



INSARAG Earthquake Response Exercise Guide

Volume I: Planning & Preparation

Abbreviations and Definitions

INSARAG	International Search and Rescue Advisory Group - a global network under the United Nations umbrella dealing with urban search and rescue (USAR) related issues.
INSARAG Guidelines	The methodology of INSARAG is described in its Guidelines.
OCHA	United Nations Office for the Coordination of Humanitarian Affairs - part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies.
UNDAC	United Nations Disaster Assessment and Coordination – a team of specialists tasked with situation assessment and coordinating the international response.
USAR	Urban Search and Rescue – the process of searching, locating and rescuing people trapped within collapsed buildings.
EMT	Emergency Medical Team – an organisation deploying from outside the affected country to offer medical assistance.
LEMA	Local Emergency Management Agency - the national organisation responsible for disaster management.
HCT	Humanitarian Country Team - a strategic and operational decision-making and oversight forum established and led by the UN Humanitarian Coordinator.
OSOCC	On-Site Operations and Coordination Centre – a rapid response tool that provides a platform for the coordination of international response activities.
V-OSOCC	Virtual On-Site Operations Coordination Centre – web-based part of the OSOCC system.
RDC	Reception and Departure Centre – a coordination tool usually established at the point of entry for international teams.
UCC	Coordination Cell for USAR teams – part of OSOCC.
EMT CC	Coordination Cell for Emergency Medical Teams – part of the OSOCC.
IHP	International Humanitarian Partnership – group that provides basic ICT and administrative support to the OSOCC system.
APHP	Asia-Pacific Humanitarian Partnership – group that provides basic ICT and administrative support to the OSOCC system.
AST	Americas Support Team – group that provides basic ICT and administrative support to the OSOCC system.
HPC	Humanitarian Programme Cycle – a coordinated series of actions related to humanitarian response.
IASC	Inter-Agency Standing Committee - the primary mechanism for inter- agency coordination of humanitarian assistance.
EXCON	Exercise Coordination – the group responsible for the delivery and coordination of the Exercise Phase.

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Volume I: Planning & Preparation

Part A: Concept & Overview

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Background

For many years INSARAG has held exercises in countries around the world, seeking to strengthen a country's response capacity to a major earthquake disaster and to enhance its ability to work with international partners and agencies during the initial humanitarian phase of any emergency.

As part of the implementation of the GA Resolution 57/150 on “Strengthening the effectiveness and coordination of urban search and rescue assistance”, INSARAG formalised these events into multi-stakeholder training exercises to, not only strengthen national response, but also to promote and practice the INSARAG methodology across the INSARAG Regional Groups of Africa/Europe/Middle East (AEME), Asia-Pacific and the Americas.

In 2015, following a major update the INSARAG Guidelines, and as part of OCHA's overall goal to promote interoperability in humanitarian response, the exercise package was updated to reflect the new Guidelines, improve functionality for the participating organisations and incorporate new training methodologies available.

Introduction

The Earthquake Response Exercise (ERE) is endorsed by the INSARAG Steering Group primarily as a means to increase awareness of INSARAG disaster response methodologies amongst national and local authorities in the host country and to provide a platform for the strengthening of national response capacities.

This Guide to the INSARAG Earthquake Response Exercise (ERE) is in four Volumes.

- **Volume I** provides guidance for the planning processes and organisational requirements to successfully host an ERE.
- **Volume II** focuses on the delivery of the event, both the Exercise Preparation Phase and the Simulation Exercise Phase.
- **Volume III** provides guidance for each of the functional participant groups.
- **Volume IV** is a toolbox, containing all the resources such as spreadsheets, presentations, templates, organisational charts and timelines.

The Guide focuses on meeting the following specific objectives:

- To provide the Exercise National Coordination team a guiding tool to follow the different activities to be performed for the proper development of the exercise.
- To provide the exercise facilitators a quick and timely consultation tool.
- To present the tools established for the planning and efficient and effective execution of the exercise.
- To facilitate teaching the exercise methodology to new facilitators.

Event Concept

The Earthquake Response Exercise is currently recommended as a 5-day event, a 3-day **“Exercise Preparation Phase”**, followed by a 2-day **“Simulation Exercise Phase”**. The simulation exercise is a ‘command-post’ exercise involving management and decision-making elements of both the national disaster response and the international humanitarian relief community. The exercise is focused on the strategic and tactical aspects of a disaster response and does not contain ‘operational’ elements, nor does it involve ‘boots on the ground’.

The exercise scenario is focused on the first eight to ten days of a sudden-onset emergency, typically an earthquake that results in collapsed structures and subsequent humanitarian consequences within an urban environment. The disaster is of a scale that overwhelms local and national response capacity, resulting in a request for international assistance made by the affected country.

The international response community then deploys Urban Search and Rescue (USAR) Teams, Emergency Medical Teams (EMT) and other response partners to support the national response. The international response is coordinated with the response of the host country by OCHA, under the leadership of the Resident/Humanitarian Coordinator, through the deployment of a United Nations Disaster Assessment and Coordination (UNDAC) team and its partners. The exercise terminates at the end of the ‘rescue’ phase of the emergency. Further guidance for the delivery of the event is contained within **Volume II**.

Whilst the focus of the exercise is the INSARAG/UNDAC/OSSOC methodologies, additional exercise modules can be included to allow other stakeholders such as the Humanitarian Country Team, the OCHA Regional Office and other regional and global support mechanisms to participate with their national counterparts. It is worth noting that the exercise is designed in a manner that allows the incorporation of additional standards and guidelines to be implemented, such as the IDRL Guidelines regarding the use of foreign military and civil defence resources in disaster rescue operations.

The key principles within the concept of the exercise are that it reflects the reality of response and that it is flexible, within the timescale of the immediate aftermath of a disaster.

Event Goal and Objectives

The overall goal of the INSARAG Earthquake Response Exercise (ERE) is to:

“Strengthen the national response capacity of the host country”.

This primary goal of the Earthquake Response Exercise is met through the organisers achieving a number of objectives. The objectives for the exercise are different for the national stakeholders and organisations as opposed to the international response organisations and their partners. However, the overall objective is shared, that of coordination in response to a disaster in order to save lives and alleviate human suffering.

Objectives for National Stakeholders

The exercise provides an opportunity for:

- A country to exercise and evaluate its functional response to a sudden onset emergency that threatens to overwhelm national capacities.
- A Government to exercise and evaluate its policies and procedures for requesting, accepting and coordinating international humanitarian assistance.
- The national organisation responsible for disaster management, other national agencies and response organisations to familiarise staff with the coordinating mechanisms and methodologies used by international responders.

Objectives for International Organisations

The exercise provides an opportunity to:

- Familiarise and train within the INSARAG and UNDAC/OSOCC disaster response methodologies.
- Validate existing INSARAG methodology through the involvement of international USAR teams in INSARAG alert, mobilisation, deployment and field coordination procedures.
- Practice the role of an UNDAC team in the arrival, reception and coordination of international USAR and medical teams in a sudden onset emergency.
- Practice the role of NGO and private sector partners supporting an operational UNDAC team.
- Practice the activation and implementation of international humanitarian coordination mechanisms during the initial phase of a sudden onset emergency.
- Practice the key initial phases of the Humanitarian Programme Cycle in a sudden onset emergency.

To allow the ERE to meet its stated goal and the objectives, the participants must have the opportunity to acquire new knowledge (during the Preparation Phase) and practice new skills (during the Exercise Phase) within the context of a sudden-onset emergency and these are set out in a series of 'Learning Outcomes'. These are listed in **Annex B**.

Event Methodology

The INSARAG Earthquake Response Exercise utilises the United Nations humanitarian response methodology but also examines the national emergency response structure and plans of the host country. It has been adapted to address the learning needs of both the

government agencies and organisations who wish to practice their own plans and procedures and gain an awareness of the international response methodologies and the international humanitarian response community who need to practice the UN methodologies and coordinate with the national plans and procedures.

The first part is the responsibility of national authorities of the exercise hosts and the second part is the responsibility of the INSARAG Secretariat and the INSARAG Regional Group. This learning process may require a series of group workshops, prior to the event, to ensure that all participants have the same level of knowledge of INSARAG methodologies and of the procedures to be practiced, in order to provide an effective platform for interaction between the different groups participating during the exercise.

As stated in the **Event Concept**, the Earthquake Response Exercise is a 5-day event, a 3-day “Exercise Preparation Phase”, followed by a 2-day “Simulation Exercise Phase”. The whole event is focused on the initial response, national and then international, spanning eight days, which reflects the ‘initial humanitarian response’ phase of a sudden-onset emergency.

Pre-learning Phase

It may be necessary or appropriate that pre-learning activities, workshops or events are planned and organised before the Earthquake Response Exercise event itself. Such pre-training should be linked with already published disaster preparatory guidance material, particularly for L3 (large-scale emergencies) and would have the following benefits:

- Ensure consistency of knowledge amongst the participants attending the ERE.
- Would allow the content of the Exercise Preparation Phase to be standardised, as participants would have the same level of knowledge.
- May allow the duration of the Exercise Preparation Phase to be reduced (to 2 days) whilst maintaining the learning opportunities of the ERE event.
- Ensure that the ERE acts as a catalyst towards capacity building in the host country.

Pre-learning activities should be planned and undertaken by the host country in consultation and collaboration with the INSARAG Secretariat and the INSARAG Regional community, ensuring continuity of learning and preventing duplication of effort.

Exercise Preparation Phase

The Preparation Phase is recommended to comprise of three 8-hour working days, in which the participants undertake a variety of sessions and activities, some in plenary (all participants together) and some in smaller functional groups. However, the duration and timing of the Preparation Phase can be flexible, its length reflecting the quantity of information that the organisers consider is necessary for the participants to acquire prior to the exercise in order for the exercise to be a meaningful and relevant learning experience.

Within the Preparation Phase, participants are provided with a series of lectures or activities that offers them information about the roles and responsibilities of all the organisations involved and the methodologies in use to manage and coordinate all the response activities.

As much as possible, this information should be provided in small functional groups with as much interactivity as possible, with opportunities for participants to ask questions and given time to reflect on the information shared. It may be appropriate that some of these sessions are delivered weeks before the main event, where they will form prior learning for the participants. Participants should also be given learning support material and relevant documents at the conclusion of each session or activity.

The Exercise Preparation Phase of the event is an opportunity for all participants to acquire new knowledge, confirm their understanding of practices and procedures and familiarise themselves with the environment, both physical and organisational, in which they will be operating during the exercise.

Simulation Exercise Phase

Research has shown that people generally respond to an emergency in the way that they have trained and the Exercise Phase allows participants to respond to a series of events in a simulation that encourages learning and allows for mistakes to be made in a safe environment. The Exercise Phase is NOT a test of capability or individual competence.

The Simulation Exercise Phase is recommended to comprise of two 8-hour working days, and is the opportunity for the participants to consolidate the learning experience of the first three days, putting into practice in a semi-realistic environment, the skills and knowledge acquired. The exercise is also intended to validate the UNDAC, OSOCC and USAR methodologies in the minds of the participants, encouraging their use in real sudden onset emergency situations.

The exercise briefing is usually undertaken in plenary session (all participants together) and the exercise phase ends with a summary and feedback session for the whole event, also conducted in plenary.

The Exercise is conducted mainly within 'Functional Groups' (USAR, UNDAC, National Responders etc.), allowing the facilitators to force the participants to confront and deal with many of the real challenges imposed by sudden onset emergencies, including coordination, management, security, administrative, and technical sector challenges.

Details of the Functional Participant Groups are included as **Annex A**.

The earthquake scenario is inject-driven, meaning the Functional Groups are confronted with an initial situation where only limited information is provided. Additional information is

injected as the situation continues to evolve. Scenario developments may also be self-generated by the activities of the participants themselves since the respective groups will interact and influence each other's decision making. Participants undergo mainly experiential learning during the exercise phase, undertaking realistic tasks and problem solving, communicating and planning.

A team of experienced individuals, collectively known as EXCON or EXercise Coordination, facilitates the Exercise Phase of the event. Their main role is to maximise the learning experience for all the participants and they can achieve this by adding or removing content, speeding up the exercise or slowing it down as appropriate. Also part of EXCON's responsibilities is to provide feedback to the participants allowing them to reflect on their performance, further improving the learning experience.

For more details on delivering and evaluating the event, including the process of running the simulation exercise, the exercise timeline and specific guidance for the functional groups; refer to the document, **Volume II: Event Delivery and Evaluation**.

INSARAG Secretariat

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INSARAG Earthquake Response Exercise

Volume I - Part A

ANNEX A – Functional Participant Groups

The national and international response comprises of a number of ‘functional’ components and these are organised into groups for the purposes of the exercise. Typically the core functional groups are as follows:

Group 1: LEMA (the national organisation responsible for disaster management)

Group 2: National Responders (organisations involved in operations on the ground)

Group 3: UNDAC & partner organisations

Group 4: International USAR Teams

In addition to the four core functions, there are two additional groups that often participate in the Earthquake Response Exercise, namely:

Group 5: EMT’s (Emergency Medical Teams)

Group 6: UN HCT (Humanitarian Country Teams and OCHA Regional Offices)

The host country may wish to include other functional components involved in disaster response, such as airport authorities, customs and immigration officers, regional disaster management organisations or other government departments. These components can be included in Group 1 or Group 2 or included as a stand-alone function.

In the future, the list of international Functional Participant Groups may be expanded to reflect the modern realities of humanitarian disaster response. Examples might include participants working in Civil/Military Coordination or Environmental Emergency management.

Flexibility is the key to the successful inclusion of all organisations wishing to participate in the exercise. Detailed information concerning the learning outcomes for each of the participant groups and the tasks and activities necessary to achieve them are included in **Volume III: Functional Participant Groups**.

INSARAG Earthquake Response Exercise

Volume I – Part A

ANNEX B - Learning Outcomes

Each of the Functional Groups has its own distinct and specific learning outcomes, which are listed as follows:

Group 1: LEMA – Learning Outcomes

Exercise Preparation Phase

1. Describe the national response activation and coordination system of the host country.
2. Show an awareness of the support and coordination mechanisms of the international community during an earthquake response.

Simulation Exercise Phase

3. Demonstrate the steps to activate the National Disaster Response Plan, focusing on earthquake response.
4. Undertake a 'needs assessment', analysing response requirements and in-country capacities in order to define the requirements for international assistance.
5. Undertake the steps in the process of requesting and accepting international assistance.
6. Receive and coordinate international assistance, showing an awareness of the key issues to consider when directing international USAR and EMT operations.
7. Demonstrate the preparation for and conduct of a media briefing and interview.
8. Outline the key issues that LEMA must consider when declaring the end of rescue phase.
9. Demonstrate support for the demobilisation of International USAR Teams and EMT's.

Group 2: National Responders – Learning Outcomes

Exercise Preparation Phase

1. Recognise the need for coordination between LEMA, the National Responders and the International Responders
2. Acknowledge and demonstrate an awareness of the INSARAG methodology as set out in the INSARAG Guidelines.
3. Recognise the role of other humanitarian response organisations within the context of a rapid onset emergency.

Simulation Exercise Phase

4. Practice and improve the coordination between LEMA, the National Responders and International Responders.

5. Understand and practice the methodologies for 'needs assessment', identifying priorities and developing the information required for better coordination.
6. Recognise the information management requirements for National Responders and practice the processes involved in collecting, collating and communicating relevant information to LEMA.

Group 3: UNDAC and Partners – Learning Outcomes

Exercise Preparation Phase

1. Recall the new elements and updates in INSARAG and OSOCC guidelines, including:
 - Assessment methodology
 - Coordination methodology
 - Information management methodology
2. Recognize existing and new partner's capabilities.
3. Comprehend how the national response system operates, being aware of internal structures and cultural awareness issues.
4. Recall mission support tools, i.e. hardware, file sharing, etc.
5. Demonstrate the use of GPS and basic mapping tools.

Simulation Exercise Phase

6. Apply the UNDAC alert procedure.
7. Apply the key steps of mobilisation process.
8. Understand how to interact with coordinating entities.
9. Apply the key functions of RDC according to new OSOCC guidelines.
10. Establish situational awareness.
11. Establish a functioning OSOCC, with individual roles and responsibilities.
12. Establish the agreed upon common analysis, cluster plan and financial requirements (flash appeal/preliminary response plan) of a rapid onset emergency.
13. Facilitate the transition from the USAR phase to relief phase.

Group 4: International USAR Teams – Learning Outcomes

Exercise Preparation Phase

1. Comprehend how the national response system operates, being aware of internal structures and cultural awareness issues.
2. Confirm an understanding of the INSARAG methodology as set out in the INSARAG and OSOCC Guidelines, focusing on the new process and procedures developed during the Guidelines revision process.

Simulation Exercise Phase

3. Utilising the INSARAG methodology, demonstrate the process to accept a mission assignment.
4. Apply internal mobilisation procedures.
5. Show evidence for internal in-transit procedures.
6. Demonstrate the preparedness to go through customs clearance and immigration procedures upon arrival in country.
7. Establish a functioning RDC, including information gathering and distribution.
8. Demonstrate the capability to prepare and conduct a RDC briefing to all incoming USAR and medical teams.
9. Demonstrate the steps needed to set up the BOO and Provisional OSOCC.
10. Understand the requirements for transition to OSOCC.
11. Establish the UCC.
12. Demonstrate the ability to develop, revise and update a comprehensive Plan of Action.
13. Utilise INSARAG standard forms (Worksite Triage Forms, Worksite Report, Worksite marking) in support of a joint assessment system.
14. Demonstrate the USAR coordination mechanism in the UCC.
15. Utilise INSARAG standard forms (Worksite Report, Worksite Marking and Victim Extrication forms) to support the coordination system.
16. Report on the humanitarian situation in the assigned area.
17. List the key issues that international USAR teams must consider in demobilisation.

Group 5: EMT's (Emergency Medical Teams) – Learning Outcomes

Exercise Preparation Phase

1. Describe the functions of EMT Coordination Cell (CC) and RDC.
2. Demonstrate and recognize the roles of EMTs and other responders, including USAR teams.
3. Understand the need to assess local medical facilities and existing data.
4. Recognise the importance of understanding local customs and culture.

Simulation Exercise Phase

5. Recognise the process required to enter the affected country.
6. Recognize the process of registration.
7. Apply the key functions of an RDC.
8. Demonstrate coordination with the Ministry of Health (MoH).
9. Conduct and analyse primary site assessment.

10. Apply the key functions of OSOCC EMT-CC.
11. Apply the basic skills to set up Field Hospital.
12. Demonstrate the provision of advice to local health responders.
13. Demonstrate Triage and Referral system in the field.
14. Assist in the handover from local to international USAR teams.
15. Perform providing/compiling of information.
16. Demonstrate media management.

After Time Jump Phase

17. Demonstrate setting up disease surveillance system.
18. Demonstrate knowledge and practice of public health.
19. Handle required verification visits by the Ministry of Health and WHO.
20. Demonstrate knowledge and practice of medical waste management.
21. Demonstrate knowledge and practice of dead body management.
22. Demonstrate handover process.
23. Demonstrate exit procedure compliance.

Group 6: UN HCT (Humanitarian Country Teams and OCHA Regional Offices) – Learning Outcomes

Exercise Preparation Phase

1. Demonstrate an understanding of the humanitarian coordination system, including HPC, ERC and IASC.
2. Demonstrate an understanding of the Cluster System, including roles and responsibilities, activation and coordination.
3. Show an awareness of the funding mechanisms necessary to support a sudden onset emergency response.

Simulation Exercise Phase

4. Describe the establishment of appropriate coordination architecture in support of the Government.
5. Demonstrate the outline planning and implementation of the Humanitarian Programme Cycle.
6. Identify and practice the operational coordination systems and tools that will enable the HCT to function effectively.

Volume I: Planning & Preparation

Part B: Event Planning & Organisation

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Overview of Event Planning

The Earthquake Response Exercise is a large and complex event and potential organisers will need to plan well ahead in order to host a successful exercise. It is considered that hosting an INSARAG ERE is typically a two-year process.

The first step for an organisation wishing to host an Earthquake Response Exercise is to contact the INSARAG Secretariat in Geneva indicating their desire to run an exercise. The INSARAG Secretariat welcomes expressions of interest, particularly from disaster prone countries. The Secretariat will be able to assist in the coordination with other potential hosts and the allocation of available dates. The Secretariat will also be able to link a host organisation with the Regional INSARAG Chair for the relevant region, if that link does not already exist. The Regional Chair will be able to assist in the planning and preparation processes, offering advice, information and even with the provision of an advisor or mentor.

In parallel with the process of securing a date in the INSARAG calendar for a Earthquake Response Exercise, a host organisation will need to secure sufficient funding to run such a large and complex 'command post' exercise. Whilst international participants are expected to fund their own attendance at the event, organising authorities will need fund national participants, support staff, interpreters, venues, catering, office facilities, in-country transport as well as the cost of the planning and organising staff.

Once a date for the exercise has been agreed with the INSARAG Secretariat and funding has been secured, hosting organisations may refer to this document to help develop a plan for the preparation of the exercise. This plan needs to be based along a timeline and organisers may find the generic timeline in **Annex A - Generic Planning Timeline**, a useful template on which to base their own plan.

The timeline requires that a suitable venue with access to the appropriate facilities be secured at least 6 months from the date of the event. Prior to this date, meetings and research will need to take place in order to identify a suitable venue, detailed in the next section of this document.

Around six months prior to the event, organisers typically need to establish a small full-time team to progress the ERE towards a successful conclusion. There are a number of organisational and managerial options for host organisations to consider and the INSARAG Secretariat can help with advice and information.

Three months prior to the planned event, the INSARAG Secretariat will implement a review of progress, which may involve a visit to the venue and meetings with the organisers. One object of the review is to make a "GO or NO GO" decision concerning the event, as once a "GO" decision is made; the INSARAG community is committed to the

event. Such a review can also facilitate the exchange of information and advice between the organisers and the representatives of the INSARAG Secretariat.

Following the “GO” decision to proceed with the event, organisers can refer to **Volume II – Event Delivery and Evaluation**, which offers guidance and information concerning the actual running of the event.

Organisational Requirements

The organisational requirements for the INSARAG Earthquake Response Exercise will begin with the decision to host the event, continue through the planning and preparation for the event and will culminate in the actual delivery of the event. Most of the organisational needs will be met by the national organisation responsible for disaster management within the host country.

Planning Team

It is recommended that a small planning group or team be nominated to organise the event, liaise with the INSARAG Secretariat, work with the facilities management and make all the arrangements for the event. This approach will ensure consistency of approach throughout the planning, preparation and delivery phases.

The national exercise planning team must have the authority and experience needed to facilitate the development of the appropriate exercise activities. The following positions are recommended:

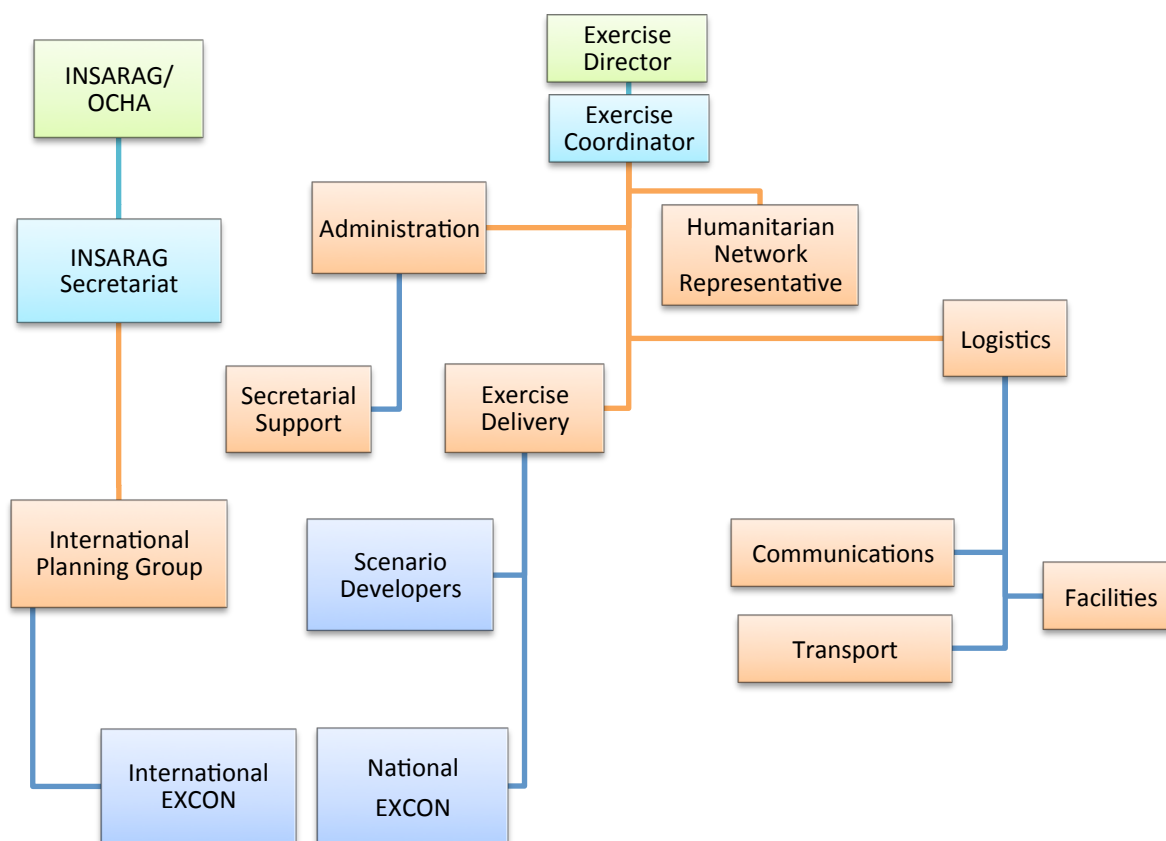
Exercise Director: a senior person within the national emergency response authority/civil defence organisation.

Exercise Coordinator: a person committed to the coordination of the exercise planning and organisation team, with knowledge of the national emergency aid structure, response plans and the roles and responsibilities of each organisation. Ideally, this person will have knowledge of the INSARAG methodology and of the operation of the international community.

Exercise Planning Team: Experts in operations and coordination of the national USAR and of specific USAR scenario design and exercise delivery.

Humanitarian Network Representative: An active member of the system with knowledge of national and regional methodologies.

Administrative and Logistic Staff: Administrative and logistic staff with experience in the institutional or inter-institutional field.



Example Organogram of Exercise Planning Team

Detailed responsibilities for the Exercise Planning Team are listed in Annex B.

Planning Landmarks

Each phase of the preparation for the event typically has specific outputs or landmarks that need to be achieved in order to ensure a successful event. These, written into the Event Checklist and the Planning Timeline would provide information as to when they would need to be completed. The major event outputs or landmarks are listed below:

The most important Landmarks for the **planning phase** of the INSARAG Earthquake Response Exercise include the following:

- A written agreement (usually a letter of confirmation) exists between the organisers and the INSARAG Secretariat, detailing the date of the exercise and its general location (city or country).
- A Memorandum of Understanding (MOU) or similar document between the national stakeholders involved in disaster response indicating a willingness to support the Earthquake Response Exercise by committing staff and/or funding to the event.

- A bilateral or multilateral agreement is in place detailing how the event will be funded and which organisation is responsible for which aspect of the preparation and delivery of the event.

The most important Landmarks for the **preparation phase** of the INSARAG Earthquake Response Exercise include the following:

- Confirming a 'Lead Organiser' and a Support Team.
- A signed contract with the venue of choice, detailing the facilities to be provided and the associated costs.
- Points of Contact (POC) of major stakeholders participating in the event are identified and included in the preparation processes.
- An outline scenario for the exercise phase and aims, objectives and structure of the event are agreed with major stakeholders. An example is attached in **Part C: Annex H – Sample Outline Scenario**.
- A successful review from the INSARAG Secretariat provides a final 'GO' decision, committing all parties to the event.
- An invitation letter is delivered to all national stakeholders and made available on the Virtual OSOCC for international participants. An example is attached in **Part C: Annex E – Generic Invitation Letter**.
- A registration form is delivered to all national stakeholders and made available on the Virtual OSOCC for international participants. An example is attached in **Part C: Annex F – Generic Registration Form**.
- An information package is compiled and made available on the Virtual OSOCC for international participants. An example is attached in **Part C: Annex G – Generic Participants Information Document**.
- The event programme is agreed with all major stakeholders and a written agenda is completed. An example programme of events is included in **Part C: Annex K – Generic Earthquake Response Event Agenda**.
- Arrangements for the accommodation, transportation and welfare for all participants are completed.
- Arrangements for the venue and facilities are completed, including translators, presentation equipment, signage, rooms and back office facilities.

Participants

Main Participants

The Earthquake Simulation Response Exercise is aimed at several distinct target audiences that includes:

Local Emergency Management Agency (LEMA):

- Representatives from the various ministries and agencies that make up the country's national disaster management system

- Disaster managers from other levels of government

National Responders:

- Fire & Rescue Services
- Civil Defence or Civil Protection organisations
- Medical response organisations and Health Department
- Military or National Guard

United Nations Disaster Assessment and Coordination team, including the support organisations:

- Humanitarian Partnership (IHP & APHP)
- NGOs such as Map Action
- Private companies such as DHL

International USAR and Medical teams:

- Team Leaders and Deputy Team Leaders
- USAR and FMT Liaison team members

OCHA Response and relevant UN agencies and NGOs present in the host country

- OCHA Emergency Services and specialised sections
- UN-HCT
- OCHA Country and Regional Office

Other relevant national organisations

- Airport authorities
- Customs and Immigration officials
- Media organisations
- Utility companies
- Logistic and transport providers

Organisation of Main Participants

The national and international response comprises of a number of 'functional' components and these are organised into six functional groups for the purposes of the exercise. Specifically these are as follows:

Group 1: LEMA (the national organisation responsible for disaster management)

Group 2: National Responders (organisations involved in operations on the ground)

Group 3: UNDAC & partner organisations

Group 4: International USAR Teams

Group 5: IMT's (International Medical Teams)

Group 6: UN HCT (Humanitarian Country Teams and OCHA Regional Offices)

Organisers may wish to include other functional components involved in disaster response, such as airport authorities, customs and immigration officers, regional disaster management organisations or other government departments. These components can be included in one of the six main groups or included as an additional group or as a stand-alone function. Flexibility is the key to the successful inclusion of all organisations wishing to participate in the exercise.

Participant Suitability

The main participants from the target audiences should have an identified role within a country's response to a sudden onset disaster or be a member of an international humanitarian response organisation, such as those listed above.

International participants should be able to communicate, listen, speak and read, in the working language of the exercise (typically English or Spanish).

For national participants the organisers should consider the provision of a translation service, ideally this should be simultaneous translation (using a earpiece system) during the plenary sessions and sequential translation during breakout sessions or in the exercise phase. Sufficient translators should be available to work in all the various rooms and areas during the exercise phase and each venue should have an identified translator.

Participants should be prepared to play their normal role (or one similar) during the simulation exercise, as this will maximise the benefit of the exercise, providing them with an opportunity of learning in a realistic simulation.

Exercise Coordination (EXCON) – a number of experienced staff, both national and international, are required to facilitate and coordinate the exercise. Further details regarding EXCON participants and their suitability can be found in **Volume II: Part B - Guide for Exercise Coordination (EXCON)** document.

Other Participants

In addition to participants from the target audience, there is a need for other participants and support staff to become involved in the event in order to make it a success. These include:

- Translators – have an important role in clear communication and the information exchange that is vital for a successful exercise. If possible, translators should have knowledge of the technical language regarding international humanitarian relief operations or be briefed before the exercise commences.
- Role players – provide for a degree of reality in the exercise by acting as members of the affected community, either as victims, family members or local officials. They interact with the participants; both local and international providing detailed information about the situation within the affected areas.

- Members of the media – can also participate, providing realistic media coverage and scrutiny of the humanitarian relief operations during the exercise phase.
- Administration and Support – the INSARAG Earthquake Response Exercise is a large and complex event and hosting organisations will need to assign appropriate individuals to manage aspects of the organisation including:
 - Travel arrangements including ground transportation for all participants
 - Accommodation for both national and international participants
 - Venues for both the Preparation Phase and the Exercise Phase
 - Facilities such as catering, event photography/videography and office services
 - Social events as well as the Opening and Closing Ceremonies

Further details on the delivery phase of the event are contained within **Volume II: Event Delivery and Evaluation** of this guide.

Further information on how to deliver the Earthquake Response Exercise to each of the six 'Functional Groups' is contained within **Volume III: Functional Participant Groups**.

INSARAG Secretariat

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INSARAG Earthquake Response Exercise Guide

Volume I: Planning and Preparation

PART B: ANNEX A - Generic Planning Timeline

2 Years Out from the Event:	<ul style="list-style-type: none"> ✓ Discuss initial idea with INSARAG Secretariat. ✓ Develop a funding strategy and obtain budgetary approval.
1 Year Out from the Event:	<ul style="list-style-type: none"> ✓ Discuss with the INSARAG Secretariat and the Regional INSARAG Chair, confirming a date in the INSARAG Calendar. ✓ Appoint a lead organiser or focal point and identify an event support team. ✓ Consider sending the lead organiser to an Earthquake Response Exercise held in the year before your one. ✓ Cross check exercise dates with other national exercises and activities - ensure all national organisations that may become involved are aware of the exercise dates and agree to make personnel available.
9 Months from Event:	<ul style="list-style-type: none"> ✓ Lead organiser and support team have an initial meeting to consider ideas for a venue and accommodation. ✓ Organisers to consider an outline programme for the event, how many days - what activities to include in addition to the Preparation Phase and the Exercise Phase. ✓ Contact possible venues for availability of facilities and estimated costs.
6 Months from the Event:	<ul style="list-style-type: none"> ✓ Lead organiser and support team become full time on the exercise planning and preparation processes. ✓ Confirm a suitable venue and accommodation providers and agree costs - book venue and hotel(s). (The guide cost to participants is currently (2015) approximately \$120 US per room/per night.) ✓ All national organisations that may become involved are contacted to confirm the date and venue and invited to send participants for the exercise. ✓ Meet with representatives of the national emergency management agency and national responders to discuss and agree structure of the exercise and national participation, including national EXCON members. ✓ Discuss representation from Host Government at the event opening ceremony. ✓ Discuss concepts and ideas for the event with the INSARAG Secretariat - they will make the international community aware. ✓ Schedule a workshop with the INSARAG Secretariat who will visit about 3 months before the exercise start date. ✓ Discuss concepts and ideas for the event with the UN Country Team - they will indicate the extent of their involvement. ✓ Begin work on the: <ul style="list-style-type: none"> • Exercise Scenario - based on an identified and realistic risk within the host country • Additional activities - e.g. visit to an operational USAR establishment, visit to a medical facility, cultural visits etc.

	<ul style="list-style-type: none"> • Visa or official document requirements for international participants • Event logistics - road transport, airport pick-up or taxi arrangements, booking coaches or buses etc. • Identifying national responders who should attend and arranging invitations to each organisation • Development of an Exercise Checklist <p>✓ Begin development of the Event Agenda - number of days and what activities are included each day.</p>
3 Months from the Event:	<p>✓ Conduct a Pre-Exercise Workshop with the INSARAG Secretariat who will send representative(s) to discuss and agree the final form of the exercise. The workshop will need to view the selected venues (for both the Preparation Phase and the Exercise Phase) and accommodation locations. The INSARAG representative will meet with the lead organiser and other national focal points and will discuss and agree the following:</p> <ul style="list-style-type: none"> • Event duration and agenda including additional and/or social activities • Exercise scenario - first completed draft • Transport, accommodation, catering and back-office arrangements • Extent of involvement of airport authorities and use of airport facilities (for RDC) <p>✓ Draft an official invitation letter to the international INSARAG community, including any visa or other entry requirements and in conjunction with the INSARAG Secretariat, post it onto the Virtual OSOCC.</p>
3 Months to 1 Month from the Event:	<p>✓ In conjunction with the selected hotel(s), develop a Registration Form for participants and post onto the Virtual OSOCC.</p> <p>✓ Develop a 'Participants Information' document, including finalised visa arrangements and post onto the Virtual OSOCC.</p> <p>✓ Make arrangements for the transport of all participants from the arrival airport to hotel(s) and between hotel(s) and the venue and between venues.</p> <p>✓ Make arrangements for the provision of translation services at the venues, including sufficient translators to cover all the Simulation Rooms during the Exercise Phase.</p> <p>✓ In conjunction with the selected hotel(s) and all venues, make catering arrangements to include the EXCON pre-exercise meeting.</p> <p>✓ Make arrangements for social events, including a 'welcome' reception and a formal dinner - book venue, catering and transport, arrange for any VIP's or government representatives.</p>
1 Month to the Start of the Event:	<p>✓ Finalise list of participants, both national and international and prepare copies of the lists to be given to all participants prior to departure.</p> <p>✓ Identify individual national participants who will undertake specific roles as part of LEMA and EXCON during the Exercise Phase.</p> <p>✓ Prepare an 'Arrival Schedule' and 'Departure Schedule' for international participants including flight arrival and departure times and terminal details.</p> <p>✓ Prepare an 'Arrival Schedule' and 'Departure Schedule' for national participants, those travelling to the event venue by air or train.</p> <p>✓ Using the Arrival and Departure Schedules, finalise transport arrangements</p>

	<p>for airport pick-ups or the provision of taxi or bus hotel transfers.</p> <ul style="list-style-type: none"> ✓ Finalise transport arrangements between venues and to other activities. ✓ Finalise arrangements and locations for the RDC at the airport, including any information required or arrangements needed for security purposes. ✓ Finalise transport arrangements for the RDC part of the exercise, including the transport of EXCON and any exercise facilitators or observers. ✓ In conjunction with the INSARAG Secretariat, finalise the event agenda to include all session titles and content, the names of speakers and facilitators, refreshment and meal breaks and any transport arrangements. ✓ In conjunction with the INSARAG Secretariat, finalise the exercise scenario and prepare specific local injects to go to both national and international responders. ✓ Finalise preparation of the simulation rooms or areas used during the Exercise Phase of the event (see separate information). ✓ Finalise interpretation or translation arrangements and identify translators and equipment necessary for specific technical roles such as simultaneous translation in the plenary sessions of the event or formal social events. ✓ Arrange photographic support and/or videography for the event, include arrangements for a formal group photograph with a hard copy to be distributed to participants prior to their departure. ✓ Prepare identity or security badges for all participants, interpreters, support staff, facilitators, EXCON members, observers and role players. ✓ Make provision for coloured vests, tabards or armbands so that the EXCON staff can easily be identified during the Exercise Phase. ✓ In conjunction with the selected venue(s), make final arrangements for venue layout, décor, flags and facilities including any signage necessary to guide and inform participants and all equipment for presentation of the content (projectors, computers, printers, sound systems etc.). ✓ Finalise arrangements for a formal dinner to include the menu and attendance of any VIP's with time for speeches included in the programme. ✓ Finalise arrangements for any technical visits during the event (Rescue Teams, Hospitals, Control Centres etc.) including any demonstrations or presentations planned. ✓ Prepare a 'Participants Pack' for each participant, both national and international, to include identity badge, event agenda, local area information etc.
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During the Event:	<ul style="list-style-type: none"> ✓ Issue a 'Participants Pack' to each participant on arrival or registration, including an identity name badge. ✓ Monitor and maintain the translation service including any equipment. ✓ Take a formal group photograph and provide a hard copy print to each participant prior to his or her departure. ✓ Take copies of all the presentations plus photographs etc. and provide a digital copy to each participant prior to their departure. ✓ Issue identification tabards, vests or armbands to all EXCON staff during the Exercise Phase.
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INSARAG Earthquake Response Exercise Guide

Volume I: Planning and Preparation

PART B: ANNEX B – Planning Team Functions

Position	Functions
National Exercise Director	<ul style="list-style-type: none"> • Form the exercise organization and planning team. • Appoint the National Exercise Coordinator. • Develop the political activities necessary to provide the approval of the highest national authorities. • Approve the hypothesis and all the parameters of the exercise according to the items to be tested or practiced, and specified in the objectives. • Develop the internal and external actions before and during the exercise. • Manage and approve the exercise budget. • Ensure the fulfilment of the work schedule.
Exercise Coordinator	<ul style="list-style-type: none"> • Maintain close communication with the National Exercise Director at all times. • Appoint and coordinate the staff responsible for the different functions to prepare and execute the exercise. • Formulate the hypothesis and all the parameters of the exercise according to the items to be tested or practiced, and specified in the objectives. • Guide the internal and external actions before and during the exercise. • Coordinate the self-evaluation of the general exercise organization process. • Prepare and monitor the budget in coordination with the administration and logistics areas, if needed. • Coordinate the exercise methodology. • Prepare the corresponding reports, including the financial report. • Approve and follow-up the work schedule. • Ensure the completion of the work schedule by staff.
Administration	<ul style="list-style-type: none"> • Ensure the efficiency and effectiveness of administrative activities. • Develop an administrative and financial process schedule. • Maintain the financial control of the budget. • Observe the work schedule.
Logistics	<ul style="list-style-type: none"> • Ensure the availability of resources: human, facilities, telecommunications, transportation and equipment. • Ensure the adequate provision of food, transport, and facilities services. • Provide the necessary supplies for the work teams. • Provide adequate transportation for participants, authorities, players or simulators, evaluators and observers. • Ensure the efficiency and effectiveness of telecommunications at all times. • Ensure the efficient and timely availability of all the resources required

	<p>for the development of the exercise, including the purchase of supplies and materials needed.</p> <ul style="list-style-type: none"> • Maintain documentation updated. • Ensure that the conditions required in each activity have the resources needed. • Observe the work schedule.
National EXCON	<ul style="list-style-type: none"> • Understand and observe the general script schedule. • Prepare the national script. • Adapt the national script, tasks, and messages of the exercise to the needs of the country. • Prepare the specific script of the national USAR groups. • Prepare or update all related tools. • Determine the logistic needs required at a national and international level to perform the exercise according to the script and the messages. • Review the functional and methodological details for the execution of the exercise. • Verify that all resources and details are on time to execute the exercise. • Ensure that all members of EXCON understood the exercise methodology and expected tasks. • Monitor the development of the different events of the exercise following the established scripts and messages. • Follow-up on the critical events to meet the objectives of the exercise. • Fulfil the work schedule.
Participants	<ul style="list-style-type: none"> • Fulfil the assigned functions and perform the procedures depending on their specialties or responsibilities.
Role Players	<ul style="list-style-type: none"> • Act as simulation characters according to the role assigned in the exercise. • Execute the actions assigned in the script of the exercise.
National Evaluators	<ul style="list-style-type: none"> • Participate in the evaluation and scenario training. • Apply the evaluation forms during the moments or times established in the script and in the exercise. • Participate in the plenary analysis sessions and in the specific evaluation sessions. • Justify the criteria established in the exercise evaluation form. • Objectively evaluate the critical points established as priority. • Assume the responsibility of not participating or interfering in the exercise.
Observers	<ul style="list-style-type: none"> • Observe the process of the exercise without interfering in its development. • Comply with the exercise regulations. • Prepare questions when requested by the exercise control staff. • Take notes of the aspects observed and provide them to the evaluators. • Submit their general critique during the plenary analysis session.

Volume I: Planning & Preparation

Part C: Tools for Event Planning & Preparation

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Acknowledgements:	<p>The ERE Guide was developed and revised following close and extensive consultations with numerous stakeholders from national governments, disaster response management organisations, OCHA and UN agencies, INSARAG Working Groups and practitioners, the World Health Organisation emergency medical teams, UN Country Teams and other appropriate organisations and individuals.</p> <p>The Guide was tested during the regional response exercises in Mongolia and Chile in 2015 and finalised following feedback from these events. The ERE Guide remains a living document and will be reviewed in line with the INSARAG Guidelines, once every five years. Any feedback can be sent to the INSARAG Secretariat at insarag@un.org</p> <p>INSARAG Secretariat OCHA Geneva 1 Feb 2016</p>

Tools for Planning and Preparation of the ERE

Part C of Volume I consists of a number of tools and templates that event organisers may well find useful to assist them in the planning and preparation processes for an INSARAG Earthquake Response Exercise. In addition, these Annexes contain specific information relating to the requirements for facilities and organisation necessary to host a successful event. The Annexes are listed here:

Annex A: Facilities Requirements

Annex B: RDC within the Earthquake Response Exercise

Annex C: OSOCC within the Earthquake Response Exercise

Annex D: Situation Rooms within the Earthquake Response Exercise

Annex E: Generic Invitation Letter

Annex F: Generic Registration Form

Annex G: Generic Participants Information Document

Annex H: Outline Scenario Document

Annex J: Generic Event Checklist

Annex K: Generic Earthquake Response Event Agenda

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INSARAG Earthquake Response Exercise Guide

Volume I: Planning and Preparation

PART C: ANNEX A - Facilities Requirements

The exercise is set up as a ‘command-post’ exercise involving management and decision-making elements of both the national disaster response and the international humanitarian relief community. The exercise is focused on the strategic and tactical aspects of a disaster response and does not contain ‘operational’ elements, nor does it involve ‘boots on the ground’. Therefore, the facilities required do not extend to operational training sites such as rubble piles or collapsed structures.

The event is split into two phases, each with its own specific requirements in terms of venue and facilities. The 2-day “**Simulation Exercise Phase**” follows the 3-day “**Exercise Preparation Phase**”.

Organisers may well be able to use the same facilities in both phases of the event but need to allow the EXCON members time and space to prepare the Exercise Phase facilities, which they will typically do during the Preparation Phase.

Essentially event organisers can approach the INSARAG Earthquake Response Exercise as they would a conference or workshop, the facilities being focused on:

- Participants’ arrival from international locations, to include reception at the designated airport and transport to accommodation locations. If a host cannot arrange airport pick-ups, they should explain how participants can get to the accommodation venue and what the approximate cost would be.
- Accommodation in hotels or residential training facilities
- A main working site, including a hall or room large enough to seat all participants
- Other rooms or areas where smaller groups can meet and work
- Transport between accommodation and work locations during the event
- Return transport to the airport or point of departure

As an initial planning assumption, event organisers should consider that a typical INSARAG Earthquake Response Exercise would attract about 100 participants from the host country and international disaster response community. Also, as a planning assumption, organisers should aim for a guide price of approximately \$120 US per room/per night in order to encourage as broad as participation as possible.

Exercise Preparation Phase

The minimum facilities requirements for the event preparation phase of the INSARAG Earthquake Response Exercise include the following:

- A main working site, including a hall or room large enough to seat all participants

- Presentation equipment including a computer, projector and sound system, the size and configuration of the room will dictate if a single screen is sufficient
- Dual screens are necessary if the event organisers plan to run simultaneous presentations in the language of the host country and in English
- A simultaneous translation facility will also be required if the event is being conducted in two languages (host country and English)
- A good wired or wireless (Wi-Fi preferred) connection to the Internet available throughout the facility, sufficient in strength and bandwidth for 100 persons.
- Sufficient other rooms or areas where the smaller functional groups (6 to 30 persons) can meet and work, each should have a projector and a screen, one of which will be allocated to the EXCON (Exercise Coordination) Group.
- A small room for the event organisers and the INSARAG Secretariat with access to a printer or a printing service
- Refreshment facilities for hot and cold drinks and a lunch meal

It is recommended that the main meeting room and the smaller ‘breakout’ rooms are in the same facility or at least within a short walking distance of each other. This will ease the problems over transportation and coordination of activities.

As an option, the event organisers may chose to run part of the Preparation Phase in a separate location, particularly if there is a national training or disaster management centre that they wish to showcase as part of the learning process. In these situations, the organisers must have the facilities to transport all the participants to and from the main event site, safely and efficiently.

Simulation Exercise Phase

The venue for the Exercise Phase is typically the same as that used for the Preparation Phase, but configured differently. The requirements for the Exercise Phase are as follows:

- A location to establish a Reception/Departure Centre.
- A location to establish an On Site Operations and Coordination Centre (OSOCC)
- Four working areas, named “Situation Rooms”, approximately 25m².
- Additional working areas for each of the ‘Functional Groups’ participating in the exercise, e.g. LEMA, UN-HCT.
- A large plenary area where the USAR teams can be located.
- A meeting room suitable for about 20 persons, where the EXCON can be based.
- A small office or room where the event coordinators can be based.

Venue and Requirements for the RDC

The detailed considerations and requirements for the establishment of the RDC within the Exercise Phase are contained in **Part C: Annex B – RDC within the Earthquake Response Exercise**.

Venue and Requirements for the OSOCC

The detailed considerations and requirements for the establishment of the OSOCC within the Exercise Phase are contained in **Part C: Annex C – OSOCC within the Earthquake Response Exercise**.

Venue and Requirements for the Situation Rooms

The detailed considerations and requirements for the establishment of the Situation Rooms within the Exercise Phase are contained in **Part C: Annex D – Situation Rooms Within the Earthquake Response Exercise**.

Venue and Requirements for the other Working Areas

Similar facilities to those required for the Exercise Preparation Phase will be needed for the Simulation Exercise Phase of the event. The EXCON team who will set up four (4) Situation Rooms and designate other rooms for the functional groups will configure these slightly differently according to the specific requirements of the event and the venue. If the main meeting room can be sub-divided, these sub-divisions can be used to host the functional groups, however the room must be able to be returned to its original state for the exercise debriefing process, where all the participants will be seated in one place.

The large plenary area should be sufficient for all the USAR teams, both national and international. Ideally, each team will have a designated table that they can work at, with sufficient chairs for each team member. The plenary area must be within easy walking distance of both the Situation Rooms and the OSOCC, as the teams will move back and forth during the exercise between these three work areas.

Each team table should have access to a power supply (even if shared) so that teams can recharge laptops and other mobile devices. The plenary area should also be provided with Wi-Fi or wired Internet access sufficient in strength and bandwidth for 100 persons. Typically, organisers house the teams in the meeting area or hall used during the Preparation Phase of the event.

During the Exercise Phase, the INSARAG Secretariat and the event facilitators and the EXCON Team need to maintain their working areas, already allocated during the Exercise Preparation Phase of the event.



INSARAG Earthquake Response Exercise Guide

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PART C: ANNEX B - RDC within the Earthquake Response Exercise

The establishment of a Reception/Departure Centre (RDC) is an essential part of the INSARAG operational methodology and therefore a key part of the Earthquake Response Exercise (ERE). The RDC forms the entry point within the affected country through which responding teams can be channelled to register and participate in initial information exchanges with the response management.

In the ERE, the RDC forms the portal through which international teams enter the exercise, having only participated through the Virtual OSOCC up to that point. In the Earthquake Response Exercise the RDC is typically set up at the international airport through which the participants entered the country, as long as this is logistically possible. This relies on:

1. The selected venue for the exercise being within reasonable travelling distance of the airport.
2. A suitable location being made available by the airport authorities for the RDC.
3. All security and immigration requirements being met in the event of an 'airside' location for the RDC.

Organisers are advised to begin consultations with airport authorities early in the process of preparing for the Earthquake Response Exercise to ascertain if locating the RDC at the airport is viable. If this is possible, then this is the option that provides most realism for the participants. The organisers can use alternative sites, recreating the airport environment at another venue, most likely contiguous with the main event venue.

Whatever the physical location of the RDC during the exercise, it is strongly recommended that the airport authorities (customs, immigration, security, cargo logistics and management) should be invited to play their 'normal' roles and participate in the exercise phase of the event. Their participation will help them understand the overwhelming impact that such a response to a disaster occurring in their country will have on their airport, its facilities and staff. A number of recent disaster responses have been compromised due to logistical, technical and managerial issues at key airport facilities and the Earthquake Response Exercise affords a unique opportunity to address potential problems by the host country and encourage informed disaster planning and preparation.

Playing their normal roles will assist airport staff (customs, immigration, security, cargo logistics and management) to identify stresses and weakness in the airport's operational procedures when responding to the demands posed by large numbers of responding teams and organisations. Such an understanding will help the airport prepare for such an eventuality and thereby improve disaster response and increase resilience within the host country.

Whatever the physical location of the RDC during the exercise, the following minimum facilities should be in place:

- A country map showing the relationship between the airport, major centres of population, the capital city and the epicentre of the earthquake etc.

- OSOCC/RDC Flag (United Nations) (May be brought by the first arriving INSARAG-classified team but this will need to be by prior arrangement)
- Office facilities (laptop, printer, paper, pens etc.) (Office equipment may be brought by the first arriving INSARAG-classified team but this will need to be by prior arrangement)
- Access to the Internet through a strong Wi-Fi signal or wired ports (Equipment for connecting to the Internet may be brought by the first arriving INSARAG-classified team but this will need to be by prior arrangement)

RDC physical requirements:

- A minimum area of about 100m² - 10m x 10m
- Good natural light or lighting
- Can be a room in a building or a divided area within a large indoor space such as a hangar or terminal building
- Good ventilation and/or heating
- Two or three chairs (minimum)
- A large table (minimum)

RDC staffing:

- Two international EXCON
- Translator or interpreter
- Role Players (required)
- Customs and/or Immigration official
- Airport security officer
- Cargo handling agents or logistics management
- Airport management representative

During the final planning phase, the INSARAG Secretariat will be able to advise the host organisation, which classified INSARAG teams, will be attending the event. In conjunction with the INSARAG Secretariat, the hosts may ask one particular team to play the role of "first arriving team" and encourage that team's participants to bring with them equipment sufficient to establish an RDC (RDC/OSOCC Flag, laptop, B-GAN, printer, Wi-Fi router, paper, pens etc.).

This opportunity to practice the establishment and running of an RDC in realistic conditions working with local role players and other international colleagues should be welcomed by INSARAG-classified teams.

INSARAG Earthquake Response Exercise

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PART C: ANNEX C - OSOCC within the Earthquake Response Exercise

The On-Site Operations Coordination Centre (OSOCC) is a rapid response tool that provides a platform for the coordination of international response activities in the immediate aftermath of a sudden onset emergency or a rapid change in a complex emergency. It is at the same time both a methodology and a physical location for on-site emergency response coordination and therefore it is a key part of the Earthquake Response Exercise (ERE).

The OSOCC is intended to serve as a conduit for information exchange between the Government of the affected country and various relief providers in a disaster receiving international assistance, to facilitate cooperation with and coordination of international humanitarian assistance, and to provide a platform for coordination amongst actors who do not normally work in close collaboration. The OSOCC facility supports on-site coordination and information exchange, and facilitates a broader coordination platform that extends well beyond the physical OSOCC.

Whatever the physical location of the OSOCC during the exercise, the following minimum facilities need to be in place:

- A country map showing the relationship between the airport, major centres of population, the capital city and the epicentre of the earthquake etc.
- Vertical boards or walls on which information can be displayed (white boards or pin boards plus A1 paper sheets).
- Further A1 paper supplies (flip chart size), marker pens, paper supplies for printing, tape, scissors and other normal office consumables.
- Office facilities (laptop, printer etc. unless being supplied by the IHP/APHP/AST partner)

OSOCC physical requirements:

- A minimum area of about 225m² - 15m x 15m
- Power supply and a good Internet connection (Wi-Fi with sufficient strength and bandwidth for 20 – 25 users)
- Good natural light or lighting
- Can be a room or rooms in a building or outside in a tent, inflatable or other structure(s).
- Good ventilation and/or heating
- Ten or twelve chairs (minimum)
- At least four large tables (minimum)

OSOCC staffing:

- UNDAC Team Leader
- Minimum of two additional UNDAC team members
- Map Action representative(s)
- IHP/APHP/AST representative(s)
- Liaison officers from International USAR Teams (as appropriate to run UCC)
- One international EXCON

During the final planning phase, the INSARAG Secretariat will be able to advise the host organisation, which UNDAC team members will be attending the event and who will be nominated as the UNDAC Team Leader. In addition, the INSARAG Secretariat will encourage participation in the event by representatives from the International Humanitarian Partnership (IHP), the Asia-Pacific Humanitarian Partnership (APHP) or the Americas Support Team (AST), who will equip the OSOCC with items such as a flag, laptops, printer, paper, pens etc. This will reduce the need for the exercise organisers to equip the OSOCC completely.

This opportunity to practice the establishment and running of an OSOCC in realistic conditions, working with local role players and other international colleagues should be welcomed and supported by UNDAC team members and IHP/APHP/AST partners.



INSARAG Earthquake Response Exercise

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PART C: ANNEX D - Situation Rooms within the Earthquake Response Exercise

The role of the Situation Rooms is an essential part of the Earthquake Response Exercise (ERE), the rooms represent the operational areas or sectors within the affected city, town or country and provide the raw data or information on which the bulk of the exercise is based. There are typically four Situation Rooms in an ERE, each contains photographs and other information about the collapsed structures and general situation in various locations in the disaster scenario. Within the exercise each group of participants, both national and international responders, visits each simulation room in turn in order to assess the situation, collecting information and data so that collective decisions can be made and coordination can be developed in the disaster response.

The collection of data and information exchange within each of the Situation Rooms is facilitated and led by individuals within the Exercise Coordination (EXCON) team, with the assistance of interpreters if necessary. Written descriptions and scripts about each of the buildings ensure consistency of the information that is given to the participants. An option for hosting organisations to consider is the addition of one or more role players within the Situation Rooms. Role players, properly briefed and scripted, increase the realism for the participants, allowing them to practice the questioning of survivors, local officials or family members of victims, which is an important part of the scene assessment process.

The Situation Rooms are typically situated at the same venue as where the Preparation Phase was hosted, making travel and logistics as easy as possible. They can be a room in a building, a divided area within a large indoor space or a tent or inflatable structure outside. A full list of requirements for each of the four (4) Situation Rooms is included below:

Situation Rooms will need:

- An area map showing the relationship between the area or sector, other parts of the city or town, the airport, epicentre of the earthquake etc.
- An overall sector map showing the relationship between the sectors.
- A large-scale map of the sector showing the buildings to be assessed.
- Photographs of collapsed structures c/w details of the construction, number of stories, GPS location, information about conditions of services, hazmats, details of victims, those already rescued and numbers of persons trapped. These buildings should relate to actual buildings in the sector to preserve the sense of realism for the national responders.
- Scripts for each simulation room, relating to the buildings and victims. There needs to be scripts for role players and also for EXCON - each script will have information that can be read out and additional information which will be shared ONLY if teams ask the appropriate questions.

Situation Room physical requirements:

- An area of about 25m² - 5m x 5m
- Good natural light or lighting

- Can be a room in a building, a divided area within a large indoor space or a tent or inflatable structure outside
- Good ventilation and/or heating
- Two or three chairs for EXCON staff only
- A small table for EXCON staff
- Walls or vertical boards on which large maps or photo displays can be mounted
- Can be secured to prevent unauthorised access by participants or others

Each Situation Room will need the following staff (there are four situation rooms):

- Two international EXCON
- One national EXCON
- Translator or interpreter
- Role Players (optional) - local official, family member of trapped victim, leader of local rescue team etc. NB: role players can move between situation rooms providing injects and information for the participants but should read from prepared scripts to ensure consistency of information.



INSARAG Earthquake Response Exercise

Volume I: Planning and Preparation

PART C: ANNEX E - Generic Invitation Letter

Title: INSARAG Regional Earthquake Response Exercise

Status: Published on VO on: *dd/mm/yyyy*

Date: *dd/mm/yyyy to dd/mm/yyyy*

Location: *City x, Country Y*

Background: As part of the disaster response preparedness activities of the International Search & Rescue Advisory Group (INSARAG) in accordance with United Nations General Assembly Resolution 57/150 of 16 December 2002; and on behalf of the *Local Emergency Management Agency of County Y*, the INSARAG Secretariat is pleased to invite your country to participate in the INSARAG Regional Earthquake Response Exercise. This exercise will be held in *City x, Country Y*, from *dd/mm/yyyy to dd/mm/yyyy*. The Governments of *Country Q* and the *Country R* jointly support this event.

Purpose: The purpose of the exercise is to practice international coordination methodology in accordance with the INSARAG Guidelines, with a focus on the cooperation between national and international disaster managers and response actors as well as joint planning operations between Local Emergency Management Authorities (LEMA) and the international On-Site Operations Coordination Centre (OSOCC). This exercise will see the active involvement of international urban search and rescue (USAR) teams from the region, responding and working alongside national responders. In parallel, there will be engagement of the national disaster management team who will work alongside the United Nations in-country response mechanisms.

Target Audience: The Government of *Country Y* has requested the INSARAG Secretariat (UN OCHA's Field Coordination Support Section), to coordinate the international component of the exercise. In order to do so, we envisage using an UNDAC team to set up a Reception and Departure Centre (RDC) and an On-Site Operations and Coordination Centre (OSOCC) in support of *Country Y's* local emergency management authority, with the participation of skeleton international USAR teams and International Medical teams (IMTs), primarily from the region, tasked with responding to such emergencies. Each international USAR team should consist of no more than 4 persons, representing the management component of the team. The exercise will not be a field exercise and the USAR teams will not practice practical search and rescue methods. The exercise will focus only on the practice of international coordination mechanisms based on the INSARAG Guidelines.

Administrative Instructions: Should your country decide to participate in the exercise, please confirm with the attached registration form by fax or by e-mail, by *dd/mm/yyyy*, to the attention of *Name A and Name B, Organisation Name, (email contact details)* and copy to *Secretariat Contact C and Secretariat Contact D, INSARAG Secretariat (email contact details)*.

Please note that participating countries are expected to cover their own costs for travel, food and accommodation. Acceptance for participation in the exercise will be on a 'first-come-first-served' basis as the number of places for skeleton USAR teams is limited.

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PART C: ANNEX F - Generic Registration Form

REGISTRATION FORM

Please return the completed form to the Contact Persons by dd/mm/yyyy

Contact Person		
	Country X: Name A: Email contact details Name B: Email contact details	INSARAG Secretariat Name C: Email contact details Name D: Email contact details

PERSONAL INFORMATION (* items are optional.)			
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Other:		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Name	First name		
	Last name		
Country		Organization	
Department		Job Title/Position	
Passport Number			
Passport Issue Date		Expiration Date	
Mailing Address		Postal Code	
Nationality			
E-mail		Telephone	
Mobile		Fax	
Special Dietary Needs*	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Beef free <input type="checkbox"/> Pork free <input type="checkbox"/> Other:		
Special Requirements*	(E.g. Allergy, Disability, etc.)		
Accommodation	List Hotel Options: Specific requests (e.g. single room, smoking room, etc.)		

FLIGHT ITINERARY		
Arrival	Flight Number	
	Date / Time	dd/mm/yyyy / (Hour/Minute)
Departure	Flight Number	
	Date / Time	dd/mm/yyyy / (Hour/Minute)

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PART C: ANNEX G - Generic Participants Information Document

INSARAG Earthquake Simulation Response Exercise

City X, Country Y
DD/MM/YYYY

1. Points of Contact

All queries and information are to be submitted to the following:

Name	Organisation	Contact Details
<i>Name A</i>	<i>LEMA Name</i>	<i>Email Contact Details</i>
<i>Name B</i>	FCSS – INSARAG Secretariat	<i>Email Contact Details</i>

2. Dates of the meeting

Description	Date	Required Arrival and Departure Date
-------------	------	-------------------------------------

3. Travel Requirements

- *(INSERT) details regarding visas;*
- *(INSERT) details regarding customs / immigration and quarantine.*

4. Arrival and Departure

Airport Name	Actions
<i>Airport Name & Code</i>	<i>Details regarding arrival actions</i>

5. Venue & Key Activities

- The INSARAG Exercise is being held at: *Name, address and www*
- *Details regarding official dinners and or any social activities*
- *Details regarding dress requirements*

6. Accommodation

- The accommodation for the meeting is the *Name of Hotel(s), Address and www*. Hotel phone number: *+xx xxxx xxxxxx* and Hotel fax number: *+xx xxxx xxxxxx*. The rate of USD \$*xxx* per night has been agreed with the Hotel for all meeting participants. Please quote “INSARAG meeting” when booking your room to secure the above rate. * *Please notify the hotel when booking if you have any dietary requirements.*
- The rate includes:
Details of what the rate includes here:

7. Transport

- *Details regarding local transport arrangements here:*
 - *Airport pick up or identified alternatives*
 - *Transport between hotel and exercise venue*
 - *Airport drop off*

8. General information (Host Country)

(a) General information is available from:

- *www*
- *www*

(b) Language

List official languages

(c) Time Zones

List time zones

(d) Health & Well-being

- ☐ *Emergency Services (Fire, Police & Ambulance): Dial xxx*
- ☐ *Details regarding any vaccination requirements*
- ☐ *Details regarding smoking*

(e) Weights and Measures system

Details regarding the system of weights and measures

(f) Electricity

Details regarding type of electricity available and the type of plugs used

(g) Weather

Town Name	Month Before Exercise	Month During Exercise	Month After Exercise
<i>Av. Max. Temp. (C°)</i>			
<i>Av. Min. Temp. (C°)</i>			
<i>Av. Rainfall (mm)</i>			

Details regarding any specific clothing requirements

(h) Communications

- ☐ *The country code is: +xxx*
- ☐ *The town code is: xxxx*
- ☐ *Details regarding pre-paid phone options*

(i) Money

- ☐ *The currency is xxxxxxxxx*

- ☐ *Details regarding Credit / Debit Cards*
- ☐ *Details regarding ATM machines*
- ☐ *Details regarding foreign currencies exchange*
- ☐ *Details regarding tips*

(j) Examples of exchange rates (accurate as at DD/MM/YYYY)

<i>I local</i>	=	<i>X</i>	<i>United States Dollar</i>
<i>I local</i>	=		<i>Euro</i>
<i>I local</i>	=		<i>British Pound</i>
<i>I local</i>	=		<i>Other relevant currencies</i>
<i>I local</i>	=		<i>Other relevant currencies</i>
<i>I local</i>	=		<i>Other relevant currencies</i>

(k) Driving

Details regarding driving and car hire

INSARAG Earthquake Response Exercise

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PART C: ANNEX H - Outline Scenario Document

The outline scenario should be developed early on in the process for planning and organising the event, allowing potential partners and participating organisations to understand the scope and nature of the event.

Exercise scenarios are by nature fictitious documents based on facts. In order for the exercise to achieve the objectives identified during the process of developing the event, the scenario needs to be realistic, challenging but not overwhelming. There is always artificiality in any scenario as it attempts to balance these needs and, at the same time, focus on the specific aspects of the response being tested by the exercise.

The first objective of the Outline Scenario should be to provide potential partner and participant organisations with an overview of the event that will form the basis of the Earthquake Response Exercise.

The scenario needs to be based in fact and therefore historical events are a good source of information, statistics and images for a potential scenario. The scenario also needs to be written in a logical and chronological order, detailing the events as they happen and any response made to them. The outline scenario is limited and brief, offering the basic information about the event, the scale of the event and the scope of the response.

Further details can be added, closer to the scheduled date of delivery when the number of participants can be better assessed and therefore the complexity and extent of the scenario can be made to fit the event and not the other way round. It is a mistake to invent a hugely complex scenario and find the participants overwhelmed, equally the learning opportunities of the ERE will not be realised if the scenario is too simple and not sufficiently complex for the number of participants.

The Outline Scenario should contain the following information in roughly the following order of presentation:

- The date and time (in local and UTC) of the event (earthquake).
- The location of the epicentre and the duration and magnitude of the earthquake.
- Who detected the event and how was this information relayed to the world.
- What was the effect in the immediate location of the epicentre – damage, casualties, impact on the infrastructure etc.?
- Brief details of any major secondary effects such as tsunami or landslides.
- What was the effect in the wider area further from the epicentre – damage, casualties, impact on the infrastructure etc.?

- Brief details of any specific hazards or issues that will form part of the scenario such as nuclear plants, dams and chemical factories.

Another of the objectives of the Outline Scenario is to show what organisations would be involved in the event of the scenario occurring in reality in order to encourage their participation in the ERE.

Therefore the Outline Scenario should also contain details of the response to the event, listing the organisations involved at local, regional and national level and providing brief details of:

- Each organisation's likely response.
- The coordinating structures established, including those at a national level that would be activated in the event of international assistance being required.
- The relationship of these coordinating structures to the Government of the affected country.

At this stage, in this Outline Scenario Document, it is not necessary to detail the response beyond 24 hours or include statistics such as casualty figures, apart from indicating the overall magnitude of the disaster scenario.

Such details will be developed with all partner organisations contributing and will be included in the '**Exercise Scenario Document**', an example of which can be found in **Part 3: Annex D – Exercise and Scenario Briefing**.

INSARAG Earthquake Response Exercise Guide

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PART C: ANNEX J - Generic Event Checklist

Exercise organisers may use the following generic checklist as a base on which to develop their own checklist to aid in the organisation of the event.

Activity or Partner	Action or Landmark	Responsible	✓
Event Management	Obtain approval and date	LEMA	
	Confirm funding or budgetary approval	LEMA	
	Obtain 'buy-in' commitment from national partner organisations	LEMA	
	Identify a 'Lead Organiser' and support team	LEMA	
	Discuss exercise requirements	LEMA/FCSS	
INSARAG Secretariat	Develop outline event structure	LEMA/FCSS	
	'3 Month' Planning Meeting with the INSARAG Secretariat	Organisers/FCSS	
	Confirm date of event and make 'GO' decision	LEMA/FCSS	
	Finalise event agenda and programme	Organisers/FCSS	
	Arrange V-OSOCC exercise simulation space	FCSS	
	Make arrangements for participants to have V-OSOCC accounts	FCSS	
	Make UN Country Team aware of event	FCSS	
Administration	Develop event planning timeline	Organisers	
	Develop event checklist	Organisers	
	Prepare Invitation Letter and post onto the V-OSOCC	Organisers/FCSS	
	Prepare Registration Form and post onto the V-OSOCC	Organisers/FCSS	
	Prepare Participants Information document and post onto the V-OSOCC	Organisers/FCSS	
	Prepare Attestations	Organisers	
Visa's	Visa requirements identified	Organisers	
	Prepare formal letter for Visa (if necessary)	Organisers	
	Arrangements in place with Immigration for visas on arrival (if required)	Organisers	
Venue	Select and confirm a suitable venue – ensure technical requirements such as Internet access can be met	Organisers	
	Preparation Phase facilities arranged (main hall, breakout rooms, back office arrangements)	Organisers	
	Exercise Phase – RDC area arranged with airport authorities	Organisers	
	Exercise facilities for Simulation Rooms, OSOCC, Functional Group meeting rooms and Base of Operations all arranged	Organisers	
	Photography and videography arrangements made	Organisers	
	Security/ID badges arranged	Organisers	
	Participants Information Packs ready	Organisers	
Travel Schedule	Prepare International Participants Arrival Schedule	Organisers	
	Prepare International Participants Departure Schedule	Organisers	
Transport	Arrange airport pick-ups and returns or identify suitable services for participants to use independently	Organisers	
	Hotel to Venue transport arranged	Organisers	
	Travel to other venues arranged (RDC etc.)	Organisers	

Accommodation	Select and confirm suitable accommodation	Organisers	
	Arrange catering with hotel (breakfast)	Organisers	
	Arrange early check-in for morning arrivals	Organisers	
Catering	Catering (lunch) arranged at the venue	Organisers	
	Catering (formal dinner) arrangements made	Organisers	
	Refreshments at venue (coffee/tea) in place	Organisers	
Translators	Arrange professional translators and equipment for Preparation Phase (if required)	Organisers	
	Arrange sufficient translators for Exercise Phase (if required – consider all locations)	Organisers	
Exercise Preparation	Identify National EXCON members	LEMA	
	Identify participants who will be LEMA	LEMA	
	Identify participants who will be National Responders	LEMA	
	Ensure sufficient International USAR participants	FCSS	
	Ensure sufficient UNDAC/IHP/APHP/AST team members participate	FCSS	
	Arrange for UNDAC support (Map Action) to be there	FCSS	
	Identify International EXCON members	FCSS	
	Identify and arrange role players	Organisers	
	Develop exercise scenario	Organisers/EXCON	
	Develop local injects	Organisers/EXCON	
	Coloured tabards or vests to identify exercise roles arranged	Organisers	
Formal or Social Events	Opening ceremony is arranged (VIP's?)	Organisers/FCSS	
	Prepare VIP Meeting Schedule	LEMA/FCSS	
	Evening reception (ice breaker) is arranged	Organisers	
	Closing ceremony is arranged (Certificates for participants)	Organisers/FCSS	
	Group photograph is arranged (copies for participants)	Organisers	
Demonstrations or Visits	Visit to USAR or medical organisation arranged	Organisers	
	Organisations being visited have been briefed and sufficient translators arranged	Organisers	

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PART C: ANNEX K - Generic Earthquake Response Event Agenda

AGENDA

International Search and Rescue Advisory Group (INSARAG) Earthquake Response Exercise

City, Country, DD/MM/YYYY

dd/mm/yyyy – Arrival of EXCON		
Time	Event	Responsible / Venue
All Day	Arrival of FCSS and EXCON staff	Hosts

Day 1: dd/mm/yyyy – Arrival of Participants and Opening		
Time	Event	Responsible / Venue
0800-1200	Arrival and Registration of Participants	Hosts
0900-1200	EXCON meeting	Ex. Coordinator, Hosts, FCSS
1200-1300	Lunch	Hosts
1300-1330	Official Opening of the INSARAG Earthquake Response Exercise <ul style="list-style-type: none"> Speeches Group Photo 	Hosts, OCHA-FCSS/Regional Office
1330-1400	Participants Introduction and Adoption of the Agenda	FCSS
1400-1430	INSARAG Exercise overview	FCSS
1430-1500	Coffee Break	Hosts
1500-1530	Disaster Profile of Host Country	Hosts
1530-1700	Disaster Response in Host Country	Hosts, Local Emergency Response Organisations
1800-2000	Welcome Dinner	

Day 2: dd/mm/yyyy – Exercise Preparation Phase		
Time	Event	Responsible / Venue
0900-0945	Disaster Response: International USAR teams	Facilitator
0945-1030	Disaster Response: UNDAC/OSOCC	Facilitator
1030-1100	Coffee Break	Hosts
1100-1145	Disaster Response: Emergency Medical Teams (EMTs)	Facilitator
1145-1230	Disaster Response: OCHA Regional Office (incl. Regional Disaster Response Arrangements, Guide for Disaster Managers)	Facilitator
1230-1330	Lunch	Hosts
1330-1700	Walkabout (tour) Visit to Local USAR or Rescue Unit or Demonstration of USAR techniques by Hosts or Visit to Local Medical Facility	Hosts, EXCONs

Day 3: dd/mm/yyyy – Exercise Preparation Phase		
Time	Event	Responsible / Venue
0900-0945	INSARAG Guidelines & Methodology	Facilitator
0945-1030	INSARAG Guidelines incl. Sectorisation, ASR-level – focusing on the relevant issues for all the groups	Facilitator
1030-1100	Coffee Break	Hosts
1100-1200	Operational Interoperability <ul style="list-style-type: none"> • USAR teams and EMTs • OSOCC-LEMA 	Facilitator
1200-1230	Alert of Earthquake and Scenario Briefing	Hosts, EXCON
1230-1330	Lunch	Hosts
1330-1500	Breakout workshop – All the participants join one of the functional group workshops: <ol style="list-style-type: none"> 1. LEMA 2. National Responders 3. UNDAC 4. International USAR 5. Emergency Medical Teams 6. Humanitarian Country Team 	Hosts, EXCONs and Facilitators
1500-1530	Coffee Break	Hosts
1530-1700	Breakout workshop – All the participants join one of the functional group workshops: <ol style="list-style-type: none"> 1. LEMA 2. National Responders 3. UNDAC 4. International USAR 5. Emergency Medical Teams 6. Humanitarian Country Team 	Hosts, EXCONs and Facilitators

Day 4: dd/mm/yyyy – Simulation Exercise (SIMEX)		
Time	Event	Responsible / Venue
0900	Simulation Exercise starts (at the RDC location for International Participants and at the Main Venue for National Participants)	Hosts, EXCONs
1100	Simulation Exercise continued (All participants at main venue)	Hosts, EXCONs
1700	(Technical Break)	

Day 5: dd/mm/yyyy – Simulation Exercise (SIMEX)		
Time	Event	Responsible / Venue
0900-1500	Simulation Exercise continued	Hosts, EXCONs
1500-1700	Debriefing/Closing Ceremony	Ex. Coordinator, EXCONs, Hosts
1700 onwards	Departure of participants	Hosts