

Manual on the INSARAG External Support and Recognition Process (IESRP) on national USAR team accreditation processes

Table of contents

I. Introduction.....	4
II. Background.....	4
III. The INSARAG External Support and Recognition Process for national USAR team accreditation processes.....	5
A. The support process	6
B. External recognition	7
IV. The national accreditation process	7
A. The national standards	8
Annex 01 - Standard terms of reference of the Technical Support Group (TSG)	9
Annex 02 - Process for the request for support from the TSG.....	10
Annex 03 – Format for the initial self-assessment on the achievement of the INSARAG national standards	11
Annex 04 – Composition and selection of the Technical Support Group (TSG).....	22
Annex 05 – Methodology and working modalities of the TSG.....	26
Annex 06 – Verification checklist of the criteria and steps of the national accreditation process	28
Annex 07 – Verification checklist on the INSARAG national standards.....	31
Annex 08 - Template for the final report of the TSG.....	55
Annex 09 - Template for the debrief report of the TSG	57
Annex 10 – Sample certificate of recognition	58
Annex 11 – List of supporting documentation on the achievement of the INSARAG national standards	59

Abbreviations

BoO	Base of Operations
GPS	Global Positioning System
GIS	Geographic Information System
ICT	Information and Communication Technology
IEC	INSARAG External Classification
IESRP	INSARAG External Support and Recognition Process on national USAR accreditation processes
INSARAG	The International Search and Rescue Advisory Group
NDMA	National Disaster Management Authority
NGOs	Non-governmental organisations
MSDA	Material Safety Data Sheet
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
OSOCC	On-Site Operations Coordination Centre
USAR	Urban search and rescue

I. Introduction

- 1.1 Since 2005, INSARAG has an external USAR team classification process, which establishes verifiable operational standards and which constitutes an example of how a peer review mechanism can provide an added value in the preparedness and response to disasters. The process, known as IEC, is designed for teams that have the mandate and institutional support for responding internationally.
- 1.2 In this framework, national authorities of each country have the responsibility to provide orientation and verify the achievement of the national standards by their teams. The INSARAG Guidelines (2015) recommend countries to establish national accreditation processes, developed, adapted and within the framework of the realities of each country. In fact, since several years, a growing number of countries are developing their national processes using the INSARAG Guidelines as reference.
- 1.3 Since 2003, and particularly in the Americas region, a series of initiatives have been discussed, analysed and developed aimed at establishing a process whereby USAR teams should achieve some recommended minimum standards in order to be called National USAR teams. It is in this context that the need is identified to establish a “national USAR team accreditation process”, which would allow to consolidate the national USAR process, using the INSARAG methodology as reference and as a basis the experience, local needs and risk scenarios of each country.

II. Background

- 2.1 The process, known as INSARAG External Classification (IEC), is designed for teams that have the mandate and institutional support for responding internationally. IEC teams have the support of the national authorities of their respective country through the INSARAG focal point. The IEC is an independent, verifiable and voluntary process that has received unanimous acceptance by the INSARAG community. The main objective of the process is to provide countries affected by disasters with an additional resource, with proven quality and capacity, according to international standards.
- 2.2 In 2011, and following a global consultation process, the new chapter G on establishing a national urban search and rescue capacity was incorporated in the INSARAG Guidelines. In paragraph G3.5, this version of the Guidelines of 2011 already encourages countries to “*adopt (at the appropriate level) the INSARAG organizational and operational guidelines for capacity building of national USAR teams as a target achievement for its national USAR teams and to adopt appropriate processes for the confirmation of achievement of these standards*”.
- 2.3 The updated INSARAG Guidelines 2015 include a complete manual on strengthening national and local capacity building (Vol. II, Manual A) and goes as far as recommending countries to establish a national USAR team accreditation mechanism to allow a country to “manage, monitor and establish the same standards officially and adhere closely to the INSARAG standards and guidance in developing its USAR national response systems”. This process has been worked on particularly since 2014 in a workshop carried out in Chile on “The creation of a national USAR team accreditation process”¹ and many of the lessons learned in the Americas region in the past few years have been incorporated.
- 2.4 The INSARAG Guidelines 2015 explain the difference between the IEC *classification* – a process amongst peers, designed by the INSARAG community for the verification of the achievement of the standards for teams with an international deployment mandate; and the *accreditation*, a process which is by definition at the national level and through which the achievement of national standards is certified by an accrediting entity, in other words the competent national authorities.
- 2.5 Globally and particularly in the Americas region there is extensive experience with accreditation processes of national USAR teams, some developed jointly, some individually by countries and

¹ Report of the workshop on “The creation of a national USAR accreditation system,” INSARAG, Chile, 2014: http://www.insarag.org/images/stories/Americas_good_practices/Sistema_acreditaci%C3%B3n_USAR_guidance_ENG_2014.09.29.pdf

institutions. In general, all have preserved a similar structure, both in terms of processes and in terms of standards, not dissimilar to the process developed by INSARAG methodology. In fact, many have taken as direct reference the IEC process of INSARAG.

- 2.6 The INSARAG Americas Regional Group presented a proposal on this topic to the INSARAG Steering Group in 2016, who in turn requested the Regional Group to lead the initiative to “*design a peer revision/certification process of national USAR team accreditation processes, which confirms to the requesting country that it is complying with the minimum standards for national USAR team accreditation processes*” and present recommendations back to the Steering Group in 2017.
- 2.7 The Americas Regional Group, under the leadership of Colombia, organized a workshop to further elaborate and refine the proposal. The workshop took place from 7 to 9 May 2016 in the Red Cross Training Center in the region of Quindío, Colombia, hosted by the Government of Colombia, and had the participation of 22 representatives from the following 11 countries: Argentina, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, France, Paraguay, Peru, Venezuela and from OCHA/INSARAG Secretariat. The workshop gave birth to the Working Group on the national USAR team accreditation process, which gave continuity to this process.
- 2.8 Following the consultation process with the INSARAG community in 2016, during which contributions were received in the Team Leaders Meeting, in the Regional Group meetings of Asia Pacific and Africa, Europe, Middle East, as well as individual contributions, the Working Group incorporated comments in a meeting carried out on 15 November 2016 in Bogotá, Colombia, immediately prior to the Americas Regional Group meeting. The Regional Group then reviewed the proposal, providing additional comments, which were in turn incorporated by the Working Group in the present proposal.
- 2.9 In its meeting of February 2017, the INSARAG Steering Group approved the proposal for an INSARAG External Support and Recognition Process (IESRP) for national USAR team accreditation processes and encouraged the Regional Groups to put it in practice and report back on its implementation in the annual meetings of the Steering Group.

III. The INSARAG External Support and Recognition Process for national USAR team accreditation processes

3.1 The USAR response framework of INSARAG shows a structure, which aims to ensure **interoperability** between different levels of USAR response and determines that “*it is vital that working practices, technical language and information are common and shared through all levels of the USAR response framework*” (INSARAG Guidelines, Vol I, 2.1). Therefore, the standards developed for the accreditation of national teams **must be aligned with** the INSARAG methodology and therefore should be recognized within this same framework.



- 3.2 It is desirable that the national accreditation processes form an integral part of the INSARAG process in the wider sense, equally to the INSARAG External Classification process for international teams. This is with the purpose of ensuring interoperability and appropriate interaction between the national and international response capacity.
- 3.3 To this effect, it is suggested to establish a homogenization of national USAR standards, always leaving the required space for national adaptation.

- 3.4 It is not desirable nor feasible that INSARAG takes on the responsibility to accredit or classify the huge amount of national USAR teams. This remains the sole responsibility of the national authorities as again reconfirmed by the INSARAG Guidelines 2015.
- 3.5 However, there is a role for the INSARAG community in promoting the national USAR capacity strengthening in line with the INSARAG Guidelines and ensuring at the same time the complementarity of the international response.
- 3.6 **The purpose of the INSARAG External Support and Recognition Process (IESRP) is to provide a general framework for the advisory work and national USAR team capacity building work in the INSARAG community with the aim to establish a recognition process of national USAR team accreditation processes.**

A. The support process

3.7 The support process shall respect the following criteria:

- i. Voluntary: above all, this process shall be completely voluntary and interested countries shall make a formal request to the INSARAG Secretariat in order to obtain the support
- ii. Supported by a regional Technical Support Group (TSG): a roster of experts, which the appropriate profile (USAR experience, experience with the INSARAG methodology, languages) shall be constituted and endorsed by the Regional Chairmanship group
 - a. *Annex 01 – Standard terms of reference of the TSG*
- iii. Country commitment: countries which would have received support through this process from the Technical Support Group shall also commit to provide appropriate experts in turn for the regional roster
- iv. Commitment towards the INSARAG methodology: the requesting country shall demonstrate its willingness to work according to the INSARAG methodology
- v. Funded by the requesting country: the requesting country shall cover the costs related to the Technical Support Group but there may be different modalities to carry it out, including through bilateral agreements or with support from donors.

3.8 The key steps of the process are defined as follows:

- i. Request: The interested country shall present a request to the INSARAG Secretariat with a formal document demonstrating the commitment of the country to work according to the INSARAG methodology and presenting a report on the self-assessment of the achievement of the INSARAG national standards.
 - a. *Annex 02 – Process for the request for support from the TSG*
 - b. *Annex 03 – Format for the initial self-assessment on the achievement of the INSARAG national standards*
- ii. Designation of the Technical Support Group: The INSARAG Secretariat will send a request to the experts that are part of the regional roster, who in turn will respond with their availability to support the country in its national accreditation process. The requested country will select at least three experts from three different countries of the region with the option to add/accept additional observers as part of the TSG.
 - a. *Annex 04 – Composition and selection of the TSG*

- iii. The support process: The Technical Support Group will advise the country in the implementation of the criteria and steps for the national USAR team accreditation process. The requesting country and the Technical Support Group shall determine the methodology and duration of the advisory services (virtual meetings, electronic correspondence, face-to-face meetings, etc.). NB: in some cases, this process may be very short depending on the process of the country, in other cases it may take much longer, including years.
 - a. *See Annex 05 – Methodology and working modalities of the TSG*
- iv. Verification of the achievement of the criteria and steps of the national accreditation process: The country and the Technical Support Group will determine the appropriate moment to carry out the visit to the country of the latter, during which the entire national accreditation process will be reviewed (final documents, practices, etc.). The Technical Support Group will elaborate a report of its activities and the process witnessed in the country and will share it with the requesting country and the Secretariat.
 - a. *Annex 06 – Verification checklist on the criteria and steps of the national accreditation process*
 - b. *Annex 07 – Verification checklist on the achievement of the INSARAG national standards*
 - c. *Annex 08 – Template for the final report of the TSG*
- v. Feedback process and improvement of the support and assessment methodology: It is important that the support and assessment methodology of the TSG and the working modalities be improved with the experience gained in each process. In this context, each TSG established in support of a specific country is expected to document its experience in a debrief report to the INSARAG Secretariat and the regional roster of experts with the aim for it to serve other TSGs and the continuous improvement of the methodology.
 - a. *Annex 09 – Template for the debrief report of the TSG*

B. External recognition

3.9 It is desirable for the INSARAG community to provide some kind of recognition to the national authorities which have demonstrated that they have incorporated and implemented the INSARAG methodology within their own national standards and processes. It is a way for the INSARAG community to promote national capacity strengthening processes and a way to recognise the fact that the efforts undertaken at national level are in line with the INSARAG methodology.

- i. Recognition issued by the Secretariat: Following the receipt of the final report from the Technical Support Group, the Secretariat issues a recognition in the form of a certificate to the national emergency management authorities, which are in charge of the national USAR accreditation process.
 - a. *Annex 10 – Sample certificate of recognition*

IV. The national accreditation process

4.1 The current INSARAG Guidelines provide a very general guidance on the establishment of a national USAR team accreditation process. This information can be found in Volume II, Manual A on Capacity Building in part II “building national capacity”. The Guidelines however do not provide specific directions nor specific tools for its implementation at national level.

4.2 Therefore, the present Manual includes a series of minimum criteria and steps for the national USAR team accreditation process. On the one hand, it is suggested that this list serve as guidance to national authorities who are in the process of establishing a national USAR team accreditation process. On the other hand, it is expected that this list be used as reference and checklist for the Technical Support Group in its advisory work to the country.

- a. *Annex 06 – Verification checklist on the criteria and steps of the national accreditation process*

A. The national standards

4.3 By definition, the national standards shall be elaborated and promulgated at national level by the competent authority. This Manual helps national authorities promote the use of the INSARAG methodology as part of its national system and for its national USAR teams.

4.4 The INSARAG Guidelines in their current version already provide a minimum standard applicable to national teams, see Vol. II, Manual A, Annex C. This document was updated with the aim of providing more explicit guidance on the different standards applicable to light, medium and heavy teams, as well as the requirements on the national disaster management system (LEMA) with regards to the activation and coordination procedures for the national response.

- a. *Annex 07 – Verification checklist on the INSARAG national standards*

4.5 At the same time, the present Manual includes a series of suggested supporting documents, which national USAR systems may wish to adopt and/or adapt as templates for teams to complete in order to prove that they are achieving the national standards. A series of 14 documents are suggested, all of them directly linked to the INSARAG national standards. Additionally, standard formats are available as practical implementation tool for these documents although it is clear that there may be significant variations from one country to another.

- a. *Annex 11 – List of supporting documentation*
- b. *The suggested formats are available on the INSARAG website at: <http://www.insarag.org/capacity-building/national-guidelines>*

- END -

Annex 01 - Standard terms of reference of the Technical Support Group (TSG)

1. GENERAL OBJECTIVE

Advise and accompany the requesting country in the design and review of the national USAR team accreditation process, and verify the achievement of the INSARAG guidelines and methodology

2. SPECIFIC OBJECTIVES

- Provide guidance in the adoption or adaptation of the criteria and steps of the national USAR team accreditation process.
- Provide guidance in the adoption or adaptation of the standards on national USAR team capacities (updated annex C, Vol. II, Manual A of the INSARAG Guidelines), using the supporting documentation and standard formats for the national USAR accreditation process
- Promote the awareness and dissemination of the criteria and steps to be implemented in the national USAR accreditation process
- Ensure the alignment of the criteria and steps of the national accreditation process with the updated Annex C, Vol. II, Manual A of the INSARAG Guidelines

3. CONSIDERATIONS

- **DURATION:** The most appropriate would be for the process not to last longer than 18 months, with one possible extension of an additional 6 months. There should be a work plan, to be implemented for each of the steps of the process, as well as a timeline for the implementation of the work plan, clearly determining when the objectives shall be achieved, and defining the roles and responsibilities of the stakeholders in the process.
- **COMPOSITION:** The TSG will be composed of at least three (3) experts from different countries of the region, selected by the requesting country from a roster of experts, which is at the disposal of the INSARAG Secretariat, in line with the availabilities of the experts. In addition, a maximum of three observers can be nominated to be part of the TSG.
- **FUNDING:** the requesting country shall cover the costs related to the TSG (with the exception of the observers) without prejudice to the fact that this funding can be obtained by own resources, bilateral agreements and/or support from donors.
- **METHODOLOGY AND MODALITIES OF WORK:** The requesting country and the TSG shall develop the working methodology based on the guidance provided below.

Annex 02 - Process for the request for support from the TSG

1. Who can make a request for support to the TSG?

The request shall be signed by the highest national disaster risk management authority with copy to/through the INSARAG policy focal point to the INSARAG Secretariat/OCHA Geneva with copy to the INSARAG Regional Chairmanship Group and the United Nations Resident Coordinator in the country.

2. Format of the request

The request shall contain the following information:

- Requesting country
- Date of request
- Requesting authority
- Implementing authority and all participating institutions
- Information on the actual request (e.g. support in the design of the process, in the review of an existing process, etc.)
- Contact details of the INSARAG policy focal point
- Contact details of the INSARAG operational focal point
- If the contact person for this request is none of the INSARAG focal points, the contact details of the designated person as counterpart
- Place of implementation, if relevant
- Estimated dates of beginning and finalization of the process

i. A self-evaluation of the current achievement of the INSARAG national standards

In addition to the above-mentioned requested information, the requesting country is also required to submit a self-evaluation of the current achievement of the INSARAG national standards based on the format available in Annex 3. This format is based on the final verification checklist, yet simplified for the purposes of this initial self-evaluation.

ii. A declaration of commitment

The request shall be accompanied by a declaration of commitment of the requesting country to the Secretariat, in which the country commits to:

- Comply with the steps and criteria of the national USAR team accreditation process in line with the INSARAG methodology and guidelines
- Cover the funding of the process and the activities, which will emanate in each of the steps of the process, including the possible costs of travel, accommodation and food of the TSG and ensure the security of the TSG when on mission
- Implement the recommendations of the TSG
- Maintain the contact person for the TSG as well as the appropriate means of communication.

Annex 03 – Format for the initial self-assessment on the achievement of the INSARAG national standards

PREPAREDNESS				
1 USAR within the national disaster management framework				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
1.1	Does a national disaster management framework exist?	A set of administrative, organizational and operational-knowledge decisions developed by societies and communities to implement policies and strategies, as well as to strengthen their capacities in order to reduce the impact of natural hazards, environmental and technological disasters as per national risks.		
1.2	Are capacities in the country identified?	There is an inventory of existing capacities in the country to implement a USAR system/process.		
1.3	Is there a USAR system/process as part of the national disaster management policy?	The USAR system/process is included in the national disaster management framework, as it is part of national policy.		
1.4	Is the USAR system/process part of the National Risk Management Plan?	The USAR system/process part of the National Risk Management Plan.		
1.5	Is there a strategic plan for the consolidation of the USAR system/process?	The USAR system/process has a five-year strategic plan.		
1.6	If a USAR system/process exists, does it have the required funding for its implementation and sustainability?	The USAR system/process has an annual funding plan which allows its implementation and sustainability.		
1.7	Does the country have a governmental institution which coordinates the USAR	The USAR system/process has governmental support and an institution coordinating it at the national level.		

	system/process at the national level?			
1.8	Does the country have a governmental institution at the national level which accredits the national capacities of the USAR system/process?	The USAR system/process can count on the collaboration of the national system and on pertinent authorities, which support transparency and the application of the accreditation methodology in line with the capacities established by INSARAG or nationally.		
1.9	Does the national risk management system have a mechanism of quality control and continued improvement of the USAR system/process?	The USAR system/process has allocated resources to hire an external agency for quality control and continued improvement.		
2 LEMA requirements				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
2.1	Does the USAR system/process have a national policy and operational focal point?	The INSARAG Policy Focal Point has the financial and administrative resources for the representation, leads the USAR system and is in constant contact with the national USAR accreditation system/process and national USAR teams. The INSARAG Operational Focal Point has the financial and administrative resources for the representation, has a direct relationship with the USAR system, is in constant contact with the national USAR accreditation system/process and national USAR teams, and acts jointly with the Policy Focal Point at all times.		
2.2	Does the country have an organizational structure of the national USAR system/process?	The country has an organizational structure for the national USAR accreditation system/process which involves different political and administrative levels of the national entity for emergency and disaster preparedness and response.		
2.3	Does the technical/operational entity have the protocols and procedures to channel the request for and the assistance from national	The USAR system/process verifies that the technical/operational LEMA entity, together with national USAR teams, has developed protocols and procedure to channel the request for and the assistance of national USAR teams throughout the national territory.		

	and international USAR teams?	The Ministry of Foreign Affairs or an equivalent institution at the national level has protocols and procedures which would be applied in the case of request for and offer of international assistance of USAR teams, in coordination with the INSARAG Policy and Operational focal points.		
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Regarding national USAR teams, the national USAR system/process must, at a minimum, envisage the following aspects:

PREPAREDNESS				
3 Administration				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
3.1	Does the national process require for USAR teams to have administrative, training and maintenance procedures?			
4 Decision-Making				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
4.1	Do coordination mechanisms between USAR teams and the risk coordination entity or LEMA exist?	Documentation and teams, which could demonstrate an effective communication system between the national USAR team and the Local Emergency Management Authority (LEMA), which ensures timely decision-making with regard to the activation, deployment, operations, demobilization and resupply.		
5 Staffing Procedure				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents

5.1	Do activation and medical control processes exist for all USAR team components (people and search canines)?	There is a document outlining the procedures and methodology of well-timed activation of USAR team members, as well as medical records and checks (including of search canines if applicable).		
6 USAR Team Structure				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
6.1	Does the national USAR system/process require to have a structure as recommended by the INSARAG Guidelines, including the management, logistics, search, rescue and medical components?	<p>The organizational document of the national USAR team is structured as recommended by INSARAG Guidelines with regards to:</p> <ul style="list-style-type: none"> • Management • Logistics • Search • Rescue • Medical 		
7 Training				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
7.1	Does the national USAR system/process require having a training programme and a continuous skills-maintenance programme that prepares and equips personnel to operate in a USAR environment?	Documentation of the training and continuous skills-maintenance programmes, which prepare and equip personnel to operate in a USAR environment, including interaction with national and international USAR teams and LEMA, and a register of team training (including the search dogs).		
8 Communications and Technology				

No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
8.1	Does the national USAR system/process require the national USAR teams to have a communication system with the ability to communicate internally and externally?	A communication system with the ability to communicate: <ul style="list-style-type: none"> • Internally (amongst members of the USAR team) • Externally (with other USAR teams involved in the response) • Externally (beyond the USAR teams within the affected country, with the coordination entity and LEMA) 		
8.2	Does the national USAR system/process require the national USAR teams to have and use GPS technology and to apply GIS capacity (mapping/grid system)?	Has, uses and is trained in GPS technology and/or GIS (mapping/grid system) capacity.		
9 Documentation				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
9.1	Does the national USAR system/process require the national USAR teams to have a system for the registration and archiving of personal documentation (including of search dogs)?	There is a system to gather, process and update documents, which ensures that all members of the national USAR team have the following personal documentation: <ul style="list-style-type: none"> • Record and physical and digital copies of a valid national identification document. • Record and certified physical and digital copies of valid documentation to support the right to clinical practice for medical personnel in the team, if applicable. • Record and physical and digital copies of updated inoculation record. • Record and physical and digital copies of valid 		

		search dog health certificates/microchip record, if applicable.		
9.2	Does the national USAR system/process require the national USAR team management to have team documentation?	<p>The national USAR team management has a record and physical or digital copies of the following documentation:</p> <ul style="list-style-type: none"> • USAR team Personnel Manifest/organisational chart and list of team members • USAR team Fact Sheet • Emergency contacts details of team members • Equipment inventory, including communications equipment and the working frequencies • Inventory of hazardous materials, including the safety sheets of each product (e.g. Material Safety Data Sheet (MSDS)) • Inventory of Controlled Substances (e.g. medications) attaching the official document signed by the competent authority • Roster of team's search dogs (names, age, species, gender, certificates etc.) 		
9.3	Does the national USAR system/process require the national USAR teams to have standard procedures?	<p>Physical and digital documentation of standard procedures covering the following:</p> <ul style="list-style-type: none"> • Communications • Evacuations • Safety and security • Logistics • Mobilisation • Demobilisation 		
10 Physical installations				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
10.1	Does the national USAR system/process require to have the physical	Physical infrastructure required for all the activities of the team in all of its components, which complies with the minimum human security conditions.		

	infrastructure required for all the activities of the teams?		
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MOBILISATION AND ARRIVAL IN AFFECTED LOCATION

11 Activation and Mobilisation

No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
11.1	Does the national USAR system/process require for the national USAR team to have the capacity to mobilize, deploy and arrive at the affected location?	<p>Ability to deploy within four to six hours of activation in a local/national emergency.</p> <ul style="list-style-type: none"> • Light team: 4 hours • Medium team: 6 hours • Heavy team: 6 hours <p>Also consider:</p> <ul style="list-style-type: none"> • The national USAR team Fact Sheet and the process of updating it • Physical and digital system to monitor and maintain personnel and equipment • Procedures, tools, guidelines and check lists to collect information • A system in place to medically screen • deploying team members • A cargo manifest 		

12 Base of Operations (BoO)

No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
12.1	Does the national USAR system/process require for the national USAR team to have the resources and procedures	<p>Procedures, physical, ground and security characteristics to select a suitable site for the BoO in conjunction with LEMA.</p> <p>BoO has the procedures, tools, forms and guidelines to take required measures for: BoO management; Shelter for</p>		

	to set up the BoO in conjunction with LEMA?	personnel and equipment; Safety and security; Communications; Medical station providing for own personnel and search dog requirements; Food and water; Sanitation and hygiene; Search dog area (if applicable); Equipment maintenance and repair area; and Waste management.		
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USAR OPERATIONS

13 Operational Coordination and Planning				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
13.1	Does the national USAR system/process require for the national USAR team to have trained staff and dedicated equipment for information management and other requirements from the LEMA structure, international USAR teams or other international actors, as appropriate?	Procedures, tools, forms and trained personnel to work with the LEMA structure, and international USAR teams or other international actors, as appropriate.		
14 Operational Capacity				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
14.1	Does the national USAR system/process require the national USAR team to have an operational plan, which would be modifiable and include a system to account	Procedure and guidelines which show how to update the operational plan as required, as well as a system, to account for, follow and track operational personnel at all times.		

	for and track down personnel at all times?			
15 Area Reconnaissance				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
15.1	Does the national USAR system/process require the national USAR team to coordinate and have procedures to undertake necessary assessments in the aftermath of an emergency?	<ul style="list-style-type: none"> • Gather information from the affected population • Structural assessments • Hazard identification and risk assessment 		
15.2	Does the national USAR system/process require the national USAR team to be able to utilize the INSARAG Marking System?	Preparation, resources and technical capacity of all staff to use the INSARAG Marking System.		
15.3	Does the national USAR system/process require the national USAR team to ensure that deploying area recon teams have the appropriate level of medical support?	Procedures and personnel to ensure that deploying area recon teams have the appropriate level of medical support.		
16 Search Operations				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
16.1	Does the national USAR system/process require the national USAR team to apply search techniques in accordance with its level?	Applies the appropriate search techniques in accordance with its level on the site of operations, based on the available information.		

17 Rescue Operations				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
17.1	Does the national USAR system/process require the national USAR team to have a demonstrated ability to safely conduct operations in confined spaces?	Has the preparation and the appropriate equipment to safely conduct operations in confined spaces.		
18 Medical Care				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
18.1	Do national USAR teams within the national USAR system apply the procedures, techniques and have the capacity to provide medical care in accordance with their level?	<ul style="list-style-type: none"> • Primary Care • Emergency Medical Care • Health Monitoring • Dealing with serious injury or fatality amongst team members • A medical incident and personnel preparedness log • Emergency Veterinary Care for search dogs in collaboration with their handlers, if applicable 		
19 Safety Considerations				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
19.1	Does the national USAR system/process require the national USAR team to consider safety and security?	<ul style="list-style-type: none"> • Materials and trained personnel to correctly utilise the INSARAG Signaling System • Possession and use of appropriate personal protective equipment as required by the situation. • Setting up a safety monitoring system and safety documents on-site. 		

20 Demobilisation and Exit Strategy				
No.	Requirement	Aspects to consider	Self-evaluation	Supporting documents
20.1	Does the national USAR system/process require the national USAR team to have necessary procedures and documentation (forms and others) to develop demobilization and exit strategies?	<ul style="list-style-type: none"> • Coordinate the exit with LEMA • Follow a specified USAR team demobilisation process • Follow a specified procedure when donating relevant materials • Submit a summary report to LEMA within 30 days following the demobilisation 		

Annex 04 – Composition and selection of the Technical Support Group (TSG)

1. Composition of the TSG roster

The roster of the Technical Support Group (TSG) for the INSARAG External Support and Recognition Process on national USAR team accreditation processes is a list of experts at regional level, who have the appropriate profile and who have been approved by the INSARAG Regional Chairmanship Group. Each Regional Group is encouraged to establish its regional roster of the Technical Support Group (TSG).

Whilst the TSG is established at regional level to respond to requests from countries within the region, nothing prohibits individual experts to form part of the Technical Support Groups of other INSARAG regions provided that they have been approved by the Regional Chairmanship Group. In fact, this may be encouraged by the Regional Groups in view of cross-fertilization and cross-learning from different experiences but it may result in difficulties in the working modalities of the TSG (due to time-differences or language issues for example).

iii. The experts

The experts shall comply with a series of minimum criteria established as follows:

- USAR experience (USAR processes and training)
- Experience in USAR operations/coordination
- Experience with INSARAG methodology
- Experience with national accreditation process or INSARAG external classification process

In addition, they should have the sufficient knowledge of the languages of the region.

iv. Application and approval

In view of constituting the regional TSG, each Regional Group, with the support of the Secretariat, shall issue a call for experts and it is recommended to use the application form to be found in section 3 of this annex. The Regional Chairmanship Group reviews the applications, based on recommendations from the Secretariat, and approves or not the candidates to be part of the TSG. Regional Groups are encouraged to establish two categories of experts on the roster, the members and the observers.

- **Members:** experts who comply with all the established criteria will be approved as “members” of the TSG
- **Observers:** Experts who have considerable experience but may lack a specific aspect, such as for example experience with a national accreditation process or the INSARAG external classification process, may be approved as “observers” with the aim of gaining the required experience being part of the TSG. The acceptance as “observers” on the TSG is at the discretion of the Regional Chairmanship Group. The “observers” may form part of a country-specific TSG if the requesting country accepts it.

The Regional Chairmanship Group shall establish the periodicity with which it wishes to make the call for experts in view of maintaining a quality roster of experts available to support the requesting countries. Each time a new call for experts is being issued, the Regional Chairmanship Group shall also review the status of “observers” to evaluate if they gained the required experience to become “members” of the TSG.

The members and observers of the TSG shall upload their application form in which they detail their relevant experience in the Virtual OSOCC under their profile. This will serve for the Secretariat to share it with the country who requests the support from the TSG.

See next figure.

2. Procedures to establish a country-specific TSG

Each country-specific TSG shall be composed of a minimum of three (3) experts from three (3) different countries or organisations. Additionally, the requesting country is encouraged to accept one or more observers to form part of the TSG, with the aim of them gaining experience through the process.

i. Request to the TSG roster

Upon receipt of a duly completed request from a country for support in the design or review of its national USAR team accreditation process, the Secretariat will open a “discussion” on the Virtual OSOCC under *Discussions* -> *INSARAG External Support and Recognition Process* and send a request message to the regional roster of the TSG attaching the request from the Government and asking the experts to state their availability to support the requesting country.

The request to the TSG is done through a message from the Virtual OSOCC, which experts receive by email and SMS. They will be given a predetermined time, usually two weeks, to respond to the request with their availability.

In the email that experts will receive, they will have the option to respond with:

- Yes, I am available [[click on the corresponding link](#)]; or
- Sorry, I am not available [[click on the corresponding link](#)].

See the next figure:

Yes, I am available: <https://vosocc.unocha.org//VOLogin.aspx?rid=3739&atid=2&>

Sorry, I am not available: <https://vosocc.unocha.org//VOLogin.aspx?rid=3739&atid=2&>

When responding as available, the experts will be asked to complete information in a yellow box which will appear on the screen as follows:

- Preferred email address
- Preferred telephone number
- Skype contact
- Duration of availability (in months or years)
- Other comment which may seem relevant

In addition, if the expert wishes to update the application form and has not done so yet in his / her personal profile, there is the possibility to do so in the yellow box. See as follows:

Confirmation of notification

You are registered as **AVAILABLE** for this mission. Thank you for the support.

Availability Not replied
 Not available
 Available

Preferred email address

Preferred telephone number

Skype contact

Duration of availability (in months or years)

Comment

Attachments

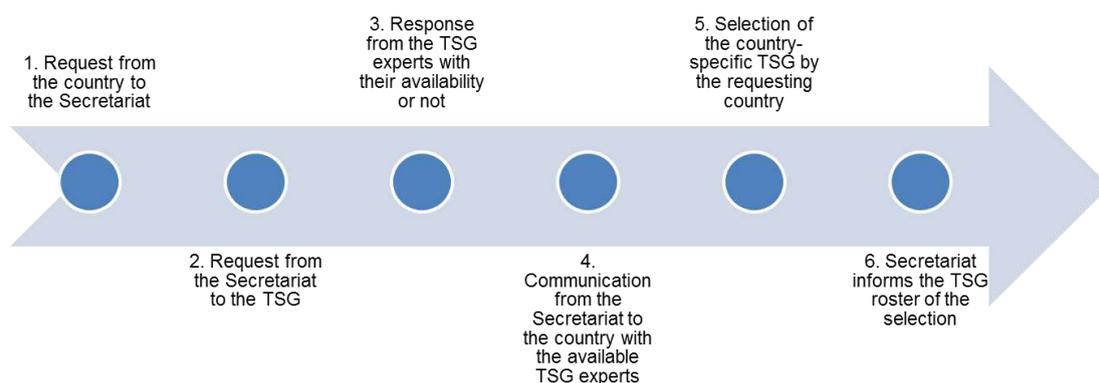
ii. Selection of the country-specific TSG

Once the deadline has passed to respond to the request, the Secretariat compiles the available experts, downloads their profiles and communicates this to the requesting country.

The requesting country has two weeks to do the selection of at least three experts from three different countries or organisations, as possibly additional observers.

The country communicates its decision to the Secretariat, which informs the TSG roster of the selection through a message from the Virtual OSOCC. The Secretariat will share the details of contact persons from the requesting country with the country-specific TSG so that they can contact the country focal points and agree on working modalities.

iii. Summary: timeline for the composition of a country specific TSG



3. Application form

Kindly complete and return this form to the INSARAG Secretariat (insarag@un.org) to be considered as candidate for the regional roster of the Technical Support Group on the national accreditation process.

The INSARAG Secretariat will submit your application to the INSARAG Regional Chairmanship Group for acceptance and will inform you on the outcome. All accepted experts are required to register on the Virtual OSOCC and will be included in the regional roster.

i. Personal information

First name		Last name	
Title		Organization	
Nationality:		Email	
Address		Tel:	

ii. Current situation

Function					
Responsibilities	Please describe your current responsibilities				
Languages	English	Basic ()	Intermediate ()	Advanced ()	Proficient ()
	Spanish	Basic ()	Intermediate ()	Advanced ()	Proficient ()
	Portuguese	Basic ()	Intermediate ()	Advanced ()	Proficient ()
	French	Basic ()	Intermediate ()	Advanced ()	Proficient ()
	Other (please specify):	Basic ()	Intermediate ()	Advanced ()	Proficient ()

iii. Experience

USAR experience (USAR processes and training)	<i>Please describe your USAR experience at national and international level.</i>
Experience in USAR operations/coordination	<i>Please describe your experience and specific role in USAR operations</i>
Experience with INSARAG methodology	<i>Please state your specific experience that demonstrate your familiarity with the INSARAG guidelines and methodology, including participation in relevant INSARAG events:</i>
Experience with national accreditation process or INSARAG external classification process	<i>Please describe your specific experience of having worked as part of or in support of the design/establishment/ functioning of a national USAR accreditation process or the INSARAG external classification process.</i>

Annex 05 – Methodology and working modalities of the TSG

Once constituted, the country-specific TSG has a series of key tasks to complete which form part of the working methodology to be implemented.

The modalities will depend on the level of progress of the national USAR process, and more specifically of the level of the progress of the national USAR team accreditation process.

The progress can be characterized in three levels:

- **Design level:** Country which requests support to comply with the standards without having any type of national process
- **Advanced level:** Country which declares achieving the standards partially and requests support to fully implement them
- **Consolidated level:** Country which declares achieving all standards and requests support in the verification thereof.

1. Key steps in the support process

Step and clarification	Maximum suggested time
1. Review and achieve consensus on the self-assessment of the requesting country <ul style="list-style-type: none"> • Clarification of doubts or requesting additional supporting documentation on the self-assessment • The TSG shall consult with the country and the Secretariat before finalizing its review of the self-evaluation • The aim is to have a consensus vision on the self-assessment • The TSG will use the same “colouring methodology” to assess the progress in each of the items of the self-assessment as it does for the final verification. See under “evaluation methodology”. • 	90 days
2. Adaptation and agreement of the terms of reference of the TSG and elaboration and agreement of a work plan for the support process in line with the level of progress of the national process (consolidated, advanced or under construction), based on the agreed upon self-assessment <ul style="list-style-type: none"> • The TSG elaborates a proposal of the work plan and presents it for discussion to the requesting country. Both parties shall agree on the work plan. • In many cases, in particular when the country is at the level of design of its national process, it may be useful to plan for at least one face-to-face meeting during which the INSARAG national standards are to be explained, as well as the steps and criteria for the national accreditation process. It is the moment to elaborate and agree on the work plan jointly between the TSG and the requesting country. • As part of the work plan, the TSG and the requesting country establish a timeline with deadlines for the achievement of the distinct outputs, as well as a timeline for meetings, email Exchange and, if necessary, face-to-face meetings for monitoring the progress • In this phase, it is also important to determine if the country wishes the TSG to observe an accreditation exercise as one part of the accreditation process, which would require a physical visit to the country. It should be noted that this is not compulsory. • The TSG and the requesting country shall also agree on a system for the exchange, management and archiving of relevant documentation • The requesting country is expected to create a dedicated working group to ensure follow up and implementation of the process 	30 days
3. As agreed in the work plan, presentation by the requesting country on the progress reports demonstrating the implementation of the national USAR accreditation process.	30-180 days

<ul style="list-style-type: none"> The same format as for the self-assessment shall be used, updating the information in this version as appropriate. 	
4. Review of the progress reports by the TSG and presentation of observations to the requesting country, keeping the INSARAG Secretariat informed.	
5. Joint analysis by the TSG and the requesting country of the progress in the implementation of the national process <ul style="list-style-type: none"> For this analysis, the full verification checklist is to be used as well as the list of criteria and steps on the national accreditation In line with this joint analysis, the TSG and the requesting government shall determine if it is time to proceed to the final verification visit or whether the process needs to be redesigned or extended 	30 days or more if it is decided to redesign or extend the process
6. Final verification visit <ul style="list-style-type: none"> The final verification is done on the basis of the verification checklist on the INSARAG national standards and the list of steps and criteria on the national USAR accreditation process A detailed agenda of the visits needs to be agreed upon prior between the TSG and the requesting country, as well as the expected result The length of the visit should not exceed 2-3 days In case of non-achievement of a standard or a criteria/step of the national accreditation process, the TSG and the country agree on a timeline for its implementation, as well as on a verification method (which should as much as possible not require another physical visit to the country by the TSG). 	3 days
7. Presentation of the final report to the requesting country and the INSARAG Secretariat using the standard template <ul style="list-style-type: none"> The Secretariat informs the Regional Chairmanship Group on the result of the INSARAG External Support and Recognition process 	15 days
8. Drafting of the debrief report by the TSG to the regional roster on their experience	15 days

2. Evaluation/verification methodology

The TSG will use an evaluation methodology which implies the determination of the level of progress in the implementation of the INSARAG national standards, Categorizing the progress in four levels in accordance with the following colour coding:

- GREEN** or “Y” (for “Yes”) means that in this aspect the country fully meets or exceed the minimum standards
- YELLOW** or “M” (for “Meet”). Means that this aspect is met but that additional improvement is recommended. When an aspect is marked as yellow, the reasons shall be given in the observations column of the verification checklist.
- ORANGE** “RT” (meaning “Requires time “) means that this aspect still does not meet the minimum standards as it depends on conditions which threaten the achievement of the standards. (such as for example a document that exists but is not yet officially endorsed by the competent authority). In this case, the TSG and the country agree on a timeline for its implementation, as well as on a verification method.
- RED** or “NY” (meaning “Not Yet”) means that this aspect does not meet the minimum conditions. If an aspect is marked as red, it is considered that this does not meet the INSARAG minimum standard. In this case, the TSG and the country agree on a timeline for its implementation, as well as on a verification method.

This methodology will be used both for the review of the self-assessment (including the progress reports) with the aim of prioritizing the areas which require a specific focus in the work plan, as well as for the final verification of achievement of the national standards and the criteria and steps of the accreditation process.

In order for the TSG to recommend to the INSARAG Secretariat the issuance of the certificate of recognition to the requesting country, the final evaluation shall have all aspects in either yellow or green.

Annex 06 – Verification checklist of the criteria and steps of the national accreditation process

This document serves as guidance to the requesting country in the creation or adaptation of its national USAR accreditation process. It also provides the basis for the TSG to carry out the assessment of the achievement of the criteria and steps.

General criteria	Evaluation method	Evaluation	Verification method	Colour
1. The process shall be led by the NDMA or competent entity with the mandate from the NDMA	An official document shall exist that clarifies the mandate for the national accreditation entity It is accepted that the NDMA can mandate an accrediting entity such as a university, an auditing company, the national fire academy (which shall be administratively independent from its partners)			
2. The process shall form part of the national emergency/ disaster management framework	A protocol shall exist between the NDMA and the accredited USAR team (protocol on the activation and the national USAR response cycle)			
3. An accreditation committee shall be created, which shall be composed of USAR experts and quality control/ audit experts	Existence of a procedure on the functioning of the National accreditation committee, composition, organigram, regulations of its sessions, and meeting agenda			
4. The accreditation committee shall be backed by the competent national authority / norm	A document from the NDMA shall exist which constitutes the accrediting entity. This entity shall issue a document on the creation of the national accreditation committee, in line with the mandate that the NDMA gave it.			
5. The process shall be public and open to all USAR response entities, and made aware to all	The protocol between the NDMA and the accredited USAR team is essential if the process is open and public. The Government can incur civil and penal liabilities when interacting with non-governmental teams. (ex. For bad practices of non-governmental USAR teams, transport accidents,			

	reimbursement of operational costs, reinstatement of equipment, etc.) To all USAR teams? – NGOs, firefighters, police, military, civil defence, etc. Decision of each country. General rule: it shall include all types of organisations but with a clear protocol on procedures.			
6. The requirements shall be made available to all interested stakeholders, including information on the standards to be achieved <ul style="list-style-type: none"> <u>Optional, but desirable</u>: it is suggested to elaborate and make available standard templates for the documents to be presented 	The enrolment by the teams shall be through the completion of forms which include all the requirements for the accreditation of that team. These requirements shall be in conformity with the INSARAG guidelines 2015. These forms shall be provided by the accrediting entity to ensure that the accreditation process guarantees the same uniform parameters for all applying teams. The accrediting entity shall provide all the standard enrolment formats.			
7. The evaluation criteria and regulations shall be available to all before the process	Have a website or an intranet where all formats can be downloaded			
Steps	Evaluation method	Evaluation	Verification method	Colour
1. There has to be a formal request/ application/ enrolment of the team to the accreditation process with the presentation of the folder with relevant documentation (equivalent to the Portfolio of Evidence of the IEC process) <ul style="list-style-type: none"> <u>Optional</u>: all the supporting document may be asked at once at the beginning of the process or first an abbreviated version and then a full version. 	For national teams, the best is to send all the documentation in the “enrolment formats” (see 6 above). This is because it is in principle a shorter process than the IEC. It is fundamental that the application letter or request by the USAR team contains a signed declaration on the responsibilities to accept in order to be an accredited team.			
2. There shall be a mentor for each team to accompany and guide the team through the process, designated by the Accreditation Committee <ul style="list-style-type: none"> <u>Optional</u>: The mentor shall be part of the accreditation system 	If the mentor is remunerated, this should be covered by the accrediting entity. the experience from Chile is that the mentor is designated by the Accreditation Committee. The problem of remuneration may occur but this is not an issue in Chile as it is <i>ad honorem</i> work.			

3. The process shall include a self-evaluation by the team	Surely this is an initial self-evaluation. The mere presentation of the all the enrolment formats is a self-evaluation. This may constitute one more reason for requesting all the required documentation at the moment of enrolment by the team.			
4. The process shall include an administrative audit of the portfolio presented.	To identify non-conformities This first audit is merely based on documents.			
5. The process shall include a field audit of the capacities of the team, as declared in the portfolio	This is a field audit where the team deploys its capacities but it is not equivalent to an exercise. the review concerns the administrative part, the equipment, procedures, staff, logistics. All this in conformity with what the team provided in the formats.			
6. The process shall include a field exercise demonstrating skills and competencies of the team	A written evaluation grid shall exist, with explanation of the marking system, and this shall be known to the team in advance.			
7. The process shall culminate in the certification and a formal and identifiable recognition of the team, as well as a commitment by the team to form part of the national response assets				
8. The country shall have a national USAR team directory of accredited teams, and the team shall be included in this one; as well as included in the INSARAG directory as national USAR team				
9. The process shall include a regular re-accreditation process	The recommendation is for a 5-year period. In Chile, it was decided to limit it to 3 years but experience already shows that this period should be longer.			

Annex 07 – Verification checklist on the INSARAG national standards

This document will be used in excel format and is available on the INSARAG website. The TSG will use it for its final assessment but it serves the requesting country also as guidance on the requirements to be incorporated into the national USAR standards.

PREPAREDNESS					
1	USAR within the national disaster management framework				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
1.1	Does the national disaster management framework include identified national risks?	Maps of risks, developed by societies and communities to implement policies and strategies, as well as to strengthen their capacities in order to reduce the impact of natural hazards, and of environmental and technological disasters.			
1.2	Are capacities in the country identified?	There is an inventory of existing capacities in the country to implement a USAR system/process.			
1.3	Is the USAR system/process part of the national risk management policy?	The USAR system/process is included in the national disaster management framework, as it is part of national policy.			
1.4	Is the USAR system/process part of the National Risk Management Plan?	The USAR system/process is an integral part of the National Risk Management Plan.			
1.5	Is there a strategic plan for the consolidation of the USAR system/process?	The USAR system/process has a five-year strategic plan.			
1.6	Does the USAR system/process have annual implementation programmes?	The USAR system/process has an annual implementation programme (Annual Operational Plan, PoA)			
1.7	Does the USAR system/process have the required funding for its implementation and sustainability?	The USAR system/process has an annual funding plan which allows its implementation and sustainability.			
1.8	Does the country have a governmental institution which	The USAR system/process has governmental support and an institution coordinating it at the national level.			

	coordinates the USAR system/process at the national level?				
1.9	Does the country have a governmental institution at the national level which accredits the national capacities of the USAR system/process?	The USAR system/process can count on the collaboration of the national system and on pertinent authorities, which support transparency and the application of the accreditation methodology in line with the capacities established by INSARAG or nationally.			
1.10	Does the national risk management system have a mechanism of quality control and continued improvement of the USAR system/process?	The USAR system/process has allocated resources to hire an external agency for quality control and continued improvement.			
2	LEMA requirements				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
2.1	Does the USAR system/process have a national Policy Focal Point?	<p>Is the national INSARAG Policy Focal Point designated?</p> <ul style="list-style-type: none"> • Has the required financial and administrative resources. • Leads the USAR system and is in constant contact with the national USAR accreditation system/process and national USAR teams. 			
2.2	Does the USAR system/process have a national Operational Focal Point?	<p>Is the national INSARAG operational focal point designated?</p> <ul style="list-style-type: none"> • Has the required financial and administrative resources. • Has a direct relationship with the USAR system and is in constant contact with the national USAR accreditation system/process and national USAR teams. Always acts jointly with the Policy Focal Point. 			

2.3	Do the Policy and Operational Focal Points have and comply with the terms of reference on the functions to carry out in the USAR system/process?	The national USAR accreditation system/process takes into account the terms of reference and the focal points.			
2.4	Does LEMA have a technical/operational entity in charge of the national USAR system/process?	LEMA has established a technical and operational entity to follow up on and ensure the sustainability of the national USAR accreditation system/process.			
2.5	Does the country have an organisational structure of the national USAR system/process?	The country has an organisational structure of the national USAR accreditation system/process, which involves the different political/administrative levels of the national disaster preparedness and response system.			
2.6	Does the technical/operational entity have the protocols and procedures to channel the request and the assistance from national USAR teams?	The USAR system/process verifies that there is a technical/operational LEMA entity, which jointly with national USAR teams has developed protocols and procedures to channel the request and the assistance from national USAR teams across national territory.			
2.7	Does the country have a competent entity with the protocols and procedures to channel the request and the assistance from international USAR teams?	The Ministry of Foreign Affairs or equivalent has a set of protocols and procedures, which shall be applied in the case of request and offer international assistance by USAR teams. Coordinated work with the INSARAG policy and operational focal points shall be reflected in these protocols and procedures.			
2.8	Does LEMA, through the technical/operational entity, have the staff and coordination arrangements required to contribute to the official information management through the components of the OSOCC and/or official national instruments?	LEMA and the national INSARAG policy and operational focal points coordinate the capacity to access information on the Virtual OSOCC and to thus provide official real-time information, as well as to share information with the Ministry of Foreign Affairs or equivalent.			

2.9	Does LEMA, through the technical/operational entity, have the mechanisms and the capacity to receive and integrate international USAR teams into the response?	LEMA and the USAR system has the mechanisms and the capacity to receive and integrate international USAR teams, when they are requested, with national USAR teams and other national response tools.			
2.10	Does LEMA have the procedures for the end of USAR operations?	LEMA, jointly with USAR teams, has established the procedures to end USAR operations.			
3	Administration				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
3.1	Does the USAR system/process require having annual plans that detail work, training, and maintenance of the national USAR team?	An annual work plan which details work, training, and maintenance. Using established formats and conditions.			
3.2	Does the USAR system/process require having policies, procedures and regulations for functional positions, and operational and financial processes?	Documents which prove having policies, procedures and regulations for functional positions, and operational and financial processes.			
3.3	Does the USAR system/process require having formal agreements or mechanisms for the collaboration with strategic partners?	Approved and signed documents proving the existence of formal agreements or mechanisms for the collaboration with strategic partners.			
3.4	Does the USAR system/process require for all members of the national USAR team to have personal and occupational protection?	Supporting documents which indicate the level of personal and occupational protection of each team member to undertake their respective work, including that provided by the State or the Government and that by other entities.			
3.5	Does the USAR system/process require having an equipment procurement and maintenance programme and the preparation of responsible staff?	Relevant documentation of equipment procurement and maintenance programmes, which would include the processes of preparedness and training of responsible staff and			

		which would be part of operations in a USAR environment.			
3.6	Does the USAR system/process require having a health monitoring and pre- and post-deployment screening programme?	Supporting documents with regard to a health monitoring and pre- and post-deployment screening programme (to include vaccinations) to ensure the team is capable of performing its role in good physical and psychological conditions in an austere environment.			
3.7	Does the USAR system/process require having accident, health and life insurance and/or equivalent benefits and coverage in case of damages to third parties?	Documents proving having accident, health and life insurance and/or legal health benefits and coverage in case of damage to third parties.			
4	Decision-Making				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
4.1	Does the USAR system/process require having a national communication system between the national USAR team and its LEMA to ensure timely decision-making with regards to activation, deployment, operations, demobilisation, and resupply?	Documentation and teams with which it would be possible to demonstrate effective communication between the national USAR team and LEMA to ensure timely decision-making with regards to activation, deployment, operations, demobilisation, and resupply.			
5	Staffing Procedure				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
5.1	Does the USAR system/process require having well-timed activation process of the team members?	Documentation of procedures and methodology applied for a well-timed activation process of the national USAR team members.			

5.2	Does the USAR system/process require for national USAR teams to undergo an annual medical exam, as well as a medical screening process?	Members (including search canines) of the national USAR team have a record of annual medical exams. Additionally, they have a medical screening process before each deployment, ensuring thereby the aptitude for the activity. <ul style="list-style-type: none"> • Only annual medical exams required for light teams. 			
5.3	Does the USAR system/process require for the national USAR team's search dogs to undergo a veterinary screening process by a competent authority before each deployment?	The national USAR team's search dogs shall undergo a veterinary screening process, before each deployment, done by the competent authority and in accordance with a written procedure which the national USAR team has. <ul style="list-style-type: none"> • Only applies to those light and medium teams which have search dogs. 			
6	USAR Team Structure				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
6.1	Does the USAR system/process require national USAR teams to be structured as recommended by the INSARAG Guidelines with the components of Management, Logistics, Search, Rescue, and Medical Assistance?	The document outlining the structure of the national USAR team shows it is structured as recommended by the INSARAG Guidelines with regards to the following components: <ul style="list-style-type: none"> • Management • Logistics • Search • Rescue • Medical Assistance <ul style="list-style-type: none"> ○ Light teams: only basic life support 			
6.2	Does the USAR system/process require national USAR teams to have clearly defined work positions and responsibilities?	A manual of clearly defined work positions and responsibilities.			

6.3	Does the USAR system/process require national USAR teams to have sufficient personnel in its structure to work continuously at its level as recommended by the INSARAG Guidelines?	Documentation and staff list, showing sufficient personnel in its structure to work continuously at its level as recommended by the INSARAG Guidelines. <ul style="list-style-type: none"> • Heavy USAR team: 24 hours' operations for ten days at two sites simultaneously; • Medium USAR team: 24 hours' operations for seven days at one site; • Light USAR team: 12 hours' operations for three days at one site. 			
6.4	Does the USAR system/process require having the ability to be self-sufficient for the duration of deployment in accordance with its level and as recommended by the INSARAG Guidelines?	Documentation, procedures and agreements which prove the ability to be self-sufficient for the duration of deployment as recommended by the INSARAG Guidelines.			
7	Training				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
7.1	Does the national USAR system/process require having a training programme and a continuous skills-maintenance programme that prepares and equips personnel to operate in a USAR environment?	Documentation of the training and continuous skills-maintenance programme, which prepares and equips personnel to operate in a USAR environment.			
7.2	Does the national USAR system/process require having training and capacity to interact with other USAR teams involved in an emergency, including:	The training documentation identifies the methodology and the national USAR team's training process, which includes the interaction between USAR teams in an emergency in the case of:			
	7.2.1 National or international USAR teams	Other USAR teams, including international USAR teams, which are offering help.			

	7.2.2 National USAR teams requesting support/specialised equipment	Other USAR teams which request specialised equipment.			
	7.2.3 National USAR teams requesting a part of the team to help them so that the team must be divided	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. <ul style="list-style-type: none"> Does not apply to light teams. 			
	7.2.4 Integrating and working alongside other emergency services during the operations	Integrating and working alongside other emergency services during the operations.			
7.3	Does the national USAR system/process require being trained to interact with LEMA according to local incident management procedures?	Manual of procedures which allows for the staff to be trained in the interaction with LEMA according to local incident management procedures.			
7.4	Does the national USAR system/process require national USAR teams to have a procedure to keep and update staff training records?	The procedures and registry tools for the USAR team and personnel records to be stored on a managed database, and updated regularly as per the team's procedures.			
7.5	Does the national USAR system/process require having a training programme that prepares and equips the team's search dogs?	A training programme that prepares and equips the team's search dogs, if applicable. <ul style="list-style-type: none"> Light and medium teams; only applies if the team has search dogs. 			
7.6	Does the national USAR system/process require having an exercise programme for national USAR teams and LEMA?	Annual exercise programme co-organised and undertaken by LEMA, including exercises with other national USAR teams if applicable.			
8	Communications and Technology				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour

8.1	Does the national USAR system/process require the national USAR teams to have a communication system with the ability to communicate:	A communication system with the ability to communicate:			
	8.1.1 internally	Internally (amongst members of the USAR team)			
	8.1.2 externally	Externally (with other USAR teams involved in the response)			
	8.1.3 externally with the coordinating entity and LEMA	Externally (beyond the USAR teams within the affected country, with the coordination entity and LEMA)			
8.2	Does the national USAR system/process require the national USAR teams to have and use GPS technology?	Has, uses and is trained in the use of GPS technology.			
9	Documentation				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
9.1	Does the national USAR system/process require the national USAR teams to have a system to ensure that the members have the following personal documentation?	There is a system to gather, process and update documents, which ensures that all members of the national USAR team have the following personal documentation:			
	9.1.1 Valid national document	Record and physical and digital copies of a valid national identification document.			
	9.1.2 Valid documentation to support the right to clinical practice for medical personnel in the team	Record and certified physical and digital copies of valid documentation to support the right to clinical practice for medical personnel in the team, if applicable.			
	9.1.3 Updated inoculation (vaccination) record	Record and physical and digital copies of updated inoculation (vaccination) record.			

	9.1.4 Valid search dog health certificates/microchip record	Record and physical and digital copies of valid search dog health certificates/microchip record, if applicable. <ul style="list-style-type: none"> Light and medium teams; only applies if the team has search dogs. 			
9.2	Does the national USAR system/process require the national USAR team management to have the following team documentation?	The national USAR team management has a record and physical or digital copies of the following team documentation:			
	9.2.1 USAR team Personnel Manifest/organisational chart and list of team members	USAR team Personnel Manifest/organisational chart and list of team members			
	9.2.2 USAR team Fact Sheet	USAR team Fact Sheet			
	9.2.3 Emergency contacts details of team members	Emergency contacts details of team members			
	9.2.4 Equipment inventory, including communications equipment and the working frequencies	Equipment inventory, including communications equipment and the working frequencies			
	9.2.5 Inventory of hazardous materials, including the safety sheets of each product (e.g. Material Safety Data Sheet (MSDS))	Inventory of hazardous materials, including the safety sheets of each product (e.g. Material Safety Data Sheet (MSDS))			
	9.2.6 Inventory of Controlled Substances (e.g. medications) attaching the official document signed by the competent authority	Inventory of Controlled Substances (e.g. medications) attaching the official document signed by the competent authority			
	9.2.7 Roster of team's search dogs (names, age, species, gender, certificates etc.)	Roster of team's search dogs (names, age, species, gender, certificates etc.) <ul style="list-style-type: none"> Light and medium teams; only applies if the team has search dogs. 			
9.3	Does the national USAR system/process require the national USAR teams to have standard	Physical and digital documentation of standard procedures covering the following:			

	procedures with regards to the following?				
	9.3.1 Communications	Communications			
	9.3.2 Evacuations	Evacuations			
	9.3.3 Medical Evacuations	Medical Evacuations			
	9.3.4 Operations	Operations			
	9.3.5 Safety and security	Safety and security			
	9.3.6 Logistics	Logistics			
	9.3.7 Transport	Transport			
	9.3.8 Mobilisation and demobilisation	Mobilisation and demobilisation			
10	Physical installations				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
10.1	Does the national USAR system/process require to have the physical infrastructure required for all the activities of the teams?	Physical infrastructure required for all the activities of the team in all of its components, which complies with the minimum human security conditions.			
	10.1.1 Does the national USAR system/process require for the administration/management component of national USAR teams to have a physical area of work?	The administration/management component has a physical area of work where all the documentation remains and where all administrative tasks are carried out.			
	10.1.2 Does the national USAR system/process require a warehouse area?	A warehouse area for equipment and tools which includes the loading and unloading zone, area of work, maintenance, storage of fuel y other consumables related to the operation, amongst others. This should comply with the norms on construction, industrial safety and health at the work space.			

	10.1.3 Does the national USAR system/process require for national USAR teams to have spaces for common use?	Has spaces for: <ul style="list-style-type: none"> • Pre-deployment, • Medical activities • Well-being • Briefing • Preparatory logistics for staff and equipment 			
	10.1.4 Does the national USAR system/process require having training and capacity building activities?	For the training activities, the national USAR team shall have a dedicated area and/or access to an area by agreement. The area shall have the resources and scenarios in accordance with the level of intervention of the team.			
	10.1.5 Does the national USAR system/process require for national USAR teams to have an appropriate space for the lodging and training of the canine component of the team?	The space for lodging and training the canine component of the team is appropriate. <ul style="list-style-type: none"> • Does not apply to light teams. 			
	10.1.6 With regard to the above items, does the national USAR system/process require for national USAR teams to present documentation related to the infrastructure?	Related to the above items, the national USAR teams has all the documentation related to the infrastructure (architectural plans, emergency and contingency plans, registered deeds, contracts and/or agreements)			

MOBILISATION AND ARRIVAL IN AFFECTED LOCATION

11	Activation and Mobilisation				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour

11.1	Does the national USAR system/process require for the national USAR team to have the capacity to deploy?	Ability to deploy within four to six hours of activation in a local/national emergency. <ul style="list-style-type: none"> • Light team: 4 hours • Medium team: 6 hours • Heavy team: 6 hours 			
11.2	Does the national USAR system/process require for the USAR team Fact Sheet to be completed and updated as per the nationally defined system?	The national USAR team's Fact Sheet is completed and constantly updated, and has a procedure outlining the updating method.			
11.3	Does the national USAR system/process require for the USAR team management to have a system in place to monitor and maintain personnel and equipment, before, during and after deployment?	Management has a physical and digital system, as well as trained staff, to monitor and maintain personnel and equipment before, during and after deployment.			
11.4	Does the national USAR system/process require for the USAR team management to have process to gather information pertaining to the emergency and brief its team members on the following?	Management has the document outlining the processes, tools, guidelines and checklists to gather information pertaining to the emergency and brief its team members on the following:			
	11.4.1 Current situation including structural characteristics	Current situation including structural characteristics			
	11.4.2 Weather	Weather			
	11.4.3 Safety and security, including potential hazards e.g. Hazmat	Safety and security, including potential hazards e.g. Hazmat			
	11.4.4 Emergency signalling and spontaneous evacuation	Emergency signalling and spontaneous evacuation			
	11.4.5 Health and welfare issues	Health and welfare issues			
	11.4.6 Special or unusual considerations	Special or unusual considerations			

11.5	Does the national USAR system/process require for the national USAR team to have a system in place to medically screen deploying team members?	System and procedures to medically screen teams prior to deployment.			
11.6	Does the national USAR system/process require for the national USAR team to have a cargo manifest when mobilising?	A cargo manifest (detailing the inventory, volume and weight of the team's equipment and personal belongings) as well as the list of the deploying team members.			
12	Base de Operations (BoO)				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
12.1	Does the national USAR system/process require for the national USAR team to have the procedures to set up the BoO in conjunction with LEMA?	Procedures, physical, ground and security characteristics to select a suitable site for the BoO in conjunction with LEMA.			
12.2	Does the national USAR system/process require for the BoO of the national USAR team to have the procedures and takes the required measures for the following components?	The BoO has the procedures, tools, forms and guidelines to take required measures for the following components:			
	12.2.1 BoO management	BoO management			
	12.2.2 Shelter for personnel and equipment	Shelter for personnel and equipment.			
	12.2.3 Safety and security	Safety and security			
	12.2.4 Communications	Communications			
	12.4.5 Medical station providing for own personnel and search dog requirements	Medical station providing for own personnel and search dog requirements			
	12.4.6 Food and water	Food and water			
	12.4.7 Sanitation and hygiene	Sanitation and hygiene			

	12.4.8 Search dog area (applicable for heavy teams)	Search dog area (applicable for heavy teams) <ul style="list-style-type: none"> Light and medium teams: only applies if the team has search dogs. 			
	12.4.9 Equipment maintenance and repair area	Equipment maintenance and repair area			
	12.4.10 Waste management	Waste management			
USAR OPERATIONS					
13 Operational Coordination and Planning					
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
13.1	Does the national USAR system/process require for the national USAR team to have trained staff and dedicated equipment to work with the LEMA structure, international USAR teams or other international actors, as appropriate?	Procedures, tools, forms and personnel that is trained and equipped to work with the LEMA structure, and international USAR teams or other international actors, as appropriate.			
13.2	Does the national USAR system/process require for the national USAR team to have the procedures for the initial assessments of the aftermath of the disaster and disseminate the information to LEMA?	Procedures, forms, personnel and the coordination mechanism for the initial assessments of the aftermath of the disaster and the dissemination of the information to LEMA.			
13.3	Does the national USAR system/process require for the national USAR team's medical management to coordinate activities with relevant local health authorities?	Medical management has established the procedures and necessary and required agreements with relevant local authorities to coordinate activities which include:			
	13.3.1 Availability of local medical resources (including veterinary, if applicable) to support USAR medical activities	Availability of local medical resources (including veterinary, if applicable) to support USAR medical activities			

	13.3.2 Casualty handover and transport procedure	Casualty handover and transport procedure			
	13.3.3 Fatality management procedure as determined by LEMA	Fatality management procedure as determined by LEMA			
13.4	Does the national USAR system/process require for the national USAR team management to exercise a continuous command and control system over the full range of its sites of operation?	The national USAR team management has a system of continuous command and control over the full range of its sites of operation.			
13.5	Does the national USAR system/process require for the national USAR team to do contingency planning for possible reassignment?	Procedure which shows planned contingency planning for possible reassignment.			
14	Operational Capacity				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
14.1	Does the national USAR system/process require the national USAR team to demonstrate that it has a system to account for and track down personnel at all times?	A system to account for, follow and track down operational personnel at all times.			
14.2	Does the national USAR system/process require the national USAR team to a procedure to update its operational plan as required?	Procedure and guidelines which show how to update the operational plan as required.			
15	Area Reconnaissance				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour

15.1	Does the national USAR system/process require the national USAR team to coordinate and have procedures to gather information from the affected population?	Gather information from the affected population			
15.2	Does the national USAR system/process require the national USAR team to have the ability to conduct structural assessments?	Conduct structural assessments <ul style="list-style-type: none"> Does not apply to light teams, because the team does not necessarily have the qualified personnel nor equipment 			
15.3	Does the national USAR system/process require the national USAR team to have the ability to identify hazards and assess risks and to disseminate results to LEMA?	Technical and professional capacity to identify hazards and assess risks and to disseminate results to LEMA (health issues, environmental hazards, electricity, security, and secondary threats).			
15.4	Does the national USAR system/process require the national USAR team to be prepared and able to utilize the INSARAG Marking System?	Preparation, resources and technical capacity of all staff to use the INSARAG Marking System.			
15.5	Does the national USAR system/process require the national USAR team to ensure that deploying area recon teams have the appropriate level of medical support?	Procedures and personnel to ensure that deploying area recon teams have the appropriate level of medical support.			
16	Search Operations				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
16.1	Does the national USAR system/process require the national USAR team to apply search techniques in accordance with its level?	Applies the appropriate search techniques in accordance with its level on the site of operations, based on the available information.			

16.2	Does the national USAR system/process require the national USAR team to have the ability to safely conduct search operations in confined spaces?	Has the personnel and the appropriate teams to safely conduct search operations in confined spaces. <ul style="list-style-type: none"> Optional for light teams. 			
16.3	Does the national USAR system/process require the national USAR team to have the ability to utilise search dogs (if applicable) during the victim detection phase?	Utilises search dogs (if applicable) during the victim detection phase. <ul style="list-style-type: none"> Optional for light teams. 			
16.4	Does the national USAR system/process require the national USAR team to demonstrate the ability to locate victims trapped under rubble?	Search teams with search dogs, irrespective of the method (if applicable), develop consistent practices to demonstrate they can locate victims trapped under rubble. <ul style="list-style-type: none"> Optional for light teams. 			
16.5	Does the national USAR system/process require the national USAR team to have the ability to conduct technical search operations?	Has the preparation and appropriate teams to conduct technical search operations using cameras and listening devices during the victim location phase. <ul style="list-style-type: none"> Optional for light teams. 			
16.6	Does the national USAR system/process require for the national USAR team to use effective and coordinated search methods?	Has the preparation and technical team capacity to use effective and coordinated search methods.			
17	Rescue Operations				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
17.1	Does the national USAR system/process require the national USAR team to safely conduct rescue operations in confined spaces?	Has the preparation and required equipment to safely conduct rescue operations in confined spaces. <ul style="list-style-type: none"> Optional for light teams. 			

17.2	Does the national USAR system/process require the national USAR team to organize the necessary equipment and personnel to take the appropriate rescue equipment from the BoO to the site of operations?	Organizes human resources and equipment to take the appropriate rescue equipment from the BoO to the site of operations, based on the available information.			
17.3	Does the national USAR system/process require the national USAR team to demonstrate the ability to cut, break and breach?	Demonstrated ability, according to the dimensions below, to cut, break and breach through concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and other building contents:			
	Concrete walls and floors <ul style="list-style-type: none"> • Medium: 150 mm • Heavy: 300 mm 	Concrete walls and floors <ul style="list-style-type: none"> • Does not apply to light teams 			
	Concrete columns and beams <ul style="list-style-type: none"> • Medium: 300 mm • Heavy: 450 mm 	Concrete columns and beams <ul style="list-style-type: none"> • Does not apply to light teams 			
	Structural steel <ul style="list-style-type: none"> • Medium: 4 mm • Heavy: 6 mm 	Structural steel <ul style="list-style-type: none"> • Does not apply to light teams 			
	Reinforcing bars <ul style="list-style-type: none"> • Medium: 10 mm • Heavy: 20 mm 	Reinforcing bars <ul style="list-style-type: none"> • Does not apply to light teams 			
	Timber <ul style="list-style-type: none"> • Medium: 450 mm • Heavy: 600 mm 	Timber <ul style="list-style-type: none"> • Does not apply to light teams 			
	17.3.1 Penetrate vertically overhead to a void space	Penetrate vertically overhead to a void space <ul style="list-style-type: none"> • Optional for light teams 			
	17.3.2 Penetrate laterally into a void space	Penetrate laterally into a void space <ul style="list-style-type: none"> • Optional for light teams 			
	17.3.3 Penetrate vertically below to a void space using a "dirty" technique	Penetrate vertically below to a void space using a "dirty" technique (allowing debris to fall into the void space)			

	(allowing debris to fall into the void space)	<ul style="list-style-type: none"> Does not apply to light teams, do not have the capacity 			
	17.3.4 Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space)	Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space) <ul style="list-style-type: none"> Does not apply to light teams, do not have the capacity 			
17.4	Does the national USAR system/process require the national USAR team to demonstrate rigging, lifting and moving structural concrete columns and beams as part of a de-layering operation utilising the following?	The national USAR team shall demonstrate rigging, lifting and moving structural concrete columns and beams as part of a de-layering operation (see table for dimensions) utilising the following:			
	17.4.1 Pneumatic lifting equipment	Pneumatic lifting equipment <ul style="list-style-type: none"> Optional for light teams 			
	17.4.2 Hydraulic lifting equipment	Hydraulic lifting equipment <ul style="list-style-type: none"> Optional for light teams 			
	17.4.3 Winches	Winches			
	17.4.4 Other hand tools	Other hand tools			
	17.4.5 Crane and/or other heavy machinery	Crane and/or other heavy machinery <ul style="list-style-type: none"> Does not apply to light teams, do not have the capacity 			
	Manual	Manual <ul style="list-style-type: none"> Light: N/A Medium: 1 metric tonnes (M/T) Heavy: 2.5 metric tonnes (M/T) 			
	Mechanical	Mechanical <ul style="list-style-type: none"> Light: N/A Medium: 12 metric tonnes (M/T) Heavy: 20 metric tonnes (M/T) 			

17.5	Does the national USAR system/process require the national USAR team to demonstrate the ability to analyse and conduct stabilisation operations of structural elements as follows?	Human and technical resources to demonstrate the ability to analyse and conduct stabilisation operations of structural elements as follows:			
	17.5.1 Cribbing and wedges	Cribbing and wedges			
	17.5.2 Window/door stabilisation	Window/door stabilisation <ul style="list-style-type: none"> Optional for light teams 			
	17.5.3 Vertical stabilisation	Vertical stabilisation <ul style="list-style-type: none"> Optional for light teams 			
	17.5.4 Diagonal stabilisation	Diagonal stabilisation <ul style="list-style-type: none"> Optional for light teams 			
	17.5.5 Horizontal stabilisation	Horizontal stabilisation <ul style="list-style-type: none"> Optional for light teams 			
17.6	Does the national USAR system/process require the national USAR team to demonstrate technical rope capacity to do the following?	Technical resources and adequate team to demonstrate technical role capacity to:			
	17.6.1 Construct and utilise a vertical raising and lowering system	Construct and utilise a vertical raising and lowering system			
	17.6.2 Construct a system that allows for the movement of a load (including victims) from a high point laterally to a safe point below	Construct a system that allows for the movement of a load (including victims) from a high point laterally to a safe point below			
18	Medical Care				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour

18.1	Does the national USAR system/process require the national USAR team to have the ability to provide emergency medical care?	<p>Technical resources and appropriate equipment to provide medical care in collapsed structures including confined spaces from the time of patient access, during extrication to the moment of hand-over of the victim.</p> <ul style="list-style-type: none"> Does not apply to light teams, except for basic life support. 			
18.2	Does the national USAR system/process require the national USAR team to have the resources and procedures guaranteeing the availability of medical care for all USAR team members?	<p>Medical resources and equipment for medical care for USAR team members.</p> <ul style="list-style-type: none"> Light teams: Primary care and emergency medical care are further defined in the table at the end of this manual describing training requirements for operational levels 			
	18.2.1 Primary Care	Primary Care			
	18.2.2 Emergency Medical Care	Emergency Medical Care			
	18.2.3 Health Monitoring	Health Monitoring			
	18.2.4 Emergency Veterinary Care for search dogs in collaboration with their handlers, if applicable	Emergency Veterinary Care for search dogs in collaboration with their handlers, if applicable			
18.3	Does the national USAR system/process require the national USAR team to have a procedure for dealing with serious injury or fatality amongst team members?	Procedure for dealing with serious injury or fatality amongst team members.			
18.4	Does the national USAR system/process require the national USAR team to have a medical incident log?	Medical incident and personnel preparedness log.			
19	Safety Considerations				

No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
19.1	Does the national USAR system/process require the national USAR team to correctly utilise the INSARAG Signalling System?	Materials and trained personnel to correctly utilise the INSARAG Signalling System.			
19.2	Does the national USAR system/process require for the national USAR team members to wear appropriate personal protective equipment, as required by the situation?	The team and training to use appropriate personal protective equipment, as required by the situation.			
19.3	Does the national USAR system/process require for the national USAR team to set up a safety monitoring system and safety documents on-site?	Procedures to establish a safety monitoring system and safety documents on-site.			
20	Demobilisation and Exit Strategy				
No.	Aspect	Explanation	TSG evaluation	Verification method	Colour
20.1	Does the national USAR system/process require for the national USAR team to have the procedures to coordinate their exit with LEMA?	Procedures and forms to coordinate the exit with LEMA.			
20.2	Does the national USAR system/process require for the national USAR team to have the procedures to follow a specified USAR team demobilisation process?	Procedures to follow a specified USAR team demobilisation process.			

20.3	Does the national USAR system/process require for the national USAR team to have the procedures and necessary documentation when donating relevant materials?	Procedures and required official documentation to follow a specified process when donating relevant materials. <ul style="list-style-type: none"> • Does not apply to light teams 			
20.4	Does the national USAR system/process require for the national USAR team to have the procedures and form to submit a summary report to LEMA within 30 days following the demobilisation?	Procedures and form to submit a summary report to LEMA within 30 days following the demobilisation.			

INSARAG External Support and Recognition Process [country] [date of the report]

1. Cover page

2. Table of content

3. Introduction

4. Background

i. Details of the request

ii. Agreed terms of reference and dates of execution

Explain how the TORs have been adapted from the generic ones.
State the dates/duration of the support process

iii. Composition of the TSG

Name	Country	Quality (member/observer)

iv. Key counterparts at country level

Name	Institution	Role

v. Working modality used

Explain the working modalities used between the TSG and the country

5. Summary of the support process

6. Results

Document the main recommendations provided to the country and how these were implemented

- i. Areas of special focus for sustainability of the process
- ii. Areas of excellence worthy of dissemination

7. Conclusions

8. [Process and date to request the re-validation of the process]

9. Acknowledgements

10. Signature of the TSG members

11. Annexes

- i. Request document
- ii. Work plan
- iii. Detail of activities carried out (chronologically)

Annex 09 - Template for the debrief report of the TSG

Note: This report is for the regional roster of the TSG, to be transmitted through the Secretariat, which has the role to keep all reports and share them with the regional roster. It is suggested that they be shared through a “private discussion” in the Virtual OSOCC where other relevant documents on the IERSP should be posted as well.

1. Overview

i. Background

- Request, dates, country, brief description of the process and how the advisory process ended.

ii. Composition del TSG

Name	Country	Quality (member/observer)	Email

2. Methodology used

- Advantages, disadvantages, limits, flexibility of the process, etc.

3. SWOT

- Limitations
- Flexibility and adaptation of the TSG
- Comparisons with other processes
- Implementation of the work plan and timeline
- Implementation of the recommendations provided by the TSG

4. Recommendations and improvement opportunities to the TSG

The recommendations are meant to focus on improvement opportunities for the TSG

i. General recommendations

ii. Recommendations on the methodology of the TSG

Annex 10 – Sample certificate of recognition


INSARAG
(International Search and Rescue Advisory Group)

Certificate of Endorsement

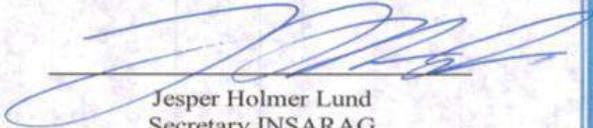
The Secretariat of INSARAG hereby certifies that the

[Name of the institution and country]

has established a national accreditation process, which ensures that National Urban Search and Rescue (USAR) teams meet the INSARAG standards, as specified in the INSARAG Guidelines of 2015.

On behalf of the INSARAG community, the INSARAG Secretariat welcomes and congratulates [Name] for having incorporated the INSARAG methodology and processes into its national standards. The Secretariat further encourages [Name] to advocate for other countries to do the same and to contribute to the INSARAG External Support and Recognition Process regarding national USAR team accreditation processes.

Best regards,


Jesper Holmer Lund
Secretary INSARAG
UN Office for the Coordination of
Humanitarian Affairs (OCHA) - Geneva

[date]

Annex 11 – List of supporting documentation on the achievement of the INSARAG national standards

Supporting documentation	Definition	Responsibility	Link with standards in (revised) Annex C	Guidance and recommended templates
1. Strategic plan of the institution	Organizational document, which explains and establishes the general and specific objectives, strategies, program lines, projects and corresponding resources, with a long-term planning horizon. It should include mission statement, vision and indicators.	LEMA/USAR	All	Format 1.1
2. Organizational model and structure (which contains the 5 components)	Document, which describes the organizational model of the teams and where all functions or positions of the organization are described. Profiles and responsibilities shall be specified, as well as the skills and abilities that are required for each of them.	USAR Planning	5, 6, 7, 9.2	Format 2.1
3. Annual operational plan which includes the annual and mid-term financial plan/ budget	Document containing guidance on the actions to be executed in the short term, and where budgetary and financial planning for the short and medium term sustainability of the team is described, in line with the strategic plan of the institution.	LEMA and USAR, management	All	Format 3.1
4. Annual training and skills development plan	Training plan containing a database of courses or workshops held, and which defined objectives, goals, responsibility, resources, certifying entities, schedule, workload, curriculum, number of participants based on the expected minimum training for a team that chooses to be accredited according to the level that it applied for. It shall include the continuous learning/ re-certification plan.	USAR Management/ admin	7, 16, 17 3.1, 6, 7, 8, 10, 13, 14, 16, 17, 18 (Medical)	Format 4.1
5. Safety, health and insurance and/or legal health benefits arrangements	Programs, processes and tools designed to provide teams and their members with coverage in the field of health, occupational safety, legal benefits and / or insurance; Including the annual and post-mission medical check-up.	USAR	3.4, 3.6, 3.7, 5.2, 9.3.2, 9.3.3, 9.3.5, 11.4, 11.5, 12.2.3, 12.2.5., 12.2.7, 18, 19, 19.2, 19.3,	Format 5.1
6. Agreements with providers of services and goods	Description of each of the duly signed, valid agreements, allowing for adequate maintenance and procurement of equipment, tools, supplies and services for the team functions.	LEMA/USAR	3.3, 3.3, 3.5, 8, 11.1, 13.3, 15.2, 16.3,	Format 6.1

Supporting documentation	Definition	Responsibility	Link with standards in (revised) Annex C	Guidance and recommended templates
7. Human resources management	Document where the organizational human resources policies are established. (Licenses, permits, sanctions, leave, etc.).	USAR	9.2	Format 7.1
8. Physical installations of the team	Details of each of the physical spaces that the team disposes of for its work (warehouses, stores, dorms, gym, kitchen, etc.)	USAR	10	Format 8.1
9. Tools, equipment and accessories	Equipment, tools and accessories required for the corresponding operating level of the USAR Team. These shall be physically available, in good technical condition and have an operational registration/inventory system as well as a preventive and corrective maintenance service.	USAR	9.2.4	Format 9.1
10. Operational capacity and autonomy	Document in which the operational procedures as well as the corresponding timeframe is established, through which the different tasks of the USAR team are being carried out in line with the response cycle.	USAR	6.3, 6.4, 12, 9.3.4, 11.1, 11.3, 13, 14, 15, 16, 17, 18, 19, 20,	Format 10.1
11. Logistics	Document which describes the logistical requirements for the USAR team to function appropriately (food, lodging, transportation, etc.)	USAR	9.2, 9.2.4, 9.2.5, 9.3.6, 9.3.7, 12,	Format 11.1
12. ICT	Description of the ICT systems (e.g. Fixed, portable and accessories) defined for the USAR team according to its level, its operational status, communications plan, operational registration/inventory system and the preventive and corrective maintenance.	USAR	8, 9.2.4, 9.3.1,	Format 12.1
13. Activation & mobilization mechanisms & protocols	Activation and mobilization procedures of the USAR team	USAR/LEMA	3.6, 5.1, 9.3.8, 11.1, 11.3, 11.4, 11.5, 20,	Format 13.1
14. Document/ information management	The information management forms that provide the documentation support for the USAR operations (INSARAG forms are recommended)	USAR /LEMA	9, 11.2, 20.4,	INSARAG forms

Note: the templates are available on the INSARAG website: <http://www.insarag.org/capacity-building/national-guidelines>