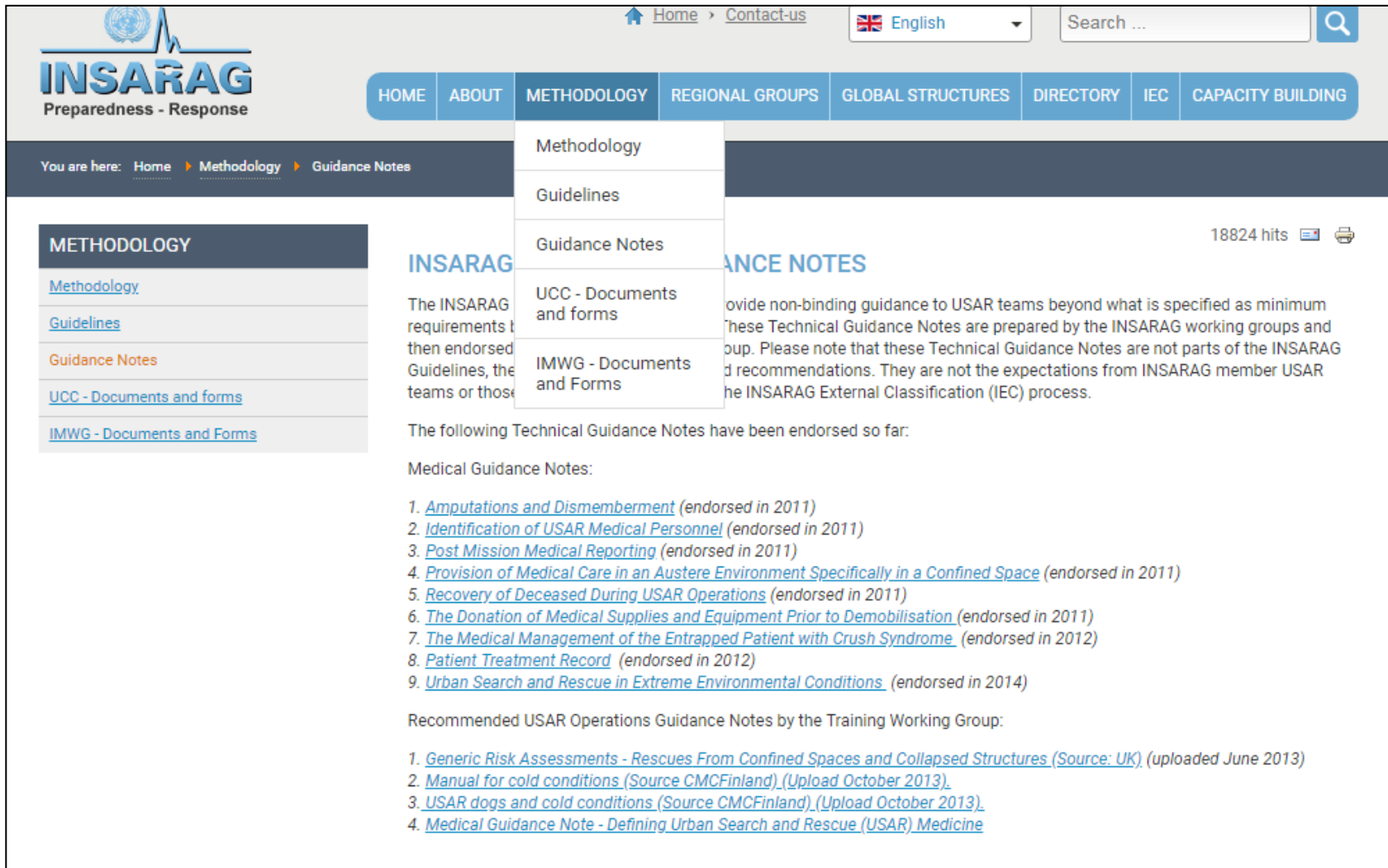


# Annex C

## Guidelines / TRL / Guidance Notes Navigation Overview

# Current INSARAG Webpage



The screenshot shows the INSARAG website interface. At the top left is the INSARAG logo with the tagline "Preparedness - Response". The navigation menu includes HOME, ABOUT, METHODOLOGY, REGIONAL GROUPS, GLOBAL STRUCTURES, DIRECTORY, IEC, and CAPACITY BUILDING. A search bar and language selector (English) are also present. The breadcrumb trail indicates the current location: Home > Methodology > Guidance Notes. A sidebar on the left lists the Methodology sub-sections: Methodology, Guidelines, Guidance Notes, UCC - Documents and forms, and IMWG - Documents and Forms. The main content area is titled "INSARAG TECHNICAL GUIDANCE NOTES" and shows 18824 hits. It provides an overview of the guidance notes, stating they are non-binding and prepared by working groups. A dropdown menu is open over the "Methodology" link, listing "Methodology", "Guidelines", "Guidance Notes", "UCC - Documents and forms", and "IMWG - Documents and Forms". Below this, it lists endorsed Technical Guidance Notes, including "Amputations and Dismemberment", "Identification of USAR Medical Personnel", "Post Mission Medical Reporting", "Provision of Medical Care in an Austere Environment Specifically in a Confined Space", "Recovery of Deceased During USAR Operations", "The Donation of Medical Supplies and Equipment Prior to Demobilisation", "The Medical Management of the Entrapped Patient with Crush Syndrome", "Patient Treatment Record", and "Urban Search and Rescue in Extreme Environmental Conditions". It also lists recommended USAR Operations Guidance Notes by the Training Working Group, including "Generic Risk Assessments - Rescues From Confined Spaces and Collapsed Structures", "Manual for cold conditions", "USAR dogs and cold conditions", and "Medical Guidance Note - Defining Urban Search and Rescue (USAR) Medicine".

INSARAG  
Preparedness - Response

Home > Contact-us English Search ...

HOME ABOUT METHODOLOGY REGIONAL GROUPS GLOBAL STRUCTURES DIRECTORY IEC CAPACITY BUILDING

You are here: Home > Methodology > Guidance Notes

METHODOLOGY

- Methodology
- Guidelines
- Guidance Notes
- UCC - Documents and forms
- IMWG - Documents and Forms

INSARAG TECHNICAL GUIDANCE NOTES

18824 hits

The INSARAG requirements then endorsed Guidelines, the teams or those

provide non-binding guidance to USAR teams beyond what is specified as minimum These Technical Guidance Notes are prepared by the INSARAG working groups and up. Please note that these Technical Guidance Notes are not parts of the INSARAG d recommendations. They are not the expectations from INSARAG member USAR he INSARAG External Classification (IEC) process.

The following Technical Guidance Notes have been endorsed so far:

Medical Guidance Notes:

- [Amputations and Dismemberment](#) (endorsed in 2011)
- [Identification of USAR Medical Personnel](#) (endorsed in 2011)
- [Post Mission Medical Reporting](#) (endorsed in 2011)
- [Provision of Medical Care in an Austere Environment Specifically in a Confined Space](#) (endorsed in 2011)
- [Recovery of Deceased During USAR Operations](#) (endorsed in 2011)
- [The Donation of Medical Supplies and Equipment Prior to Demobilisation](#) (endorsed in 2011)
- [The Medical Management of the Entrapped Patient with Crush Syndrome](#) (endorsed in 2012)
- [Patient Treatment Record](#) (endorsed in 2012)
- [Urban Search and Rescue in Extreme Environmental Conditions](#) (endorsed in 2014)

Recommended USAR Operations Guidance Notes by the Training Working Group:

- [Generic Risk Assessments - Rescues From Confined Spaces and Collapsed Structures \(Source: UK\)](#) (uploaded June 2013)
- [Manual for cold conditions \(Source CMCFinland\)](#) (Upload October 2013).
- [USAR dogs and cold conditions \(Source CMCFinland\)](#) (Upload October 2013).
- [Medical Guidance Note - Defining Urban Search and Rescue \(USAR\) Medicine](#)

# Proposed INSARAG.org Layout

The screenshot shows the proposed layout for the INSARAG.org website. At the top, there is a navigation bar with 'Home' and 'Contact-us' links, a language selector set to 'English', and a search box. Below this is a header with the INSARAG logo and the tagline 'Preparedness - Response'. A secondary navigation bar contains 'DIRECTORY', 'IEC', and 'CAPACITY BUILDING' tabs. A breadcrumb trail indicates 'You are here: Home > Methodology'. On the left, a 'METHODOLOGY' sidebar lists 'Methodology', 'Guidelines', 'Guidance Notes', 'UCC - Documents and forms', and 'IMWG - Documents and Forms'. The main content area features a grid with three columns: 'INSARAG Guidelines', 'Guidance Notes', and 'Technical Reference Library'. The 'INSARAG Guidelines' column lists 'Volume I', 'Volume II, Manual A', 'Volume II, Manual B', 'Volume II, Manual C', and 'Volume III'. The 'Guidance Notes' column lists 'Information Management Tools', 'Checklists', and 'Manuals'. The 'Technical Reference Library' column lists 'Preparedness', 'Mobilisation', 'Operations', 'Demobilisation', 'Post-Mission', 'IEC/R AAR', and 'View All'. Below the grid, a list of endorsed documents is visible, with a red arrow pointing to the first item: '1. Amputations and Dismemberment (endorsed in 2011)'. A yellow callout box at the bottom contains two points:

1. “Methodology” Tab would be revised into three new tabs to reflect the endorsed concept by ISG 2019
2. Tabs relating to the Guidelines and ISG endorsed materials will also be colour coded differently to facilitate user navigation

# 'INSARAG Guidelines' Layout

The screenshot displays the INSARAG website interface. At the top, there is a navigation bar with a home icon, a 'Home > Contact-us' breadcrumb, a language dropdown set to 'English', and a search bar. Below this is a main menu with buttons for 'HOME', 'INSARAG Guidelines', 'Guidance Notes', 'Technical Reference Library', 'LECTURES', 'DIRECTORY', 'IEC', and 'CAPACITY BUILDING'. A secondary breadcrumb shows 'You are here: Home > Methodology > Guidelines'. The main content area features a 'Category' sidebar with a blue header and five items: 'Volume I', 'Volume II, Manual A', 'Volume II, Manual B', 'Volume II, Manual C', and 'Volume III'. The main text area is titled 'INSARAG GUIDELINES' and shows 65610 hits. The text describes the endorsement of the 2015 guidelines, lists the three volumes (Policy, Manual A: Capacity Building, Manual B: Operations, Manual C: IEC/Rs Guide, and Operational Field Guide), notes the transition to the 2019 IEC/R Checklist, and lists translation languages. A video player at the bottom shows the 'INSARAG Revised Guidelines 2015' with 'Watch later' and 'Share' buttons.

Home > Contact-us English Search ...

INSARAG Preparedness - Response

HOME INSARAG Guidelines Guidance Notes Technical Reference Library LECTURES DIRECTORY IEC CAPACITY BUILDING

You are here: Home > Methodology > Guidelines

65610 hits

Category
Volume I
Volume II, Manual A
Volume II, Manual B
Volume II, Manual C
Volume III

## INSARAG GUIDELINES

The INSARAG Steering Group unanimously endorsed the new INSARAG Guidelines 2015, and the new Guidelines is put into effect as of 11 February 2015.

The Guidelines consists of three volumes: [\(Volume I: Policy\)](#), Volume II: Preparedness and Response, [Manual A: Capacity Building](#), [Manual B: Operations](#), and [Manual C: IEC/Rs Guide](#), and [Volume III: Operational Field Guide](#).

Kindly Note that IEC/Rs taking place after **from 1st February 2019** will be based on the [IEC/R Checklist 2019](#) found in Volume II, Manual C - IEC/R Process.

Member States welcomed the new Guidelines and will take full Ownership. They expressed their interest in translating the Guidelines into other languages such as Arabic (UAE), Chinese (China), French (France), German (Germany), Hebrew (Israel), Hungarian (Hungary), Japanese (Japan), Spanish (Peru), and Turkish (Turkey).


**INSARAG Guidelines 2015:** [\(English\)](#), [\(Spanish\)](#), [\(Korean\)](#), [\(Chinese\)](#), [\(Japanese\)](#), [\(Arabic\)](#), [\(Turkish\)](#), [\(Hungarian\)](#), [\(Earsi\)](#)

The INSARAG Secretariat welcomes the Member States and donors to professionally translate the guidelines into as many languages as possible, for wider outreach.

In the interim, you can find some of the translated INSARAG Guidelines of the earlier version in our archive in this [link](#)

INSARAG Revised Guidelines 2015 Watch later Share

# 'Guidance Notes' Layout



[Home](#) > [Contact-us](#)

English

HOME
INSARAG Guidelines
Guidance Notes
Technical Reference Library
LECTURES
DIRECTORY
IEC
CAPACITY BUILDING

You are here: [Home](#) > [Methodology](#) > [Guidance Notes](#)

Category	Create/Upload	Search		IEC Checklist Light	
	Title <span>⬇</span>	Category <span>⬇</span>	Description <span>⬇</span>	Document FAQ POC <span>⬇</span>	Upload Date <span>⬇</span>
Information Management Tools					
Checklists					
Manuals					
All					

# 'Guidance Notes' Layout

INSARAG Preparedness - Response

Home > Contact-us English Search ...

INSARAG Guidelines Guidance Notes Technical Reference Library

You are here: Home > Methodology > Guidance Notes

Category	Create/Upload		Search		IEC Checklist Light	
	Title	Category	Description	Document FAQ POC	Upload Date	
Information Management Tools						
<b>Checklists</b>	1	IEC Checklist Light	Checklists	Checklist for USAR Teams seeking classification as INSARAG HT	LTWG, Name, Email	03/02/2020
Manuals	2	IEC Checklist Medium	Checklists		LTWG, Name, Email	05/02/2020
All	3	IEC Checklist Heavy	Checklists		LTWG, Name, Email	01/02/2020
	4	IER Checklist Light	Checklists		LTWG, Name, Email	04/02/2020
	5	IER Checklist Medium	Checklists		LTWG, Name, Email	06/02/2020
	6	IER Checklist Heavy	Checklists		LTWG, Name, Email	02/02/2020

**Clicking on any of the row will display content from the desired category**

# 'Guidance Notes' Layout

INSARAG Preparedness - Response

Home > Contact-us English Search ...


INSARAG Guidelines Guidance Notes Technical Reference Library

You are here: Home > Methodology > Guidance Notes

Category	Create/Upload		Search		IEC Checklist Light	
	Title	Category	Description	Document FAQ POC	Upload Date	
Information Management Tools						
Checklists	1	IEC Checklist Light	Checklist for USAR Teams seeking classification as INSARAG HT	LTWG, Name, Email	03/02/2020	
Manuals	2	IEC Checklist Medium		LTWG, Name, Email	05/02/2020	
All	3	IEC Checklist Heavy		LTWG, Name, Email	01/02/2020	
	4	IER Checklist Light		LTWG, Name, Email	04/02/2020	
	5	IER Checklist Medium		LTWG, Name, Email	06/02/2020	
	6	IER Checklist Heavy		LTWG, Name, Email	02/02/2020	

Clicking on any of the title names to download the item

# 'Guidance Notes' Layout



[Home](#) > [Contact-us](#)

English

HOME
INSARAG Guidelines
Guidance Notes
Technical Reference Library
LECTURES
DIRECTORY
IEC
CAPACITY BUILDING

You are here: [Home](#) > [Methodology](#) > [Guidance Notes](#)

Category	Create/Upload	Search	IEC Checklist Light			
	Title	Category	Description	Document FAQ POC	Upload Date	
Information Management Tools						
Checklists						
Manuals						
All						
	1	IEC Checklist Heavy	Checklists	Checklist for USAR Teams seeking classification as INSARAG HT	LTWG, Name, Email	01/02/2020
	2	IER Checklist Heavy	Checklists		LTWG, Name, Email	02/02/2020
	3	IEC Checklist Light	Checklists		ail	03/02/2020
	4	IER Checklist Light	Checklists		ail	04/02/2020
	5	IEC Checklist Medium	Checklists		ail	05/02/2020
	6	IER Checklist Medium	Checklists		ail	06/02/2020

**All content heads can be sorted and filtered in alphabetical or numerical order**



# 'Guidance Notes' Layout

INSARAG  
Preparedness - Response

Home > Contact-us

English

Search ...

INSARAG Guidance

Function for document uploader

You are here: Home > Methodology > Guidance Notes

Category	Create/Upload	Search		IEC Checklist Heavy		
	Title	Category	Description	Document FAQ POC	Upload Date	
Information Management Tools						
Checklists	1	IEC Checklist Heavy	Checklists	Checklist for USAR Teams seeking classification as INSARAG HT	LTWG, Name, Email	01/02/2020
Manuals						
All						

- Search function is based on key words found within the table (e.g. title name, description etc.)
- Complements 'Sort and Filter' function

# Guidance Notes - Proposed Upload/Create Field

Field	Description
Title	Written by Uploader
Document to be Uploaded	Document for uploading by Uploader
Category	<Drop Down Box>
Description	Written by Uploader
Document FAQ POC	Name
	Email
	Country
	Designation <ul style="list-style-type: none"><li>▪ Classified USAR Team Focal Point</li><li>▪ National Ops Focal Point</li><li>▪ INSARAG Working Group</li></ul>

Uploader - ISG endorsed materials will be uploaded through the secretariat

# 'Technical Reference Library' Layout – Option A

**INSARAG**  
Preparedness - Response

Home > Contact-us   English   Search ...

HO INSARAG Guidelines   Guidance Notes   **Technical Reference Library**   LECTURES   DIRECTORY   IEC   CAPACITY BUILDING

You are here: Home > Methodology > Guidance Notes

Content	<b>Disclaimer</b>							
	Downloader to note that uploaded materials are not endorsed by the INSARAG and should be viewed as an document for reference on the adopted practices/technology by other classified teams							
Preparedness	Create/Upload			Search				
	Title	Cat	Sub-Cat	Description	Uploader	Document FAQ POC	Upload Date	
Mobilisation	1	SGP-01 IER AAR	AAR	-	Best practices from Singapore's IER	Singapore Mr Sim, Sim@mail.com	Singapore Mr Jon, Jon@mail.com	11/12/2020
Operations								
Demobilisation								
Post-Mission								
IEC/R AAR								
View All								

- **Content heads of TRL includes the five categories from the “International USAR Response Cycle” as endorsed during ISG 2019 and a row for IEC/R – provides familiar terminology to the reader / uploader and facilitate easy viewing / upload of the desired content**
- **Mode of navigation is similar to ‘Guidance Notes’ section**

# 'Technical Reference Library' Sub Categories

Content	
Preparedness	→ Policy
Mobilisation	Mechanism/Framework
Operations	Logistic
Demobilisation	Search and Rescue
Post-Mission	Medical
IEC/R AAR	Resource / Manpower Management
View All	Information Management and Technology
	View All

- 1. Policy**
- 2. Mechanism / Framework**
- 3. Logistics**
- 4. Search and Rescue**
- 5. Medical**
- 6. Resource / Manpower Management**
- 7. Information Management and Technology**

**Universally applied to all content heads**

# 'Technical Reference Library' Admin View

**INSARAG**  
Preparedness - Response

Home > Contact-us   English   Search ...

INSARAG Guidelines   Guidance Notes   **Technical Reference Library**   LECTURES   DIRECTORY   IEC   CAPACITY BUILDING

You are here: Home > Methodology > Guidance Notes

**Content**

- Preparedness
- Mobilisation
- Operations
- Demobilisation
- Post-Misison
- View All

**Disclaimer**  
Downloader to note that uploaded materials are not endorsed by the INSARAG and should be viewed as an document for reference on the adopted practices/technology by other classified teams

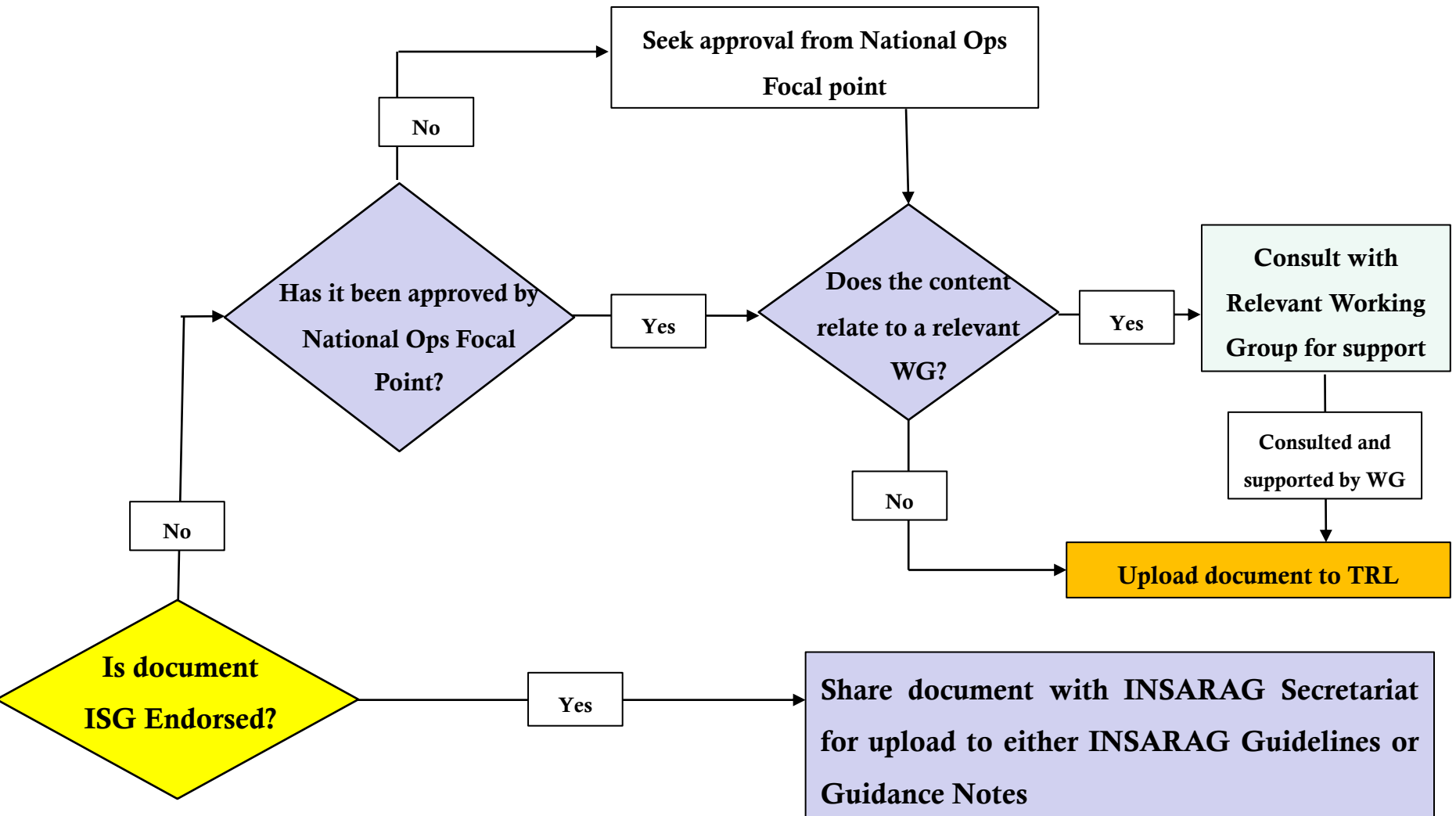
Create/Upload			Search					
Title	Cat	Sub-Cat	Description	Uploader	Document FAQ POC	Upload Date	Endorsement	

- For audit by INSARAG Secretariat – additional column will be provided to view uploaded document that endorses TRL material
- INSARAG Secretariat can remove the material if found without proper endorsement
- Can only be viewed by website admin / INSARAG Secretariat ONLY to verify the document

# TRL - Proposed Upload/Create Field

Field	Description
Title	Written by Uploader
Document to be Uploaded	Document for uploading by Uploader
Category	<Drop Down Box>
Sub-Category	<Drop Down Box>
Description	Written by Uploader
Document Uploader	Name
	Email
	Country
	Designation <ul style="list-style-type: none"> <li>▪ Classified USAR Team Focal Point</li> <li>▪ National Ops Focal Point</li> <li>▪ Working Group</li> </ul>
Document FAQ POC	Name
	Email
	Country
	Designation <ul style="list-style-type: none"> <li>▪ Classified USAR Team Focal Point</li> <li>▪ National Ops Focal Point</li> <li>▪ Working Group</li> </ul>
Endorsement Evidence Upload (For audit by INSARAG Secretariat, UN OCHA – additional column will be provided for website admin / secretariat to verify the document)	<ul style="list-style-type: none"> <li>▪ All Technical Reference Library document must be endorsed by the National Ops Focal Point, consulted with the relevant WG and uploaded along with document for audit purposes</li> <li>▪ A disclaimer will be included to notify uploader that the he/she is responsible for the accuracy of the content</li> </ul>

# Document Submission Workflow



# Additional Notes for Uploading

1. All field heads are fixed
  - Any changes or additions have to be made with approval through ISG by GRG
2. Document of Endorsement should contain an affirmative “supported” by National Focal Points (Operations) and can be uploaded in the medium it was approved under (i.e. email, meeting minutes etc.).



**End**