. • Knowledge and understanding of how to lift, rig and move heavy loads using manual and mechanical techniques. • Knowledge and understanding of technical rope rescue operations. • Understanding of all team functions as they relate to rescue.

2.2	Requirements (desirable):	• Current or previous member of a classified IEC team
		• Have international operational experience
		• Basic ICT skills and operation of GPS and radio
		• Have the ability to function within a group and demonstrate strong interpersonal skills. Specifically:
		   • Able to Communicate
		   • Able to Cooperate
		   • Possess Negotiation skills
		   • Able to Resolve Conflict
		   • Impartiality
		   • Objective and neutral
		   • Politically and culturally aware

3. Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	• Submit a comprehensive and up-to-date CV or Biography to the INSARAG Secretariat
4. Remarks		

IEC/R Medical Classifier		
1. Tasks		
1.1	Main Task	Assess the medical capabilities and capacity of the organisation being classified to ensure compliance with defined in the IEC/R Checklist.

1.2	Detailed Tasks	a) **Before** IEC/R
		• Maintain familiarity with the INSARAG Guidelines and IEC/R Manual specific to Medical
		• Be proactive in maintaining their personal knowledge of USAR equipment, techniques and procedures, relative to their area of expertise
		• Review the Portfolio of Evidence and give comments relative to Medical to the IEC/R Team Leader
		• Review the IEC/R Report specifically the Advisory Notes
		• Address queries to the IEC/R Team Leader for clarification
		
		b) **During** IEC/R
		• Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to Medical operations
		• Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist
		• Observe all the component parts of the medical process and check these against the requirements listed in the IEC/R Checklist
		• Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist
		• Be open-minded to techniques and procedures other than your own – questions to ask include:
		   o Does it effectively accomplish the task in a timely manner?
		   o Are safety principles maintained?
		• Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected;
		• Document all observations and communicate these to the IEC/R Team Leader
		• Contribute to and participate in the presentation of the Interim Report
		
		c) **After** IEC
		• Contribute to the Final Report

2. Qualification		

2.1	Requirements (essential)	GENERIC • Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities; • Sponsorship from donor country or organisation, prepared to support the IEC/R process; • Have time available to prepare for a Classification • Be available for deployment lasting at least 5-6 days • Have a significant level of understanding of INSARAG methodology and its application • Be a subject matter expert (SME) in their specific area of expertise • English: good oral and written knowledge In lieu of English language skills, the sponsoring organisation must have the ability to provide a translator; • Physically fit – capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment); • Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required.
		SPECIFIC • Be currently licensed or registered with an appropriate authority to practice clinically • Have a minimum of 5 years' experience working in an emergency department and or pre-hospital care environment • Trained to be able to operate in and around collapsed structures.

2.2	Requirements (desirable):	• Current or previous member of a classified IEC/R team
		• Have international USAR operational experience
		• Have the ability to function within a group and demonstrate strong interpersonal skills. Specifically:
		    • Able to Communicate
		    • Able to Cooperate
		    • Possess Negotiation skills
		    • Able to Resolve Conflict
		    • Impartiality
		    • Objective and neutral
		    • Politically and culturally aware

3. Roles and Responsibilities		
3.1	Competences	The Medical Classifier needs to have the competencies to evaluate the following: • Emergency medical evacuation & repatriation planning and procedures; • Pre-deployment medical screening process; • Emergency medical care in collapsed structures including confined spaces from the time of access, during extrication to the time of hand over; • Aspects of medical rescue including patient packaging and extrication in coordination with rescue technicians • Primary Care • Health Monitoring of individuals and the BoO;

		• Emergency veterinary care in collaboration with the search dog handlers; • Methods for monitoring psychological wellbeing of team members; • Procedures and processes for dealing with serious injury or fatality amongst team members.
3.2	Obligations	• Submit a comprehensive and up-to-date CV or Biography to the INSARAG Secretariat
4. Remarks		

Annex D: IEC/IER Classifiers Application Form

<u>Personal Profile</u>

	Please attach photo

1. Title:
2. Name:
3. Contact details:
   a. Tel:
   b. Email
4. Current Organisation and Position:
   a. Organisation:
   b. Position:
5. Relevant USAR Operational Experience in the last 8 years in the following fields:
   a. Management
   b. Logistics
   c. Search
   d. Rescue
   e. Medical
6. Previous IEC experience (please specify):

   _____

   _____

   _____

   _____

   _____

7. International Experience:
   a. Previous mentoring experience:

   _____

   _____

   _____

   _____

   _____

   b. INSARAG Training
      i. INSARAG Awareness Training   YES/NO   Date:
      ii. UNDAC Induction Course   YES/NO   Date:
      iii. OSOCC Training Course   YES/NO   Date:
      iv. Earthquake Simulation Exercise YES/NO   Date:
      v. INSARAG IEC/R Team Leader   YES/NO   Date:
         and Mentor Course

c. INSARAG Meetings:
   i.   USAR Team Leaders   YES/NO   Date:
   ii. INSARAG Regional Meetings YES/NO   Date:
   iii. INSARAG Steering Group   YES/NO   Date:
   iv. INSARAG Working Groups   YES/NO   Date:
   v.   After Action Meetings   YES/NO   Date:
   vi. Other :

_____

_____

_____

d. INSARAG USAR Capacity Assessment Missions/Capacity Building Projects
   YES / NO   Date:
   Country:

e. USAR Deployments

Date	Event	Organisation	Position

Applying For:
1. IEC Team Leader   YES/NO
2. Management Classifier   YES/NO
3. Logistics Classifier   YES/NO
4. Search Classifier   YES/NO
5. Rescue Classifier   YES/NO
6. Medical Classifier   YES/NO

Sponsoring Agency   _____

INSARAG Policy Focal Point   _____

Name: _____

Email: _____

Phone: _____

Operations Focal Point Signature: _____

Applicant Signature: _____

Note: By endorsing this application, the above mention Operations Focal Point attests the applicant will be made available and financially supported to the INSARAG Secretariat to function in the abovementioned capacity.

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

Annex E: IEC/IER Mentor Application Form

Personal Profile

<div style="float:right; border:1px solid black; padding:10px;">
Please attach photo
</div>

1. Title:
2. Name:
3. Contact details:
    a. Tel:
    b. Email
4. Current Organisation and Position:
    a. Organisation:
    b. Position:
5. Relevant USAR Operational Experience in the last 8 years in the following fields:
    a. Management
    b. Logistics
    c. Search
    d. Rescue
    e. Medical
6. Previous IEC experience (please specify):

_____

_____

_____

_____

_____

7. International Experience:
    a. Previous mentoring experience:

_____

_____

_____

_____

_____

    b. INSARAG Training
        i.   INSARAG Awareness Training   YES/NO   Date:
        ii. UNDAC Induction Course   YES/NO   Date:
        iii. OSOCC Training Course   YES/NO   Date:
        iv. Earthquake Simulation Exercise   YES/NO   Date:
            v. INSARAG IEC/R Team Leader   YES/NO   Date:
        and Mentor Course
        vi.

    c.   INSARAG Meetings:

i.	USAR Team Leaders	YES/NO	Date:
ii.	INSARAG Regional Meetings	YES/NO	Date:
iii.	INSARAG Steering Group	YES/NO	Date:
iv.	INSARAG Working Groups	YES/NO	Date:
v.	After Action Meetings	YES/NO	Date:
vi.	Other :		

_____

_____

_____

    d.   INSARAG USAR Capacity Assessment Missions/Capacity Building Projects
        YES / NO   Date:
        Country:

    e.   USAR Deployments

Date	Event	Organisation	Position

Name: _____

Email: _____

Phone: _____

Applicant Signature: _____

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

Annex F: IEC/IER Planning and Preparation Timeline

MILESTONE	TEAM NOT YET READY DEADLINE	ONGOING ACTIVITIES

No	Activity	Time in Months																								< 30 Days
		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	
1	USAR team submits IEC/R Application to INSARAG Secretariat (minimum of two years ahead of intended date)	🟩																									
2	Planning and Preparation with IEC/R Mentor	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦		
3	Ongoing updates of INSARAG Secretariat by IEC/R Mentor	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦	🟦		
4	INSARAG Secretariat Completes Review of A-POE		🟩																								
5	Based on A-POE, INSARAG Secretariat/Mentor recommends			🟩																							

	"Go/No Go". If "Go" INSARAG Secretariat allocates Provisional Date	24	23	22 (green)	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	< 30 Days

		Time in Months																									
No	**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**
6	If " No Go" INSARAG Secretariat confirms such with USAR team and discusses alternative plan			▮(red)																							
7	INSARAG Secretariat selects IEC/R Team Leader															▮(green)											
8	USAR team submits C-POE to INSARAG Secretariat															▮(green)											
9	INSARAG Secretariat forwards C-POE to IEC/R Team Leader																			▮(green)							
10	INSARAG Secretariat appoints IEC/R team																			▮(green)							
11	Review of POE by IEC/R team																					▮(green)					

No	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
12	IEC/R Team Leader/Mentor recommends "Go / No Go" to INSARAG Secretariat																					■ (green)					
13	If "Go" INSARAG Secretariat confirms date with USAR team																					■ (green)					
14	INSARAG Secretariat opens the event on the VO																					■ (green)					

													Time in Months														

No	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
15	If " No Go" INSARAG Secretariat confirms such with USAR team and mentor to discuss an alternative plan																					■ (red)					
16	Ongoing final planning and preparation with IEC/R Mentor	■ (blue)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■ (blue)				
17	IEC/R team reviews exercise plan and time line																					■ (green)					
																							■ (green)				

#	Task																									
18	IEC/R team reviews administrative and logistics arrangement																							▓		
19	**IEC/R Exercise**																								▓	
20	IEC/R team completes report within 30 days and submits to INSARAG Secretariat																									▓
21	INSARAG Secretariat IEC/R Report Delivery to the USAR team within 45 Days																									▓
22	Follow up Activities with IEC/R Team Leader/Mentor – TBD																									▓

Annex G: IEC Application Phase 1

IEC APPLICATION

Phase 1

Abbreviated Portfolio of Evidence (A-POE)

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 Policy and Operational Focal Points, 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 1211 Geneva 10, Switzerland

2. The application is also to be emailed to: insarag@un.org
3. The INSARAG Operational Focal Point is required to follow up with the INSARAG Secretariat to ensure the application has been received.
4. This application must be completed in English.
5. Please note that the timeframe from receipt of the application to participation in a classification will take a minimum of two years. Therefore, teams are encouraged to factor this into their planning and timeframe.
6. The INSARAG Secretariat is responsible for allocating a provisional date once the Phase 1 application has been reviewed and found successful and a Mentor has been appointed.
7. A recent Mentor's Assessment Report (Annex H) is to be included with this package

   ***A USAR team undergoing a Reclassification is not required to submit an APOE

1.   INSARAG Focal Points

(Complete details of INSARAG Policy Focal Point below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____
                         _____
                         _____
                         _____

Telephone (w):   _____

Fax: _____

Email: _____

(Complete details of INSARAG Operational Focal Point below).

Name: _____

Organization: _____

Position: _____

Contact Details:

Address: _____
                         _____
                         _____
                         _____

Telephone (w):   _____

Fax: _____

Email: _____

2.   Letter of Application

(Official letter on organisation stationary from the INSARAG Policy Focal Point supporting the IEC application.)

(Insert here)

3.   IEC Mentor

(Complete details of IEC Mentor below).

Name: _____

Organization: _____

Previous Mentor Experience: _____

Contact Details:

Address: _____
                                         _____
                                         _____
                                         _____

Telephone (w):   _____

Email: _____

4.   Directory of International USAR Teams

Complete the Directory of International USAR Teams (Annex B) and insert it here.

5.   USAR Team Fact Sheet

Download USAR Team Fact Sheet from the VO, complete it and insert it here.

6.   USAR Team Organogram

(The composition of the team is required to comply with the requirements stipulated in Capacity Building Handbook of the INSARAG Guidelines).

(Insert here)

7. **Evidence to Demonstrate Active Participation in INSARAG Events**

INSARAG Event	Date	Nature of Participation

Annex H: IEC/IER Mentor's Assessment Report

IEC/R Mentors Assessment Report

TEAM NAME: _____

LEVEL OF CLASSIFICATION: MEDIUM ☐ HEAVY ☐

MENTOR: _____

CONTACT DETAILS:

TEL: _____

EMAIL: _____

DATE OF REPORT: _____

Introduction

1.   *(Insert USAR team name)* requested *(Insert mentors name)* to facilitate an assessment of its USAR team capacity with the aim of making recommendations for the team to achieve a *(Insert level of classification)* classification/reclassification as per the INSARAG Guidelines and the IEC/R Manual and associated annexes.

2.   This initial assessment was conducted from *(Insert date from – to)* at *(Insert location)*.

Level of Engagement to Date

Provide a brief description on your contact and engagement with the USAR team to date.

Scope of Assessment

Suggested Note for Mentors to Input in this segment:

*The aim of the mission was to provide a snap-shot to the **USAR team name** on the current state of preparedness of their international Urban Search and Rescue (USAR) team. The assessment was based on the five components of a USAR team as required by the INSARAG Guidelines which includes Management, Logistics, Search, Rescue and Medical.*

The Assessment involved a series of interviews with key stakeholders and visited several strategic sites as well as observing a skills demonstration in compiling its findings. The Assessment paid particular attention to the systems and procedures required in accordance with the INSARAG Guidelines on international disaster response mission cycle i.e. Preparedness, Mobilisation, Operations, Demobilisation and Post Mission Activities and also taking reference of the INSARAG IEC/R Checklist of the IEC/R Manual.

Findings

- Management
  - (Insert here)
- Training

- o (Insert here)
- Logistics
    - o (Insert here)
- Search & Rescue
    - o (Insert here)
- Medical
    - o (Insert here)

Conclusion

Include pertinent **challenges in the conclusion**

Based on my independent, unbiased observation as Mentor of the *(Insert USAR team name)*, I recommend / do not recommend that the team is added to the queue for classification/reclassification*).*

Signed by Mentor: _____

Date: _____

Refer to the IEC/R Manual and see **IEC Two-year Planning Timeline, Annex F** for guidance planning, preparing for and the timing of an IEC/R.

Please send the Report to the attention of the INSARAG Secretariat at insarag@un.org

Annex I: IEC/R Application Phase 2

IEC/R APPLICATION

Phase 2

COMPREHENSIVE 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 Policy and Operational Focal Point, and posted via registered mail to:

   Attention: INSARAG Secretariat
   IEC/R Applications
   UN Office for the Coordination of Humanitarian Affairs (OCHA)
   Field Coordination Support Section (FCSS)
   Palais des Nations
   CH 1211 Geneva 10, Switzerland

2. The application is also to be emailed to: insarag@un.org. This is to enable the C-POE to be circulated among the IEC/R team members.
3. The application is required to reach the INSARAG Secretariat a minimum of 12 months ahead of the proposed date for the IEC/R.
4. The INSARAG Operational 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. A covering letter in English must accompany any non-English supporting documents briefly explaining its contents.
6. A USAR team is required to submit a C-POE whether it is planning an IEC or an IER; a USAR team planning an IER will not need to submit an A-POE if it has not undergone an organisation change as defined in Section 10: Reasons for Reclassification. The format to follow for the C-POE is seen in Annex G.
7. A recent Mentor's Assessment Report (Annex H) is to be included with this package

Annex J: IEC/IER Report Template

IEC/R Report

TEAM NAME: XXX

LEVEL OF CLASSIFICATION: HEAVY / MEDIUM

VENUE: XXX

DATE OF IEC/R: XXX - XXX

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1.   Introduction

The United Nations General Assembly 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 reference for international Urban Search and Rescue (USAR) and disaster response.

The INSARAG Guidelines have been prepared by USAR responders around the world to guide international USAR teams and disaster-prone countries on the performance of disaster response operations during major disasters. The INSARAG Secretariat under the Field Coordination Support Section (FCSS) of the Office for the Coordination of Humanitarian Affairs (OCHA) conducts the INSARAG External Classification/Reclassification (IEC/IER) of international USAR teams.

The INSARAG classification of the (team Name) was held on (Date) – (Date). Activities for the classification occurred in and around (Location name).

Details of the findings of the IEC/R evaluation follow which shows the completed checklist and Advisory Notes that provide some details and recommendations that team management of (team name) team should consider desirable to be incorporated in its development plans.

(Add any other relevant background information)

2.   IEC/R Team Members

Name	Country/Organisation	Function
		Team Leader
		Deputy Team Leader
		Search
		Rescue
		Rescue
		Logistics
		Medical
	UNOCHA	INSARAG Secretariat

(Add any other relevant information on IEC/R team members)

3. **IEC/R Checklist**

Please see attached **Annex A.**

4. **Advisory Notes**

Please see attached **Annex J.**

5. **IEC Process**

The IEC/R team appreciated the time and effort expended by (team name) in its preparation of all IEC/R materials…

The dedication and support of the Government of (Country name) for this activity was very evident and easily observed by the IEC/R team…

(Please add any other comments.)

6. **Recommendation**

The IEC team recommends that the INSARAG Secretariat accords (team name) with the status as a classified Heavy/Medium USAR team in the INSARAG Directory in accordance with the INSARAG Guidelines. The IEC team extends its gratitude and appreciation to (team name) on its achievement.

Advisory Notes are provided to (team name) as part of the IEC Final Report. The comments contained within this paper are recommendations and suggestions designed to further optimise and develop the professional performance of (team name), thus increasing their capacity to save lives and render humanitarian assistance.

The IEC classification team wishes to acknowledge and place on record its appreciation to the Government of (Country name) as a whole for its significant support to (team name) organization through its support, guidance and leadership.

(Add any other relevant sentence)

7. **Conclusion & Acknowledgement**

During the duration of the INSARAG External Classification (IEC)/Reclassification (IER), (team name) made every effort to demonstrate how they have met and maintained the standards required by the INSARAG Guidelines. The IEC team is unanimous in its professional opinion that (team name) has demonstrated that in the main, they have addressed the minimum standards as set in the INSARAG Guidelines and the IEC Manual.

In achieving this recognition and by meeting the standard of performance developed by the INSARAG, (team name) should consider the on-going support needed to ensure the continued success of the INSARAG community. This includes:

- Participation in regional INSARAG Earthquake Simulation Exercises and other related development opportunities to ensure its members benefit from the educational experience and networking opportunities offered.
- Sharing and partnering with other USAR teams in the dissemination, supporting and updating information and techniques with teams who are developing a USAR response capacity.
- Sharing information with other INSARAG USAR teams that are preparing for classification.
- Supporting the INSARAG Secretariat by making members of its team available to serve at future INSARAG activities.
- Supporting the role of international coordination by having more of its members obtain UNDAC training.

(Add any other relevant comments)

Signed by the team leader on behalf of the IEC team:

Endorsed by:

Chief, Field Coordination Support Section and

Secretary INSARAG

Office for the Coordination of Humanitarian Affairs (OCHA)

GENEVA

Date: _____

cc:

INSARAG Global Chair

INSARAG Regional Chair

IEC Team

Annex K: Pre-IER Self-Assessment Checklist

Pre-IER Self-Assessment Checklist

	Clarification	Yes/No
1. Preparedness		
1.1 Has the team conducted an annual simulation exercise?	The classified team is required to conduct an annual simulation exercise.	
1.2 Has the team participated in the Team Leaders Meeting?	At least two-thirds of attendance is required.	
1.3 Has the team participated in the Regional Meeting and Exercise?	At least two-thirds of attendance is required.	
1.4 Has the team participated in the Steering Group Meeting?	If not, the reason must be attached.	
2. Follow-up		
2.1 Has the team improved the issues that were "Yellow" in the previous IEC/R?	Document, which explains how the team improved the issues, must be submitted.	
2.2 Has the team maintained its capacity, which was mentioned in the POE submitted in the previous IEC?	Mentor should check if the team has maintained its capacity for international deployment.	
2.3 Has the team introduced new training and equipment?	Mentor should check if the team has tried to improve its capacity by introducing new methods.	
3. Deployment		
3.1 Was the team deployed in the classified (Heavy/Medium) capacity?	If not, the reason must be attached. If there were no major disasters requiring international USAR deployment this point is not applicable.	

Remarks by the National Focal Point

(Date, Signature)

Remarks by Mentor

(Date, Signature)