



INSARAG Team Leaders Meeting 2019

Santiago de Chile, 8-11 October 2019



Topic

Field handbook

Facilitators/Note Taker

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Three Key Discussion Areas:

1. How does your team currently use the handbook to enhance your access to information?
2. What changes to format or content do you see as essential for the field guide to work as intended?
3. What impacts do you envisage from the system being on-line only?

Three Recommendations/Feedback

How does your team use the Ops Field Guide to enhance access to information?

Pull out the necessary parts for different users

Use checklists, meeting schedules

Extract some parts of the field guide and put them into SOPs

What changes to the format or content do you see as essential for the Ops Field Guide to work better for you?

Split the guide by roles or functions or phases, so that it can be printed in smaller books or summary cards to be issued to different members of team.

Have an editable version for team to input details such as contact info, BOO map.

Include new content such as shoring, forms to illustrate collapse patterns.

Develop into a mobile app that can do personalization; eg. split the guide into different roles and allow search function for quick reference.

Include essential ops safety considerations in the content.

More pictures /infographics instead of texts in the guide.

Colour coding for different sections.