



Annex 2: INSARAG Guidelines – Volume II – Manual A, Annex C: Capacity Assessment Checklist for National USAR Teams - updated

PREPAREDNESS	
1. USAR within the national disaster management framework	Remarks
1.1 The need for USAR capacity and planning is to be included within the framework of the national and local emergency management and response structure and disaster response plans. A national framework for risk management exists and has identified the risks / hazards at national level	
1.2 The capacities of the country are identified	
1.3 The USAR system/process is part of the national risk management policy	
1.4 The USAR system/process is part of the national risk management plan	
1.5 The USAR system/process has a strategic plan	
1.6 The USAR system/ process has annual implementation programs	
1.7 The USAR system/process has the required funding for its implementation and sustainability	
1.8 The USAR system/ process includes / depends from a governmental institutions which coordinates the process at national level	
1.9 The USAR system/ process has a governmental institution at national level which accredits the national capacities	
1.10 The USAR system/process is part of the national risk management system and	

has a quality control system for continued improvement	
2. LEMA requirements	
<p>2.1 National: The country shall have an INSARAG Policy Focal Point in the government, which the USAR team has access to. Additionally, the country should have an operational focal points who will have a direct relationship with the USAR teams, and who will act jointly with the Policy Focal Point at all times.</p> <p>International: the Foreign Ministry or the competent entity shall have its own protocols and apply them to the request and offer of international assistance of USAR teams, demonstrating a coordinated work with the INSARAG policy focal point.</p>	
2.2 The policy and operations focal points shall have terms of reference on the functions to carry out in the USAR system/ process	
2.3 LEMA shall have a technical/ operational entity in charge of the national USAR process	
2.4 The country shall have an organisational structure of the national USAR system/process	
2.5 The technical/ operational entity shall have the protocols and procedures for channelling the request and the assistance from national USAR teams	
2.6 The country shall have a competent entity with the protocols and procedures for channelling the request and the assistance from international USAR teams	
2.7 LEMA, through the technical/operational entity, shall have the staff and coordination arrangements required to contribute to the official information management through the components of the OSOCC (including the Virtual OSOCC) and/or the official national instruments for this	
2.8 LEMA, through the technical/ operational entity, shall have the mechanisms and the capacity to receive and integrate international USAR teams into the response	
2.9 LEMA shall have procedures for the phasing down and end of operations	

2.10 The Local Emergency Management Authority (LEMA)/INSARAG Policy and Operations focal points shall have the capacity to access and input information into the Virtual On-Site Operations Coordination Centre (VO).			
2.11 LEMA shall have a mechanism to mobilise available USAR teams nationally (e.g. a mobilisation protocol).			
2.12 LEMA shall command and control procedures on how to utilise national USAR teams.			
2.13 LEMA shall have the mechanisms and capacity to receive and integrate international USAR teams, when requested, with national USAR teams and other national response resources.			
3. Administration	Light	Medium	Heavy
3.1 The national USAR team shall have annual plans that detail work, training, and maintenance.	Yes	Yes	Yes
3.2 The national USAR team shall have policies, procedures and regulations for functional positions, and operational and financial processes.	Yes	Yes	Yes
3.3 If the national USAR team's performance depends on collaboration with partners, it shall have formal agreements or mechanisms with each.	Yes	Yes	Yes
3.4 If not provided by the national government, the national USAR team shall provide insurance and personal protection for its membership.	Yes	Yes	Yes
3.5 The national USAR team shall have an equipment procurement maintenance programme that prepares personnel to operate in an USAR environment.	Yes	Yes	Yes
3.6 The national USAR team should establish a health monitoring and pre-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.	Yes	Yes	Yes
3.7 The national USAR team shall provide accident, health and life insurance and/or	Yes	Yes	Yes

equivalent benefits to its members.			
4. Decision-Making	Light	Medium	Heavy
4.1 There shall be an effective communication system between the national USAR team and its LEMA to ensure timely decision-making with regards to activation, deployment, operations, demobilisation, and resupply.	Yes	Yes	Yes
5. Staffing Procedure	Light	Medium	Heavy
5.1 A well-timed activation process for USAR team members shall exist.	Yes	Yes	Yes
5.2 Members (including search canines) of the national USAR team shall undergo an annual medical exam as well as a medical screening process, before each deployment, ensuring thereby the aptitude for the activity.	Only the annual medical exam	Yes	Yes
5.3 The national USAR team's search dogs shall undergo a veterinary screening process, before each deployment done by the competent authority.	Applies only if the team has search dogs. Not applicable for Light teams	Applies only if the team has search dogs.	Yes
6. USAR Team Structure	Light	Medium	Heavy
6.1 The national USAR team organisation shall be structured as recommended by the INSARAG Guidelines with regards to:			
6.1.1 Management	Yes	Yes	Yes
6.1.2 Logistics	Yes	Yes	Yes
6.1.3 Search	Yes	Yes	Yes
6.1.4 Rescue	Yes	Yes	Yes
6.1.5 Medical	Yes, basic life support	Yes	Yes
6.2 The national USAR team shall have clearly defined work positions and responsibilities.	Yes	Yes	Yes

6.3 The national USAR team shall have sufficient personnel in its structure to work continuously as recommended by the INSARAG Guidelines. (Heavy USAR team 24 hours operations for ten days at two sites simultaneously; Medium USAR team 24 hours operations for seven days at 1one site; Light USAR team: 12 hours operations for three days at one site).	Yes	Yes	Yes
6.4 The national USAR team shall have the ability to be self-sufficient for the duration of deployment as recommended by the INSARAG Guidelines.	Yes	Yes	Yes
7. Training	Light	Medium	Heavy
7.1 The national USAR team shall have a training programme and a continuous skills maintenance programme that prepares personnel to operate in an USAR environment.	Yes	Yes	Yes
7.2 At the end of the training process , the national USAR team shall be able to appropriately interact with other USAR teams involved in the emergency in, for instance, the case of:			
7.2.1 Other USAR teams, including international USAR teams, as appropriate, offering help	Yes	Yes	Yes
7.2.2 Other USAR teams requesting support/some specialised equipment	Yes	Yes	Yes
7.2.3 Other USAR teams requesting a part of the team to help them so that the team must be divided and work side by side with that team	No	Yes	Yes
7.2.4 Integrating and working alongside other local/regional/national emergency services during the operations	Yes	Yes	Yes
7.3 The national USAR team shall be trained to interact with LEMA according to local incident management procedures.	Yes	Yes	Yes
7.4 USAR team and personnel training records shall be stored on a managed database, and updated regularly.	Yes	Yes	Yes
7.5 The national USAR team shall have a training programme that prepares and equips the team's search dogs, if applicable.	<i>Applies only if the team has search dogs.</i>	<i>Applies only if the team has search dogs.</i>	Yes

7.6 The national USAR team shall co-organise an annual exercise with LEMA, together with other USAR teams.	Yes	Yes	Yes
8. Communications and Technology	Light	Medium	Heavy
8.1 The national USAR team shall have a communication system with the ability to communicate:			
8.1.1 Internally (amongst members of the USAR team)	Yes	Yes	Yes
8.1.2 Externally (with other USAR teams involved in the response)	Yes	Yes	Yes
8.1.3 Externally (beyond the USAR team within the affected country, with the coordination entity and LEMA)	Yes	Yes	Yes
8.2 The national USAR team shall use GPS technology or shall be able to apply GIS capacity (mapping/grid system).	Yes	Yes	Yes
9. Documentation	Light	Medium	Heavy
9.1 A system shall be in place to ensure all national USAR team members have the following personal documentation:			
9.1.1 Valid national identification document	Yes	Yes	Yes
9.1.2 Valid documentation to support the right to clinical practice for medical personnel in the team, if applicable	Yes	Yes	Yes
9.1.3 Current inoculation record	Yes	Yes	Yes
9.1.4 Valid Search Dog Health Certificates/microchip record (with a reader), if applicable	<i>Applies only if the team has search dogs.</i>	<i>Applies only if the team has search dogs.</i>	Yes
9.2 The national USAR team management shall have the following team documentation:			
9.2.1 USAR team Personnel Manifest/organisational chart and list of team members	Yes	Yes	Yes
9.2.2 USAR team Fact Sheet	Yes	Yes	Yes

9.2.3	Emergency contacts details of team members	Yes	Yes	Yes
9.2.4	Equipment Inventory including communications equipment and the working frequencies	Yes	Yes	Yes
9.2.5	Inventory of Hazardous Goods, including the safety sheets of each product (Material Safety Data Sheet (MSDS))	Yes	Yes	Yes
9.2.6	Inventory of Controlled Substances (e.g. medications) attaching the official document signed by the competent authority	Yes	Yes	Yes
9.2.7	Roster of team's search dogs (names, age, species, gender, certificates etc.)	<i>Applies only if the team has search dogs.</i>	<i>Applies only if the team has search dogs.</i>	Yes
9.3 The national USAR team shall have standard procedures covering the following:				
9.3.1	Communications	Yes	Yes	Yes
9.3.2	Emergency evacuation	Yes	Yes	Yes
9.3.3	Emergency medical evacuation	Yes	Yes	Yes
9.3.4	Operations	Yes	Yes	Yes
9.3.5	Safety and security	Yes	Yes	Yes
9.3.6	Logistics	Yes	Yes	Yes
9.3.7	Transportation	Yes	Yes	Yes
9.3.8	Mobilisation and demobilisation	Yes	Yes	Yes
10. Physical installations		Light	Medium	Heavy
10.1 The national USAR team shall have the physical infrastructure required for all the activities of the team in all of its components. The installations shall comply with the minimum human security conditions.		Yes	Yes	Yes
10.1.1 The administration/management component have a physical area of work where		Yes	Yes	Yes

	all the documentation remains and where all administrative tasks are carried out			
10.1.2	The national USAR team shall have 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.	Yes	Yes	Yes
10.1.3	The national USAR team shall have spaces for : Pre-deployment, Medical activities Well being Briefing Preparatory logistics for staff and equipment	Yes	Yes	Yes
10.1.4	For the training activities, the national USAR team has 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.	Yes	Yes	Yes
10.1.5	The team has an appropriate space for the lodging and training of the canine component of the team	No	Yes	Yes
10.1.6	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)	Yes	Yes	Yes

MOBILISATION AND ARRIVAL IN AFFECTED LOCATION			
11. Activation and Mobilisation	Light	Medium	Heavy
11.1 The national USAR team shall have the ability to deploy within four to six hours of activation in a local/national emergency.	4 hours	6 hours	6 hours
11.2 The national USAR team Fact Sheet shall be completed.	Yes	Yes	Yes
11.3 The national USAR team management shall have a system in place to monitor and maintain personnel and equipment, before, during and after deployment.	Yes	Yes	Yes
11.4 The national USAR team management shall have a process to gather information pertaining to the emergency and brief its team members on:			
11.4.1 Current situation including structural characteristics	Yes	Yes	Yes
11.4.2 Weather	Yes	Yes	Yes
11.4.3 Safety and security, including potential hazards e.g. Hazmat	Yes	Yes	Yes
11.4.4 Emergency signalling and spontaneous evacuation	Yes	Yes	Yes
11.4.5 Health and welfare issues	Yes	Yes	Yes
11.4.6 Special or unusual considerations	Yes	Yes	Yes
11.5 The national USAR team shall have a system in place to medically screen deploying team members	Yes	Yes	Yes
11.6 The national USAR team shall have 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	Yes	Yes	Yes
12. Base of Operations (BoO)	Light	Medium	Heavy

12.1	The national USAR team shall select a suitable site for the BoO in conjunction with LEMA.	Yes	Yes	Yes
12.2	The national USAR team's BoO shall have the necessary procedures and measures to provide for the following components:			
12.2.1	BoO management	Yes	Yes	Yes
12.2.2	Shelter for personnel and equipment	Yes	Yes	Yes
12.2.3	Safety and security	Yes	Yes	Yes
12.2.4	Communications	Yes	Yes	Yes
12.2.5	Medical station providing for own personnel and search dog requirements	Yes	Yes	Yes
12.2.6	Food and water	Yes	Yes	Yes
12.2.7	Sanitation and hygiene	Yes	Yes	Yes
12.2.8	Search dog area	<i>Applies only if the team has search dogs.</i>	<i>Applies only if the team has search dogs.</i>	Yes
12.2.9	Equipment maintenance and repair area	Yes	Yes	Yes
12.2.10	Waste management	Yes	Yes	Yes

USAR OPERATIONS			
13. Operational Coordination and Planning	Light	Medium	Heavy
13.1 The national USAR team shall have trained staff and dedicated equipment to work with the LEMA structure, and international USAR teams or other international actors, as appropriate.	Yes	Yes	Yes

13.2	The national USAR team shall undertake initial assessments of the aftermath of the disaster and disseminate the information to LEMA.	Yes	Yes	Yes
13.3	The national USAR team's medical management shall coordinate activities with relevant local health authorities including:			
13.3.1	Availability of local medical resources (including veterinary, if applicable) to support USAR medical activities	Yes	Yes	Yes
13.3.2	Casualty handover and transport procedure	Yes	Yes	Yes
13.3.3	Fatality management procedure as determined by LEMA	Yes	Yes	Yes
13.4	The national USAR team management shall exercise a continuous command and control system over the full range of its sites of operation.	Yes	Yes	Yes
13.5	The national USAR team shall do contingency planning for possible reassignment.	Yes	Yes	Yes
14. Operational Capacity		Light	Medium	Heavy
14.1	The national USAR team shall demonstrate a system to track its own personnel at all times.	Yes	Yes	Yes
14.2	The national USAR team shall update its operational plan as required.	Yes	Yes	Yes
15. Area Reconnaissance		Light	Medium	Heavy
15.1	The national USAR team shall gather information from the affected population.	Yes	Yes	Yes
15.2	The national USAR team shall have the ability to conduct structural assessments.	No, because the team doesn't necessarily have the qualified personnel nor equipment	Yes	Yes
15.3	The national USAR team shall conduct hazard identification and risk	Yes	Yes	Yes

	assessment and disseminate results to LEMA (health issues, environmental hazards, electricity, security, and secondary threats).			
15.4	The national USAR team shall utilise the INSARAG Marking System.	Yes	Yes	Yes
15.5	The national USAR team shall ensure that deploying area recon teams have the appropriate level of medical support	Yes	Yes	Yes
16. Search Operations *For Medium USAR teams either of the search techniques may be used.		Light	Medium	Heavy
16.1	The national USAR team shall apply the appropriate search techniques in accordance with its level on take the appropriate search equipment to the site of operations, based on the available information.	Yes	Yes	Yes
16.2	The national USAR team shall safely conduct search operations in confined spaces.	No, optional	Yes	Yes
16.3	The national USAR team shall utilise search dogs (if applicable) during the victim detection phase.	Yes	Yes	Yes
16.4	The search dog (if applicable) teams shall be able to locate trapped victims under rubble.	Yes	Yes	Yes
16.5	The national USAR team shall conduct technical search operations using cameras and listening devices during the victim location phase.	No, optional	Yes	Yes
16.6	The national USAR team shall use effective and coordinated search methods.	Yes	Yes	Yes
17. Rescue Operations For Heavy USAR teams sites must be separated by a reasonable distance requiring management to consider additional logistical support. For Medium and Light USAR teams, continuous work at two sites is not required.		Light	Medium	Heavy

17.1	The national USAR team shall safely conduct rescue operations in confined spaces.	Yes	Yes	Yes
17.2	The national USAR team shall take the appropriate rescue equipment from the BoO to the site of operations, based on the available information.	Yes	Yes	Yes
17.3	The national USAR team shall demonstrate the ability, according to the dimensions on the table below, to cut, break and breach through concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and building contents:	Yes	Yes	Yes
	Concrete walls and floors	*	150mm	300mm
	Concrete columns and beams	*	300mm	450mm
	Structural steel	n/a	4mm	6mm
	Reinforcing bars (Rebar)	*	10mm	20mm
	Timber	*	450mm	600mm
17.3.1	penetrate vertically overhead to a void space	No, optional	Yes	Yes
17.3.2	Penetrate laterally into a void space	No, optional	Yes	Yes
17.3.3	Penetrate vertically below to a void space using a "dirty" technique (allowing debris to fall into the void space)	No, do not have the capacity	Yes	Yes
17.3.4	Penetrate vertically below to a void space using a "clean" technique (preventing debris to fall into the void space)	No, do not have the capacity	Yes	Yes
17.4	The national USAR team shall demonstrate rigging, lifting and moving of structural concrete columns and beams as part of a de-layering operation (see table for dimensions) utilising the following:			
17.4.1	Pneumatic lifting equipment	No, optional	Yes	Yes

17.4.2	Hydraulic lifting equipment	No, optional	Yes	Yes
17.4.3	Winches	Yes	Yes	Yes
17.4.4	Other hand tools	Yes	Yes	Yes
17.4.5	Crane and/or other heavy machinery	No, do not have the capacity	Yes	Yes
	Manual	n/a	1 metric tonnes (M/T)	2.5 metric tonnes (M/T)
	Mechanical	n/a	12 metric tonnes (M/T)	20 metric tonnes (M/T)
17.5	The national USAR team shall demonstrate the ability to analyse and conduct stabilisation operations of structural elements as follows:			
17.5.1	Cribbing and wedges	Yes	Yes	Yes
17.5.2	Window/door stabilisation	No, optional	Yes	Yes
17.5.3	Vertical stabilisation	No, optional	Yes	Yes
17.5.4	Diagonal stabilisation	No, optional	Yes	Yes
17.5.5	Horizontal stabilisation	No, optional	Yes	Yes
17.6	The national USAR team shall demonstrate technical rope capacity to:			
17.6.1	Construct and utilise a vertical raising and lowering system	Yes	Yes	Yes
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	Yes	Yes	Yes
18. Medical Care		Light	Medium	Heavy
18.1	The national USAR team shall have the ability to provide emergency medical care in collapsed structures including confined spaces from the time of	No, but yes for the basic life support	Yes	Yes

	patient access, during extrication to time of hand over.			
18.2	Medical care shall be available to USAR team members.	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		Yes	Yes
18.2.2	Emergency Medical Care		Yes	Yes
18.2.3	Health Monitoring		Yes	Yes
18.2.4	Emergency Veterinary Care for search dogs in collaboration with their handlers, if applicable		Yes	Yes
18.3	The national USAR team shall have a procedure for dealing with serious injury or fatality amongst team members.	Yes	Yes	Yes
18.4	The national USAR team shall utilise a medical incident log.	Yes	Yes	Yes
19. Safety Considerations		Light	Medium	Heavy
19.1	The national USAR team shall correctly utilise the INSARAG Signalling System.	Yes	Yes	Yes
19.2	The national USAR team members shall wear appropriate personal protective equipment as required by the situation.	Yes	Yes	Yes
19.3	The national USAR team shall set up a safety monitoring system and safety documents on-site.	Yes	Yes	Yes
20. Demobilisation Exit Strategy		Light	Medium	Heavy
20.1	The national USAR team shall coordinate its departure with the LEMA.	Yes	Yes	Yes
20.2	The national USAR team shall follow a specified USAR team	Yes	Yes	Yes

demobilisation process.			
20.3 The national USAR team shall follow a specified procedure when donating relevant materials.	N/A	Yes	Yes
20.4 The national USAR team shall submit a summary report to LEMA within 30 days following the demobilisation.	Yes	Yes	Yes