

Annex I: Worksite Prioritization and Team Planning Guide

<p>Step One</p> <p>info</p>	<p>1.a Order Worksites based on Triage</p> <p>First, fill in column 1 of the <i>Team Assignment Plan</i> with the order of worksites based on the results from the ASR-2 missions in. This will be based on victim information:</p> <ul style="list-style-type: none"> • Triage categories • Number of victims 	<p>1.b Make Team Availability List</p> <p>Fill in column 2 of the <i>Team Assignment Plan</i>, placing highest on the list the teams with the shortest time until available, taking note of</p> <ul style="list-style-type: none"> • Their BoO • Current working location • Capacity (such as H/M/L) • If currently Working on a site; estimated time of availability • Teams travelling to the country and estimated time of availability
<p>Step Two</p> <p>Plan</p>	<p>2.a Make a Priority Assignment List</p> <p>Then, fill in column 3 on Team Assignment Plan to complete the Priority Assignment list using operations information that affect the order of priority, such as:</p> <ul style="list-style-type: none"> • Directives from LEMA • Rubble safety issues • Security issues • Proximity to other sites • Access restraints to site 	<p>2.b Make Team Assignment Plan</p> <p>Fill in column 4 of the Team Assignment Plan, placing highest on the list the teams with the shortest time until available, taking note of</p> <ul style="list-style-type: none"> • Their BoO • Current working location • Capacity (such as H/M/L) • If currently Working on a site; estimated time of availability • Teams travelling to the country and estimated time of availability • A heavy team can be given multiple assignments
<p>Step three</p> <p>ASR</p>	<p>3. Determine ASR level</p> <ul style="list-style-type: none"> • Determine whether the assignments are ASR-3 or 4 <ul style="list-style-type: none"> ○ If there are plenty of USAR teams and logistical support, all assignments could be ASR4, where teams stay at the site until all the work is complete ○ If there are limited USAR teams relative to the number of sites, it may be wise to assign teams (all or some) ASR-3 missions first and then, if needed, reassign them to work on ASR-4 • The UCC, LEMA and the international USAR teams determine whether, and if so how, to assign teams to ASR-5 missions 	
<p>Step four</p> <p>Assign</p>	<p>4. Inform Teams and get confirmation</p> <ul style="list-style-type: none"> • Inform the teams of their assignments • Receive confirmation that they will take the assignment • Providing them with an Assignment Briefing Package • Discuss with them any logistical issues they may have regarding the assignment • Maintain history of where teams have been <ul style="list-style-type: none"> ○ The <i>UCC Team Assignment Status</i> can be used to continuously maintain recent history and where the team is currently working or been assigned 	
<p>Repeat</p>	<p>Update Plan</p> <ul style="list-style-type: none"> • Update plan and reassign teams until all sites have been identified and work completed 	