

## Annex I: Worksite Prioritization and Team Planning Guide

<p>Step One</p> <p>info</p>	<p><b>1.a Order Worksites based on Triage</b></p> <p>First, <b>fill in column 1</b> 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"> <li>• Triage categories</li> <li>• Number of victims</li> </ul>	<p><b>1.b Make Team Availability List</b></p> <p><b>Fill in column 2</b> 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"> <li>• Their BoO</li> <li>• Current working location</li> <li>• Capacity (such as H/M/L)</li> <li>• If currently Working on a site; estimated time of availability</li> <li>• Teams travelling to the country and estimated time of availability</li> </ul>
<p>Step Two</p> <p>Plan</p>	<p><b>2.a Make a Priority Assignment List</b></p> <p>Then, <b>fill in column 3</b> 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"> <li>• Directives from LEMA</li> <li>• Rubble safety issues</li> <li>• Security issues</li> <li>• Proximity to other sites</li> <li>• Access restraints to site</li> </ul>	<p><b>2.b Make Team Assignment Plan</b></p> <p><b>Fill in column 4</b> 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"> <li>• Their BoO</li> <li>• Current working location</li> <li>• Capacity (such as H/M/L)</li> <li>• If currently Working on a site; estimated time of availability</li> <li>• Teams travelling to the country and estimated time of availability</li> <li>• A heavy team can be given multiple assignments</li> </ul>
<p>Step three</p> <p>ASR</p>	<p><b>3. Determine ASR level</b></p> <ul style="list-style-type: none"> <li>• Determine whether the assignments are ASR-3 or 4 <ul style="list-style-type: none"> <li>◦ 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</li> <li>◦ 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</li> </ul> </li> <li>• The UCC, LEMA and the international USAR teams determine whether, and if so how, to assign teams to ASR-5 missions</li> </ul>	
<p>Step four</p> <p>Assign</p>	<p><b>4. Inform Teams and get confirmation</b></p> <ul style="list-style-type: none"> <li>• Inform the teams of their assignments</li> <li>• Receive confirmation that they will take the assignment</li> <li>• Providing them with an Assignment Briefing Package</li> <li>• Discuss with them any logistical issues they may have regarding the assignment</li> <li>• Maintain history of where teams have been <ul style="list-style-type: none"> <li>◦ 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</li> </ul> </li> </ul>	
<p>Repeat</p>	<p><b>Update Plan</b></p> <ul style="list-style-type: none"> <li>• Update plan and reassign teams until all sites have been identified and work completed</li> </ul>	