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Manual C: INSARAG External Classification and Reclassification



OCHA

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Note: Selected annexes, checklists and forms from the INSARAG Guidelines (2015) have been moved to the Guidance Notes section of www.insarag.org. For more information on the changes from the 2015 Guidelines, refer to the Table of Changes under Annex C. For the Annexes specific location on www.insarag.org, refer to page 66.

*Annex located in the Guidance Notes on www.insarag.org.

Abbreviations

A-POE	Abbreviated Portfolio of Evidence
BoO	Base of Operations
C-POE	Comprehensive Portfolio of Evidence
EXCON	Exercise Control
FTX	Field training exercise
FIELDEX	Term used to define a 36-hour full field exercise
IEC	INSARAG External Classification
IER	INSARAG External Reclassification
INSARAG	International Search and Rescue Advisory Group
ISG	INSARAG Steering Group
LEMA	Local Emergency Management Authority
LO	Liaison Officer
NDMA	National Disaster Management Authority
NGO	Non-governmental organisation
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
OSOCC	On-Site Operations Coordination Centre
PPE	Personal Protective Equipment
RDC	Reception/Departure Centre
RSB	Response Support Branch
SCC	Sector Coordination Cell
SOPs	Standard Operating Procedures
TORs	Terms of Reference
UC	USAR Coordination
UCC	USAR Coordination Cell
UN	United Nations
UNDAC	United Nations Disaster Assessment and Coordination Team
USAR	Urban Search and Rescue
VOSOCC	Virtual On-Site Operations Coordination Centre

1 Introduction

The United Nations (UN) General Assembly Resolution 57/150 of 16 December 2002 on “Strengthening the Effectiveness and Coordination of International USAR Assistance” endorses the International Search and Rescue Advisory Group (INSARAG) Guidelines as the principal reference for the coordination of international Urban Search and Rescue (USAR) response. The INSARAG Guidelines defines the methodology that countries affected by a sudden onset disaster can expect from the INSARAG USAR response community. This trained and practiced methodology is implemented by international USAR responders, to provide assistance during international USAR response operations.

The goal of this manual is to define the operational minimum standard for international USAR. The INSARAG Steering Group (ISG) expects USAR Teams in the INSARAG network to utilise this Minimum Standard for USAR Operations while in the preparation, response, and rehabilitation phases. USAR Teams within the INSARAG network are also expected to utilise and share this standard with others that are beginning to develop a national or international USAR Team. In an effort to achieve this objective, the INSARAG network has developed two voluntary, independent, peer review-processes: the INSARAG External Classification (IEC) and INSARAG External Reclassification (IER). The purpose of this manual is to ensure a USAR Team preparing to undergo an IEC/R has a deep understanding of the expected planning, preparation and delivery requirements. By following these principles, a USAR Team will be prepared to offer professional services, operate in a collaborative manner, and provide timely life-saving assistance to an affected population.

An IEC/R is a demanding process that is not to be underestimated. It requires the total administrative, financial and operational commitment of the sponsoring organisation, the USAR Team, its Mentor as well as several other stakeholders to ensure success. USAR Teams and their Mentors are required to familiarise themselves with the contents of the INSARAG Guidelines and this manual. IEC/R Classifiers are also required to use both the INSARAG Guidelines and this manual as a reference source.

Any questions with regards to the content of this manual should be directed to the INSARAG Secretariat and your appointed Mentor (as appropriate).

2 IEC/R Overview

2.1 IEC/R Objectives

INSARAG Classified USAR Teams undergoing an IEC/R are required to:

- Operate according to the methodology and Minimum Standards prescribed by the INSARAG Guidelines.
- Be able to rapidly deploy within the shortest possible timeframe following a disaster to maximise their positive impact on the affected community.
- Understand and comply with the roles and responsibilities regarding the set-up, operation and staffing of an RDC, UCC and/or SCC.
- Understand the roles and responsibilities regarding the LEMA and be able to integrate effectively with the response resulting in a coordinated and coherent rescue effort in support of the LEMA.
- Understand how international USAR assistance complements the national response effort.
- Requesting governments will then be aware of the type of value-adding support that is arriving from classified USAR Teams.

2.2 IEC/R Purpose

The primary purpose of the IEC/R is to provide the government of an affected country with a database of independently Classified INSARAG Light Medium or Heavy USAR Teams that will:

- Mobilise rapidly.
- Be self-sufficient.
- Perform life-saving operations professionally and safely.
- Coordinate its activities based on the priorities established by the Local Emergency Management Authority (LEMA) (or National Disaster Management Authority (NDMA)).
- Assist the UN with the USAR Coordination Cell (UCC), Sector Coordination Cell (SCC), Reception/Departure Centre (RDC) and operations.
- Coordinates its efforts with other international responders and augments national resources.
- Not become a burden to the affected country.
- Adopt internationally accepted coordination mechanisms established on-site. Ensure linkage to the Early Relief phase of an incident to support wider humanitarian response efforts.

2.3 Scheduling an IER Exercise

The IER must occur at some stage within the fifth calendar year following the original IEC. The INSARAG Secretariat will confirm the exact date of the reclassification exercise with the Team concerned. Any applications for an IER exercise that fall either before or after the USAR Team's five-year cycle must be submitted to the INSARAG Secretariat for consideration.

2.4 USAR Team Capabilities

USAR Teams establishing USAR capacity are required to refer to the INSARAG Guidelines (Volume II, Manual A: Capacity Building) for guidance. This manual provides information on the key elements required and the resource composition of a Light, Medium and a Heavy USAR Team. The minimum number of

deployed personnel required for a Light Team is 17, a Medium Team is 40 while a Heavy Team is 59. Staff redundancy planning to ensure minimum staff availability for deployment is a ratio of 2:1 for each position.

INSARAG USAR Teams are required to consist of five key components, Management, Search, Rescue, Logistics and Medical. The INSARAG Guidelines refer to three levels of capacity, i.e. Light, Medium and Heavy.

Team type	Duration	No. of sites	Technical capability	Medical capability
Light	12 hours / 5 days	1	Search Dogs and/or Technical Search, rigging and lifting	Treat team members, search dogs and victims
Medium	24 hours / 7 days	1	Search Dogs and /or Technical Search, rigging and lifting and ability to cut structural steel	Treat team members, search dogs and victims
Heavy	24 hours / 10 days	2 (simultaneously)	Search Dogs and Technical Search, rigging and lifting and ability to cut structural steel	Treat team members, search dogs and victims

Table 1: Classified USAR Team capacity levels. Refer also to Volume II, Manual A.

2.4.1 Light USAR Teams

A Light USAR Team comprises the five components required by the INSARAG Guidelines, i.e. Management, Logistics, Search, Rescue and Medical. Light USAR Teams can conduct search and rescue operations in collapsed or failed structures of wood and/or unreinforced masonry construction, including structures reinforced with steel mesh. They must also conduct rigging and lifting operations. A Light USAR Team:

- Is required to have the capacity to work only at a single worksite.
- Is required to have the capability of search dogs and/or technical search, and
 - Must be adequately staffed to allow for 12-hour operations at one site (not necessarily at the same site; the sites may change) for up to five days
- Must be able to ensure medical care of its Team members (including search dogs if present) as well as victims encountered if allowed to do so by the government of the affected country.

2.4.2 Medium USAR Teams

A Medium USAR Team comprises the five components required by the INSARAG Guidelines, i.e. Management, Logistics, Search, Rescue and Medical. Medium USAR Teams can conduct technical search and rescue operations in collapsed or failed structures of heavy wood and/or reinforced masonry construction, including structures reinforced with structural steel. They must also conduct rigging and lifting operations. The main differences between a Medium Team and a Heavy Team include the following.

- Is required to have the capacity to work only at a single worksite.
- Is required to have the capability of search dogs and/or technical search, and
 - Must be adequately staffed to allow for 24-hour operations at one site (the sites may change) for up to seven days.
- Must be able to ensure medical care of its Team members (including search dogs if present) as well as victims encountered if allowed to do so by the government of the affected country.

2.4.3 Heavy USAR Teams

A Heavy USAR Team comprises the five components required by the INSARAG Guidelines, i.e.: Management, Logistics, Search, Rescue and Medical. Heavy USAR Teams have the operational capability for complex technical search and rescue operations in collapsed or failed structures that require the ability to cut, break and breach steel reinforced concrete structures, as well as delay these structures using lifting and rigging techniques. The main differences between a Heavy Team and a Medium Team are as follows.

- Is required to have the equipment and manpower to work at a heavy technical capability at two separate worksites simultaneously. A separate worksite is defined as any area of work that requires a USAR Team to re-assign staff and equipment to a different location all of which will require separate logistical support. Generally, an assignment of this sort would last greater than 24 hours
- Is required to have both a search dog and technical search capability.
- Is required to have the technical capability to cut structural steel typically used for construction and reinforcement in multi-storey structures.
- Must be adequately staffed and logistically sufficient to allow for 24-hour operations at two independent sites for up to ten days.
- Must be able to ensure medical care of its Team members (including search dogs if present) as well as victims encountered if allowed to do so by the government of the affected country.

2.4.4 Nomination of USAR Teams for IEC/R

A government or sponsoring organisation through its INSARAG Policy Focal Point may consider nominating its USAR Team for the INSARAG Classification process.

2.5 IEC/R Assessment

The IEC/R assesses and classifies two key components of international USAR operations, i.e. response capability and technical capacity.

2.5.1 Response Capability

The Response Capability assessment, including the decision-making role of the sponsoring organisation or government, will assess a USAR Team's ability to monitor for sudden-onset disasters, receive notification of a breaking emergency, mobilise its resources and respond internationally in a timely manner. It will also assess a USAR Team's ability to establish an RDC/UCC if it is the first arriving international USAR Team to assist the LEMA to receive international assistance. Please refer to the USAR Coordination Manual under the *Manuals* → *UCC* tabs of the Guidance Notes at www.insarag.org for more information.

Once the maximum number of personnel are drawn from a single USAR Team in support of any coordination function, there is no obligation to supply additional personnel. Commitment beyond these numbers will be on a case-by-case exception/basis and only occur if the Team offers additional support to any of the USAR coordination (UC) mechanisms.

USAR Teams need to be able to be entirely self-sufficient for the duration of deployment without becoming a burden on the affected country or other international response organisations. It is however acknowledged that Teams will require assistance with procurement of fuel, timber, and a secure location to establish their Base of Operations (BoO). Most Teams will also require transport upon arrival in the affected country. The USAR Team is responsible for all costs related to its deployment, including resupply while on-site.

During an IEC/R there is little to no difference in the assessment of the Response Capability of a Medium Heavy or Light USAR Team, as this is equally applicable to all levels of classification.

2.5.2 Technical Capacity

During an IEC/R the USAR Team's technical capacity will be assessed as to how it performs USAR operations. This assessment will differ depending on whether a Team is attempting a Light, Medium or Heavy classification.

USAR Teams are required to demonstrate proficiency using its full USAR technical capacity (skills and equipment) during a constantly evolving realistic structural collapse exercise of 36-hour duration. It is designed in a manner that challenges the USAR Team's ability to operate effectively in simulated "real life" mission and timeline required for the desired level of classification.

For both the response capability and technical capacity, the assigned IEC/R Classifiers use the IEC/R Checklist to conduct the assessment. Please refer to the IEC/R Checklists (Annex D1) under the *Checklists* → IEC → IER tabs of the Guidance Notes at www.insarag.org for more information.

2.6 Reasons for Reclassification (IER)

2.6.1 Expiration of Classification Period

The ISG has determined the need for reclassification after five years. Should a USAR Team not be able to reclassify at the fifth-year mark for valid reasons announced by their respective INSARAG Country Focal Point, the ISG may approve a one-year extension, on a case by case basis. No additional extensions will be granted.

2.6.2 Change in USAR Team Structure

The classification awarded is applicable to the USAR Team structure evaluated. If there has been any structural change in the configuration of the Team, the onus is on the INSARAG Operational Focal Point to immediately inform the INSARAG Secretariat.

The INSARAG Secretariat will facilitate a review of the structural change to determine whether it impacts the USAR Team's classification. If it is determined that the structural change has had a negative effect on the classification, the INSARAG Secretariat will inform the USAR Team and its sponsoring organisation that a reclassification is required. The INSARAG Secretariat will consult with the INSARAG Global Chair and advise the USAR Team on whether it can retain its current classification pending the reclassification.

2.6.3 Change in Classification Level

This occurs when a Team migrates from one classification level, e.g. Light to Medium, Medium to Heavy or vice versa. Ideally, USAR Teams should aim to undergo this classification review at the five-year mark. However, if a USAR Team would like to migrate from one level to another within the five-year period, they are required to submit a written request to the INSARAG Secretariat. A full IEC process is required for any USAR Team that wishes to change the level of its original classification.

2.6.4 Inappropriate International Response Conduct

All INSARAG classified USAR Teams are expected to uphold the highest standards of integrity and professionalism and are deemed to be representing the INSARAG community in all their actions. Any formal complaints received by the INSARAG Secretariat regarding a classified USAR Team's conduct during international deployments or INSARAG activities will be reviewed by the ISG. The ISG may elect to establish an ad hoc Team of experts to review the incident and recommend an appropriate course of action.

The ISG may determine that a warning is issued or in serious cases, the Team's classified status be revoked.

2.7 IEC/R Cost

As Teams are expected to conduct an annual USAR exercise which should be included in their annual budget planning as agreed with their sponsoring organisation, there will be additional cost associated to the delivery of the IEC/R process (refer to Volume I: Policy).

The cost of the IEC/R Classifiers representatives is covered by their respective sponsoring organisation or government, while the INSARAG Secretariat covers its own costs.

The IEC/R host will determine whether observers will be invited to the IEC/R. Any expenses and services provided by the IEC/R host will be explained in the announcements leading up to the event. The announcement should contain a programme for the observers visit.

2.8 Directory of Classified USAR Teams

Upon successful completion of an IEC/R, the USAR Team will be recorded in the Directory of Classified USAR Teams (see www.insarag.org) at the level of classification achieved. This directory is managed by the INSARAG Secretariat.

2.9 How to Contact the INSARAG Secretariat

The function of the INSARAG Secretariat is provided by the Response Support Branch (RSB) of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA). The INSARAG Secretariat can be contacted at:

*United Nations Office for the Coordination of Humanitarian Affairs
Response Support Branch (RSB)
Emergency Response Section (ERS)
UN OCHA
INSARAG Secretariat
Palais des Nations
CH 1211, Geneva 10, Switzerland
Email: insarag@un.org*

3 IEC/R Stakeholders

There are several stakeholders, all of which are integral to a USAR Team being able to successfully undergo an IEC/R (see Figure 1).

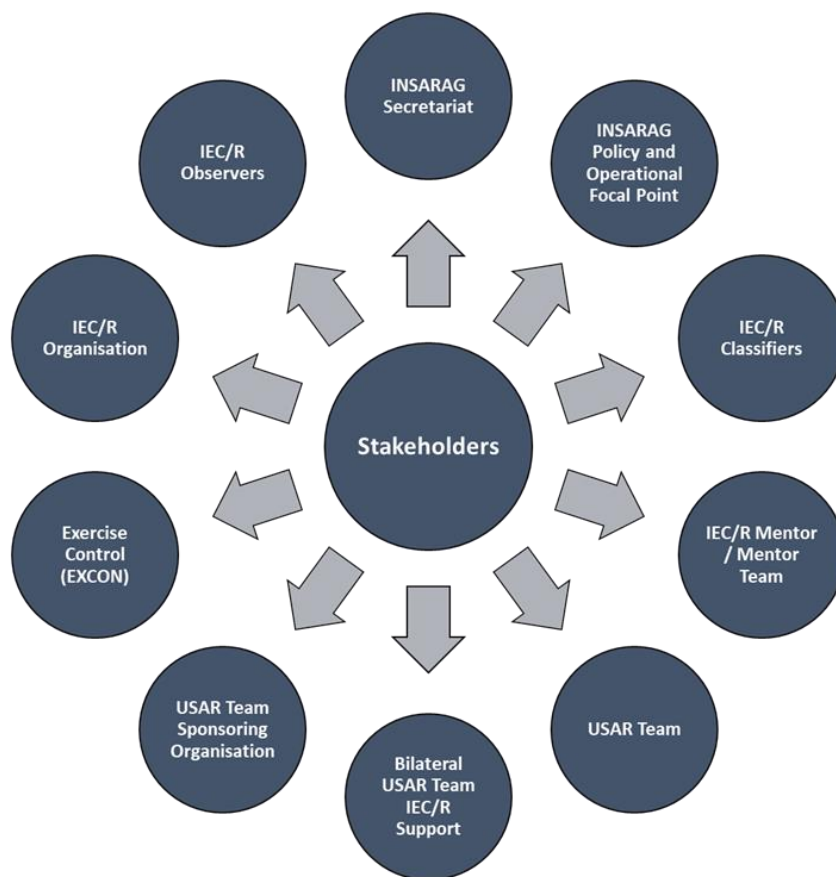


Figure 1: Stakeholders in a successful IEC/R.

3.1 INSARAG Secretariat

The INSARAG Secretariat serves as an objective facilitator during an IEC/R. The INSARAG Secretariat representative will either be an employee of OCHA's RSB or an individual endorsed by the INSARAG Secretariat.

The INSARAG Secretariat will engage with the USAR Team two years prior to a provisional IEC/R date being established. This timeline is required to ensure that all milestones are met and that gaps can be easily identified and positively resolved. The monitoring system will have three parts: Application and Mentor Assignment, Review, and Finalisation.

The Secretariat works with all relevant stakeholders from the beginning of the process, and facilitates timely discussions and consultations and recommends relevant support that the USAR Team requires during the preparatory process of an IEC/R.

Once the Team has met all preparatory arrangements and objectives to the full satisfaction of key stakeholders – that is, the IEC/R Classifiers, the Mentor, and the INSARAG Secretariat – the Secretariat will then confirm that the IEC/R will take place at the designated date.

The primary responsibilities of the INSARAG Secretariat during an IEC/R are as follows:

- Ensure that the process is based on the minimum requirements as determined by the INSARAG Guidelines (Volume II, Manual C).
- Ensure the IEC/R Classifiers do not attempt to use the IEC/R as an opportunity to promote their home country's methodologies as the preferred way of operation.
- Perform the role of mediator/arbitrator between the IEC/R Classifiers, the USAR Team and its IEC/R Mentor or its Focal Points should the need arise.

Refer to Annex A for the Terms of Reference (TORs) for the INSARAG Secretariat.

3.2 INSARAG Policy, Operational and USAR Team Focal Points

The INSARAG Policy Focal Point is usually a senior officer in the government ministry responsible for the management of international response. The INSARAG Policy Focal Point serves as the primary point of contact for the INSARAG Secretariat, international responders and government for the INSARAG Secretariat regarding matters of policy. Accordingly, the focal point has to approve any request from a USAR Team, whether it is a government or non-governmental organisation (NGO) Team, to undergo an IEC/R.

The INSARAG Operational Focal Point serves as the primary point of contact for the INSARAG Secretariat, international responders and government on regarding matters of technical operations of a USAR Team.

The USAR Team Focal Point is the liaison between the Policy and Operational Focal Point and is usually the Team Leader of a Classified USAR Team.

For further details regarding the INSARAG Policy and Operational Focal Points, see Volume I: Policy.

3.3 IEC/R Classifiers

The INSARAG Secretariat maintains a database of suitable IEC/R Classifiers that are supported by their sponsoring organisation. The INSARAG Secretariat utilises this pool of IEC/R Classifiers to select the Classifier Team for a specific IEC/R.

Nominees for IEC/R Classifier position must attend prior as an IEC/R Classifier in Training.

Nominees for IEC/R Classifier Team Leader or Deputy Team Leader position must attend the INSARAG IEC/R Team Leader Course.

An IEC/R Classifier Team is made up of USAR experts selected by the INSARAG Secretariat and approved by the IEC/R Classifiers Operational Focal Points. The IEC/R Classifier Team members provide the required technical expertise to evaluate the various components of a USAR Team (Figure 2). In most instances, an IEC/R Classifier Team member may provide technical expertise in more than one function.

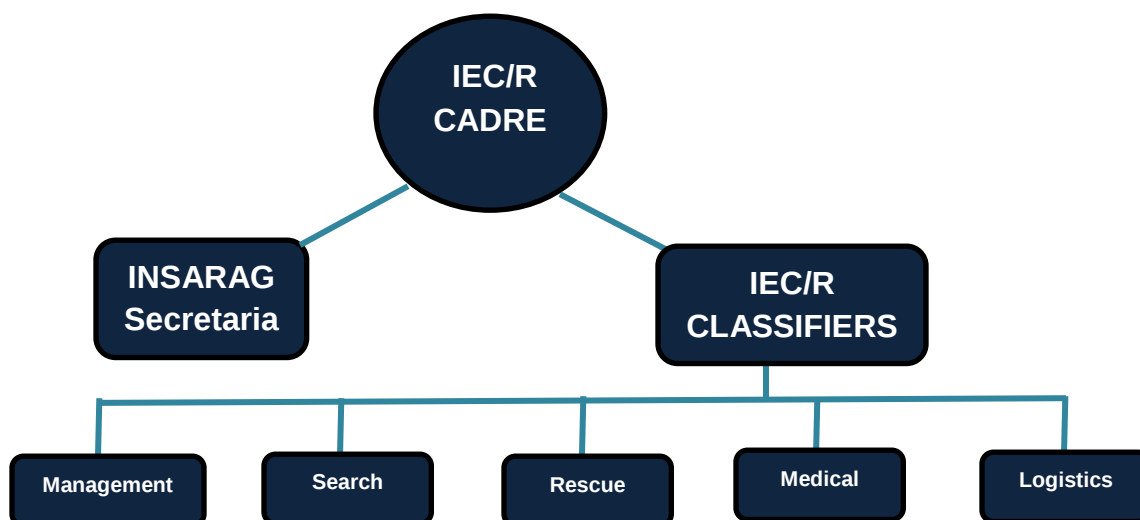


Figure 2: IEC/R cadres' technical expertise in evaluating a USAR Team.

The minimum numbers of IEC/R Classifiers required for an IEC/R is as follows:

- Light INSARAG classification – four IEC/R Classifiers:
 - Team Leader/Management x 1.
 - Logistics x 1.
 - Search and Rescue x 1.
 - Medical x 1.
- Medium INSARAG classification – seven IEC/R Classifiers:
 - Team Leader x 1.
 - Management x 1.
 - Logistics x 1.
 - Search x 1.
 - Rescue x 2.
 - Medical x 1.
- Heavy INSARAG classification – eight IEC/R Classifiers:
 - Team Leader x 1.
 - Management x 1.
 - Logistics x 1.
 - Search x 1.
 - Rescue x 3.
 - Medical x 1.

However, the final IEC/R Classifier composition will be decided after consultation with the designated IEC/R Classifier Team Leader.

The INSARAG Secretariat will, where possible, include an IEC/R Deputy Team Leader to be mentored as a future IEC/R Classifier Team Leader. It is imperative that at least one member of the IEC/R Classifier Team be UC-qualified (INSARAG UC Course). These numbers can be augmented by a limited number of IEC/R Classifiers in Training.

The mandate of the IEC/R cadre is to ensure the USAR Team undergoing the process is measured in an objective and non-biased manner. Furthermore, they are required to ensure that a USAR Team satisfactorily demonstrates all the competencies and skills required by the INSARAG Guidelines (minimum standards) for the level of classification/reclassification being sought.

As peers within the INSARAG community, IEC/R Classifiers are expected to uphold the principles and standards established by INSARAG.

IEC/R Classifiers need to remain objective and conduct the classification according to the INSARAG minimum standards. It is important that IEC/R Classifiers do not attempt to promote or enforce their home country's methodology during an IEC/R.

The IEC/R Classifier Team will acknowledge that USAR Teams operate using their national standards to achieve the common objectives found in the IEC/R Checklist. Nevertheless, standards for international deployment, as described in the INSARAG Guidelines, must be respected by the USAR Team and the IEC/R Classifier Team.

The IEC/R Classifiers are required to ensure that USAR operations are conducted safely and therefore cannot disregard or overlook a violation of generally accepted safe practice. If a safety concern arises, the IEC/R Classifiers will temporarily stop the activity, discuss the matter with the IEC/R Mentor, Site Controller/Safety Officer and or USAR Team Liaison until it can be continued in a safe manner. An IEC/R Classifier should not stop an activity UNLESS there is a threat of injury or worse.

The IEC/R Classifier Team may complete their IEC/R assessment before the USAR Teams' exercise is finished. Since this is the USAR Team's annual exercise, the IEC/R Classifier Team does not have the ability to stop the exercise at this point, since it will interfere with the training objectives of the USAR Team.

3.4 Selection and Evaluation of IEC/R Classifiers

Candidates who meet the criteria are required to obtain approval from their INSARAG Policy/Operational Focal Points to make themselves available to the INSARAG Secretariat as IEC/R Classifiers. This pre-approval is important as all the costs associated with the IEC/R Classifiers are the responsibility of their sponsoring organisation.

Once approval has been received, the candidate is required to complete the IEC/R Classifier Application Form and return it to the INSARAG Secretariat.

The INSARAG Secretariat will then review the application. If accepted, the candidate and Operational Focal Point will be notified in writing and the individual will be added to the roster of IEC/R Classifiers. The selection of IEC/R Classifiers is based on, among others, the following:

- Continuing commitment in INSARAG activities and availability. The INSARAG Operational Focal Point will be required to commit to supporting the availability of their IEC/R Classifiers.
- Confirmed financial support from sponsoring organisation for participation in the IEC/R process.
- Successful fulfilment and retention of the appropriate TOR requirements.
- Participation in relevant IEC/R training and other INSARAG activities.

IEC/R Classifier sponsors and the individual IEC/R Classifiers must be aware that to remain active as an IEC/R Classifier, they are required to maintain a close relationship with the INSARAG network through participation in meetings, exercises and other INSARAG-related USAR activities.

An IEC/R Cadre is comprised of the following positions:

- IEC/R Classifier Team Leader.
 - Must have been an IEC/R Deputy Team Leader and have been on three or more IEC/Rs.
- IEC/R Classifier Deputy Team Leader.
 - Must have been a Management IEC/R Classifier and have been on two or more IEC/Rs.
- IEC/R Classifier Management.
 - Must have been a USAR Team Leader, been a member of an Exercise Control (EXCON), and have been on two or more IEC/Rs.
- IEC/R Classifiers Search, Logistics, Medical, Rescue.
 - Must be a subject matter expert for the nominated function, and have been a member of EXCON, and been on 1 IEC/Rs as Classifier in Training.
- IEC/R Classifier in Training.
 - Must meet the requirements for the position.
- INSARAG Secretariat Representative.
 - Must be a staff member of RSB or have been an IEC/R Classifier Team Leader on four or more IEC/Rs.

It should be noted that INSARAG provides training for only IEC/R Team Leaders/Deputy and Mentors. It is the responsibility of the Sponsoring Agency to ensure that those nominees for IEC/R Classifiers are fully prepared for the assignment. It should also be noted that it is the responsibility of the IEC/R Team Leader to evaluate the performance of his IEC/R Classifiers and report the results to the INSARAG Secretariat. The USAR Team undergoing an IEC/R also can evaluate the performance of its IEC/R Classifier Team. Those IEC/R Classifiers who do not meet the TOR for the position will be removed from the roster of IEC/R Classifiers and will not be added back until the INSARAG Policy/Operational Focal Points submit in writing how the individual's performance was improved. If removed from the roster, an individual will return to IEC/R Classifier in Training status and be re-evaluated.

3.5 IEC/R Mentor and Mentoring Team

To lessen the potential of a USAR Team being unsuccessful in its attempt to gain IEC/R Classification, the ISG unanimously endorsed that it is compulsory for USAR Teams wanting to undergo an IEC/R to engage a Mentor or Mentoring Team. It is required that the Mentor not come from the organisation undertaking an IEC/R. This will open opportunities of learning from a different perspective as well as expanding knowledge of how other USAR Teams operate (peer to peer). The Mentor has the responsibility to provide an independent, unbiased recommendation to the USAR Team and INSARAG Secretariat whether the IEC/R exercise should go ahead as planned or whether it should be postponed.

The details on the Mentor TORs are found in Annex A. Individuals interested in becoming a Mentor are required to complete the IEC/R Mentor Application Form and submit this to the INSARAG Secretariat for consideration. Please refer to the IEC/R Checklists (Annex D1) under the *Guidelines Annexes → Volume II, Manual C* tabs of the Guidance Notes at www.insarag.org for more information.

There are essentially two routes available to a USAR Team regarding the engagement of an IEC/R Mentor, i.e. Bilateral USAR Team Support and/or an external Consultant. There may be instances where a USAR Team may elect to use a combination of both examples.

When requested, the INSARAG Secretariat can provide contact details for Mentors that have coached other successfully classified USAR Teams, and/or have submitted a Mentor Application. The Team's relationship with their identified Mentor is arranged bilaterally.

3.6 Bilateral USAR Team IEC/R Support

This occurs when the USAR Team engages the assistance of a classified USAR Team. It is however a prerequisite that the USAR Team providing the mentoring has successfully undergone an IEC/R at the same level of classification being sought by the Team undergoing the IEC/R. It is accepted that a USAR Team classified at the Heavy level can mentor either another Heavy USAR Team or one seeking Light or Medium level classification. As example, a USAR Team classified at the Medium-level cannot mentor a Team seeking Heavy classification.

When a USAR Team chooses this support mechanism, it is important that one person from the classified USAR Team be named as the Mentor, while understanding that other staff and elements of that Team will be used for the mentoring process. Having a single focal point ensures reliable contact and dialogue with the INSARAG Secretariat as well as the USAR Team seeking classification.

The nature of this engagement involving costs and time allocation will be determined and mutually agreed by the respective organisations. The INSARAG Secretariat is not a party to these discussions and decisions.

3.7 External Consultancy for IEC/R Support

This occurs when the USAR Team engages the assistance of an External Consultant. This should be an individual or organisation with the relevant INSARAG knowledge and skills suitable for the given task. It must be noted that it may not be easy to identify an External Consultant that possesses the expertise to be able to provide adequate in-depth advice on all the five major components of USAR. If this is the case, this Mentor should be able to seek out the assistance required to fill these gaps.

The nature of this engagement involving costs and time allocation will be determined and mutually agreed between the USAR Team and the consultant. The INSARAG Secretariat is not a party to these discussions and decisions.

3.8 Mentor Responsibilities

The Mentor takes on a significant responsibility when providing these services (see Annex A). The commitment required should not be underestimated, as it may be significant, depending on the degree of readiness of the USAR Team in question. The Mentor will play a major role in providing the INSARAG Secretariat information about the status of the USAR Team and its ability to achieve INSARAG classification/reclassification.

The Mentor supports the USAR Team's project officer/coordinator for the IEC/R and is responsible for assessing the response capability and technical capacity of the USAR Team.

During the IEC/R process the position of the Mentor will have a crucial role by supporting the IEC/R Classifier Team, the EXCON Group and the USAR Team.

Before the IEC/R exercise, the Mentor is responsible, together with the IER Classifier Team Leader and the USAR Team Focal Point for the pre-greening process.

3.9 IEC/R Observers

Teams undergoing IEC/R exercises are encouraged to accept observers from USAR Teams preparing to undergo an IEC/R. The INSARAG Secretariat may make suggestions to the USAR Team about inclusion of observers.

It is the responsibility of the USAR Team/sponsoring organisation undergoing IEC/R to determine if they will support an observers' programme during its IEC/R exercise. The observer programme should be explained on the VOSOCC and operational and administrative instructions when referencing the IEC/R exercise so that potential observers are aware of the level of engagement/observation they can expect.

The USAR Team/sponsoring organisation will also determine how many observers they will support. The USAR Team/sponsoring organisation are encouraged to issue specific invitations giving priority to those Teams preparing to undergo an IEC/R. If translation is required, it is the responsibility of the Observers.

A country that elects to have an observer programme is required to appoint a dedicated Observer Coordinator/ Liaison Officer (LO) to conduct an observers' briefing at the onset of the activity and to oversee the observers for the duration of the classification.

The observers will be advised that they have been invited to observe and not make comment about the process, the outcome of the process, or to interfere with either the USAR Team being classified, or the IEC/R Classifiers. All coordination must be done through the Observer Coordinator.

It is the responsibility of the host organisation, not the IEC/R Classifier Team Leader, to manage the observer delegation throughout the exercise.

4 USAR Team Sponsoring Organisation

The USAR Team's sponsoring organisation are responsible for ensuring that the USAR Team fully understands the INSARAG methodology and that the USAR Team meets the INSARAG Minimum Standard for USAR Operations.

Some of the key issues the sponsoring organisation are responsible for include:

- If the USAR Team is comprised of multiple organisations, it ensures inter-organisational agreements are in place.
- Ensures there is funding available for preparation (training and equipment), delivery of an annual FTX of 36-hour duration, ongoing skill training, participation in INSARAG regional and global activities, providing trained staff for USAR coordination mechanisms, immunisations and vaccines, and is available for international deployment.
- Ensures there are agreements in place with transport providers (ground and air) that will enable the Team to depart rapidly.
- Ensures all required insurance policies for Team members, including evacuation insurance, are in place unless it has the facilities, capabilities or agreements that would expeditiously evacuate a USAR member when required.

5 USAR Team

5.1 Government USAR Team

Government USAR Teams are made up entirely of government organisations. In USAR Teams that have representation from multiple organisations, one specific organisation is usually designated as the lead. These Teams make up a country's national or regional USAR response capability.

A government USAR Team requires approval of the INSARAG Policy/Operational Focal Points to undergo an IEC/R.

5.2 NGO USAR Team

NGO USAR Teams can respond autonomously and do not require the approval of its government to deploy. An NGO USAR Team, however, needs to be endorsed by that country's INSARAG Policy Focal Point if that Team is planning for an IEC/R. Once an NGO is classified by INSARAG, however, it should deploy when requested, and not spontaneously.

5.3 Combined Government/NGO USAR Teams

These are USAR Teams that comprise a combination of both government (single or multiple organisations) and NGO organisations. A combined government/NGO USAR Team requires approval of the INSARAG Policy Focal Point to undergo an IEC/R.

5.4 USAR Teams Composed of Multiple Organisations

The INSARAG Classification awarded is only applicable to the USAR Team, including all its component organisations, being classified. If the USAR Team is composed of several independent organisations (e.g. government organisations and NGOs that respond together as a combined Team) the classification awarded is applicable to that combination of organisations only. If any single component of the classified Team does not respond with the rest of the Team, the IEC/R classification is not applicable, and the Team is not to use the INSARAG Classification identification while deployed.

If any of the component organisations of a combined Team intends to respond independently and would like an IEC classification for when it does respond independently, it needs to be classified as a separate entity.

An INSARAG Classification cannot be transferred. Any independent organisation that obtained INSARAG Classification as part of a composite Team and subsequently leaves that composite Team is not permitted to promote itself as being INSARAG Classified.

6 Exercise Control (EXCON)

The EXCON play an important role in ensuring the USAR Team is successful in its IEC/R. The EXCON will be comprised of trained members from its own organisation. The EXCON Team members must be dedicated to the EXCON function and cannot be assigned additional roles of responsibility during the IEC/R Exercise. The EXCON is responsible to manage all needed Exercise injects, manage worksites, and other pertinent information. It is also required to input information to the VOSOCC during all phases of the exercise.

The EXCON is responsible for designing the field exercise (FIELDEX; a 36-hour full field exercise) FIELDEX to ensure it is constantly evolving over a minimum of a continuous 36-hour period, and that the scenarios will enable the IEC/R Classifiers to observe all the operational and administrative requirements of the IEC/R Checklist. This FIELDEX needs to incorporate all aspects of an international disaster response from the Breaking Emergency through to demobilisation and return to home base.

It is important that the scenarios reflect, as close as possible, the “real life” situation a Team is likely to encounter and are developed in such a way that will challenge the Team’s operational and administrative expertise, skills and equipment to a level that is commensurate with the level of classification being sought. It is important to understand that the exercise is not a skill-set demonstration; meaning that static displays, e.g. steel cutting, concrete breaking, shoring, heavy-lifting are not acceptable.

The EXCON is to prevent the USAR Team from becoming aware of the details of the scenario and the specific evolutions in the build-up to the IEC/R exercise to retain an element of realism and surprise, as would be the case in a real situation. It is however important to provide information to the Team, as the scenario starts and then continues, so the Team has sufficient information to develop and implement a Plan of Action.

The head of the EXCON is required to liaise with the USAR Team’s stakeholders (Operations Focal Point, USAR Team Focal Point) to ensure all the IEC/R requirements will be met and that the IEC/R exercise follows the prescribed timeline.

The EXCON is responsible to ensure sufficient technical and tactical tasks and contingency plans are prepared if a rescue activity needs to be repeated and be fully in control of the exercise grounds and driving the FIELDEX through to its conclusion.

EXCON is comprised of members of the USAR Team, and the success or failure of a USAR Team depends on its expertise. Each must have a strong knowledge of internal Team policy as well as be trained in the INSARAG methodology. Members need to willingly accept an assignment to EXCON, understand the complexity of the requirement, and have the experience needed to design a plan that meets each of the items on the IEC/R Checklist in the confines of a 36-hour exercise.

Combined IEC/R activity will consist of combined EXCON Teams from all organisations respectively and have sufficient influence to direct the exercise activity in line with the requirements of their classification.

7 IEC/R Application Process

Before a USAR Team can consider an application for an IEC/R, it must demonstrate its involvement with INSARAG. This requires that during its development, a prospective USAR Team planning for an IEC/R will participate in its annual Regional Meetings, EREs/SIMEX, and other INSARAG activities including registration in the Directory of Classified USAR Teams. It will also need to discuss the selection of its IEC/R Mentor with the INSARAG Secretariat.

Once chosen, the IEC/R Mentor will perform a pre-assessment of the capacity and capability of the USAR Team to ensure it is prepared to start the IEC/R process. The IEC/R Two-Year Planning Timeline (see Annex B) provides an outline of a timeframe that a USAR Team must adhere to regarding its IEC/R preparations.

Once a USAR Team and its sponsoring organisation have agreed to undergo the IEC/R, it is required to apply to the INSARAG Secretariat making use of the IEC/R Application Phase 1. Please refer to Annex D5 under the *Guidelines Annex → Volume II, Manual C* tabs of the Guidance Notes at www.insarag.org for more information.

The requirements for this application are as follows:

- The government's INSARAG Policy Focal Point is required to submit a written application to the INSARAG Secretariat stating that the USAR Team would voluntarily like to undergo an IEC/R.
- This application must be submitted to the INSARAG Secretariat a minimum of two years prior to the desired date. It is important to note that there are no exceptions allowed to this two-year preparation period since history indicates it takes minimally two-years for a Team to prepare for an IEC/R.
- The application must be completed in English.
- Regardless of whether a USAR Team is an official government Team, an NGO or combination government/NGO Team, it requires the formal acknowledgement of the INSARAG Policy Focal Point of that country to be eligible to undergo an IEC/R.
- The application form, which includes the requirements for the Abbreviated Portfolio of Evidence (A-POE), is to be submitted at the time of the application (24 month before).
- The application form will include a preliminary report from the IEC/R Mentor that affirms the Team schedule of preparation activities will result in the USAR Team being administratively and operationally ready, within the two-year period. Please refer to Annex D6 under the *Guidelines Annex → Volume II, Manual C* tabs of the Guidance Notes at www.insarag.org for more information.

Upon receipt of the IEC/R Application Package (written application, the A-POE and the IEC/R Mentor's report), the INSARAG Secretariat will evaluate whether the USAR Team is prepared to meet the standards required for the IEC/R within the available timeline. If the INSARAG Secretariat is satisfied with the IEC/R Application Package, it will:

- Inform the INSARAG Policy Focal Point in writing that the Team's Application Package is accepted.
- Allocate a provisional IEC/R exercise date.
- Enter the IEC/R into the schedule of upcoming IEC/Rs.

If IEC/R Application Package does not meet the INSARAG minimum standards, the INSARAG Secretariat will inform the INSARAG Policy Focal Point, USAR Team Focal Point and IEC/R Mentor in writing, of the identified areas of concern.

- The USAR Team will be able to reapply by submitting a revised IEC/R A-POE and IEC/R Mentors Assessment Report, once the identified areas of concern have been resolved. Please refer to Annex D5 and Annex D6 under the *Guidelines Annex* → *Volume II, Manual C* tabs of the Guidance Notes at www.insarag.org for more information.

7.1 Abbreviated Portfolio of Evidence

The contents of the A-POE are included in the IEC/R Application Phase 1. The A-POE, completed in English, is required to provide documented evidence that demonstrates the USAR Team has been developed in accordance with the INSARAG Guidelines and has adopted the INSARAG methodology. A current IEC/R Mentor Assessment Report is to be included in the A-POE.

8 IEC/R Evaluation Process

The USAR Team in consultation with its Mentor needs to develop a strategic plan to address any administrative or operational gaps identified during the Mentor's assessment. The implementation of this strategic plan needs to be undertaken against realistic timelines.

If a negative determination is made at any point during the IEC/R process, the USAR Team's Policy/Operational Focal Point with consultation with the Mentor will immediately notify the INSARAG Secretariat in writing. The Mentor is also expected to submit a written report to the INSARAG Secretariat documenting why the timeline will not be met. An alternative date will be determined by the INSARAG Secretariat in consultation with the USAR Team and its Mentor.

8.1 Comprehensive Portfolio of Evidence

8.1.1 Submission of the Comprehensive Portfolio of Evidence

The C-POE, using the IEC/R Application Phase 2, must be submitted to the INSARAG Secretariat at the 12-month point of the two-year timeline. A current Mentor Assessment Report is to be included. The requirements pertaining to the submission of the C-POE are as follows:

- Prior to its submission the C-POE it must be reviewed and endorsed by the Operational Focal Point and Mentor.
- The application must be completed in English. Any documents that cannot be translated into English (i.e. Training Programme) are to be accompanied by an English summary of contents. As a minimum, the following documents will be submitted in English:
 - Explanation of annual training programme.
 - Organigram of the USAR Team for response.
 - Organigram of the USAR Team's programme management for administrative duties.
 - Exercise Plan and Scenario.
 - USAR Team Personnel Manifest.
 - Logistics Manifest.
 - Shippers' Declaration of Dangerous Goods.
 - Detailed evidence of activation procedure.
 - Evidence of repatriation procedure.

Any questions raised by the INSARAG Secretariat and/or the IEC/R Classifier Team during the review of the C-POE will be directed to the USAR Team and its Operational Focal Point and Mentor. A deadline for response will be established when the question(s) is raised. If required, USAR Teams can contact the INSARAG Secretariat for examples of a C-POE. Please refer to Annex D7 under the *Guidelines Annex* → *Volume II, Manual C* tabs of the Guidance Notes at www.insarag.org for more information.

8.1.2 Contents of the Comprehensive Portfolio of Evidence

Refer to IEC/R Application Phase 2 for a detailed list of the contents of the C-POE. It must be noted however that the INSARAG Secretariat and/or the IEC/R Classifier Team Leader may request additional information.

If required, USAR Teams can contact the INSARAG Secretariat for examples of the C-POE.

8.1.3 Review of the C-POE

The INSARAG Secretariat will forward the C-POE to the selected IEC/R Classifier Team Leader. The IEC/R Classifier Team Leader will coordinate a detailed review of the POE with IEC/R Classifier Team within 45-

days of receipt. If required, the IEC/R Classifier Team Leader will conduct interviews with relevant members of the USAR Team, the Mentor and INSARAG Operational Focal Point. There may be a request for additional documentation in support of the C-POE or request that some documents be translated into English.

Based upon the documentation found in the C-POE, the IEC/R Classifiers will recommend whether to proceed or postpone the IEC/R exercise-this is to be finalised at least six months ahead of the provisionally scheduled date for the IEC/R exercise (IEC/R Checklist and draft of the advisory notes).

If some clarification is required, then the IEC/R Classifier Team Leader can communicate with the Mentor and Operational Focal Point.

8.1.4 Pre-Greening for an IER

Pre-Greening is called the process prior to an IER, where the Team Leader IEC/R Classifier, the USAR Team Focal Point and the Mentor discuss, and come to a consensus, what elements of the relevant Checklist (1-6) will be observed and classified during the IER exercise or to be demonstrated/presented/explained prior to the IEC/R exercise. This is one of the key responsibilities of a Mentor.

8.2 IEC/R Exercise (FIELDEX)

The EXCON is required to design and develop a field that will provide the platform for the activity. There are several key elements to consider in the development of the FIELDEX:

- During the FIELDEX, the USAR Team will deploy in the role of the 1st arriving USAR Team.
- The IEC/R Classifier Team will need to observe the USAR Team's performance during a constantly evolving 36-hour IEC/R exercise. The IEC/R exercise is to be conducted as follows:
- The first 6 hours are used for the Response Capability evaluation which includes:
 - Alert and Activation -- All alert and activation process should be demonstrated during the exercise. A PowerPoint presentation is not accepted to replace this demonstration.
 - Recall of the USAR Team.
 - Pre-deployment medical screening.
 - Pre-deployment logistics check.
 - Pre-deployment personal equipment issue.
 - Pre-deployment briefings.
 - Departure customs and immigration.
 - Getting to the point that the USAR Team is ready to "board the aircraft."

In some cases, USAR Teams have used training grounds in neighbouring countries or jurisdictions that require considerable driving time. It is important to note that this period is not a part of the FIELDEX, so in essence "the clock stops." The clock restarts when the USAR Team arrives at its simulated border crossing point, where the USAR Team has one hour to complete border-crossing activities. No matter the time of this travel, the USAR Team is required to immediately continue the exercise without a technical break.

The remaining 30 hours are used for the Operational Capacity evaluation which includes:

- Immigration and handling at Point of Entry.
- Meeting airport authorities to establish RDC.
- Establishment and operation of the RDC. The RDC will be operational for minimally two hours.
 - Use the VOSOCC, to give location of the RDC.

-
- Establish communications with the UCC and/or the LEMA. (Medium teams would not be expected to establish the RDC and UCC simultaneously).
 - Receive unregistered incoming Teams and give first situation update
 - Meeting with the LEMA to receive a situation update, what should include UCC and BoO locations and further tasking.
 - Establish UCC according UC Manual and run it throughout the FIELDDEX
 - Use the VOSOCC, to give location of the UCC.
 - Meet with the LEMA to acquire local objectives.
 - Establish communications with the RDC.
 - Perform analysis of incoming international USAR Teams classification/capacity for assignment to meet the LEMA objectives.
 - Conduct at least two USAR Team coordination meetings.
 - Conduct two meetings with the LEMA.
 - Establish BoO and start team management
 - USAR Team management actions.
 - Action plan (to be developed over the exercise period).
 - Safety plan (to be developed over the exercise period).
 - Resupply plan (to be developed over the exercise period).
 - Transportation plan (to be developed over the exercise period).
 - Assembly point.
 - Evacuation procedures.
 - Demobilisation planning processes and developing a demobilisation plan.
 - Start USAR operation
 - Conduct ASR operations.
 - During the first meeting with the LEMA, the USAR Team is to receive orders to work at two separate locations; the two work sites need to be operated continuously during the exercise.
 - Two work sites are defined as separated by distance requiring separate logistics and staffing.
 - For Light Team IEC/R, a stand-down period will be injected at the end of the first work period that lasts 12-16 hours. It will then recommence operations for the second work period.



Figure 3: Team undergoing the 36-hour IEC Exercise.

- The technical phase of the exercise is required to be conducted at a suitable venue that provides realistic props commensurate with the level of classification being sought.
- The technical scenarios should resemble real-life situations likely to be encountered during actual emergencies.
- The degree of technical complexity must be commensurable with the level of classification being sought.
- The technical scenarios must enable the USAR Team to apply all the technical skills required by the IEC/R Checklist.
- If the USAR Team is undertaking a Heavy classification, the EXCON needs to ensure there are two separate worksites with props commensurate with the technical requirements. Separate worksites are defined as any worksite that requires separate logistical support.
- The EXCON is required to introduce “injects” that enable the USAR Team to implement its redundancy plan for personnel (crew rotations) and equipment.
- To ensure self-sufficiency, the EXCON is required to ensure the USAR Team is restricted to the equipment cache with which they would deploy internationally. During the IEC exercise, no equipment from external sources may be utilised except for a crane to demonstrate proper rigging and heavy-lifting capability.
- The EXCON Team should instruct role players to speak English, when possible, so that the interaction between the USAR Team and the role players can be properly evaluated by the IEC Team; if this is difficult, the USAR Team is required to supply translators to the IEC/R Team. English is required to be used at the RDC, UCC and when interacting with the LEMA.
- All alert and activation process should be demonstrated during the exercise. A PowerPoint presentation is not accepted to replace this demonstration.



Figure 4: Team practicing a Height Rescue operation.

The exercise should be designed making use of constantly evolving realistic structural collapse scenarios and is not to be an exercise that demonstrates individual technical skills (staging the exercise using prefixed skill-performance stations). The simulated disaster exercise is required to encompass all the key stages of international disaster response.

For the FIELDEX it is most likely that the USAR Team will deploy to the venue by road. The IEC/R Classifier Team will still however assess the air transport plan, as presented in the C-POE, if this is the means of transport used for international deployment. A demonstration of road transportation at the IEC/R exercise will not be accepted.

Note: As part of the preparatory process, discussions around the scenario and expected USAR operations, including the type of challenges of the IEC/R exercise site, must be discussed at an early stage between the Mentor, the EXCON, IEC/R Classifier Team Leader and the USAR Team Focal Point. This will allow time for modifications and ensure that the Team will be well challenged to meet the requirements of the IEC/R process.

8.2.1 Mobilisation

This includes application of the VOSOCC:

- Notification of a breaking emergency.
- Monitoring of situation.
- Ability to place the USAR Team on standby.
- Request for international assistance.
- Approval for international deployment.
- Activation of USAR Team.

Activation; this includes, but is not limited to:

- Arrival of the Team members at designated Point of Assembly.
- Pre-deployment medical screening of personnel and search dogs:
 - Pre-deployment briefing.

- Pre-deployment logistics check.
- Equipment loading.
- Arrival of the USAR Team at the designated Point of Departure:
 - Departure customs.
 - Loading requirements for aircraft including Shippers' Declaration of Dangerous Goods.
 - Departure immigration.



Figure 5: RDC and OSOCC established during an IER exercise.

8.2.2 Arrival in the Affected Country

This includes but is not limited to:

- Arrival in the affected country:
 - Arrival immigration.
 - Arrival customs.
 - Meeting with airport authorities.
 - Establishing and operating the RDC and later the UCC.
 - Meeting with the LEMA.
 - Set up of the BoO.

Note: One of the key elements the IEC/R Classifiers will measure is the USAR Team's ability to communicate between the BoO and the worksites, and how it coordinates equipment staging between the BoO and the worksites. Therefore, for the FIELDEX, the BoO should be established in a location that is not within walking distance of the worksites

- USAR Teams should also consider the size of their BoO footprint in anticipation of other arriving USAR Teams.



Figure 6: A Team's Base of Operations.

8.2.3 USAR Operations

This includes activities clearly identified on the relevant Checklist, including, but not limited to:

- ASR 2 Sector Assessments.
- Worksite prioritisation.
- Use of INSARAG Marking and Signalling system.
- ASR 3, ASR 4, Coordination, and medical activities commensurable with the level of classification being sought.

8.2.4 Demobilisation

This includes but is not limited to:

- The LEMA declares end of rescue phase.
- Production of Handover documentation.
- Demobilisation including the planning process and development of a demobilisation plan.

9 IEC/R Programme

9.1 IEC/R Programme

The IEC/R is a peer-review amongst USAR practitioners and both the USAR Team and IEC/R Classifiers mutually benefit and learn from the experience. The IEC/R evaluates a USAR Team to ensure it has met all criteria required by the INSARAG Guidelines and that the USAR Team fulfils the current INSARAG Minimum Standard for USAR Operations.

The IEC/R Checklists (Light, Medium, Heavy), based on the INSARAG Guidelines, have been developed by the INSARAG Secretariat in consultation with the INSARAG network, and it has been approved for use by the ISG. It is utilised by the IEC/R Classifiers during an IEC/R, and its primary purpose is to ensure that the classification is conducted in an objective manner. The IEC/R Checklists are “living documents” and are reviewed and revised annually by the INSARAG Training Working Group to reflect feedback from the Regional Meetings, the INSARAG Team Leaders, other INSARAG Work Groups, and the INSARAG Secretariat. Any changes will need to be approved at the annual ISG meeting, and these changes will be communicated to all USAR Teams scheduled for an upcoming IEC/R through the regional troikas, and www.insarag.org. It is essential that USAR Teams utilise Volume II, Manual C of the INSARAG Guidelines when planning and delivering its required annual FIELDEX.

Changes that are technical can be approved by the INSARAG Team Leaders; changes affecting policy and those with a financial impact will need approval by the ISG.

The ISG has endorsed and expects each Team seeking IEC/R to deliver an annual FIELDEX of 36-hour duration. This is a quality control measure used to ensure that a USAR Team trains regularly to remain prepared for response. Once a Team has selected a Mentor for either its IEC/R, the Mentor must attend at least two FIELDEXs to be able to provide a complete analysis stating that the USAR Team is ready for its IEC/R (Mentors Report). The USAR Team is required to submit together with the A-PoE and Pre-IEC/R Self-Assessment Checklist to the INSARAG Secretariat; failure to do so could delay or deny an IEC/R. Please refer to Annex D5 and Annex D9 under the *Guidelines Annex → Volume II, Manual C* tabs of the Guidance Notes at www.insarag.org for more information.

For an IEC/R, the USAR Team is expected to conduct its FIELDEX using the IEC/R Checklist as a planning aid; each item found on the Checklist will be incorporated into the Exercise Scenario.

The USAR Team is required to successfully complete each item on the IEC/R Checklist. The IEC/R Classifier Team will record which Assessment Method was used (Documentation, Observation and/or Interview, and provide an extensive Advisory Note at the end of the IEC/R activity).

At a minimum in an IER, the IEC/R Classifier Team will focus deeply into the results of the previous Advisory Note to ensure previous issues have been positively resolved. It is expected that the IEC/R Classifier Team will also spot check other items from across the IEC/R Checklist.

Absolute Markers for a Successful IEC/R

In an IEC/R, the USAR Team is required to deliver, produce, or provide the following:

TEAM MANAGEMENT

- Maintain command and control of the USAR Team.
- Produce, in writing:

- Plan of Action.
- Safety Plan.
- Transportation Plan.
- Situation Reports.
- Sanitation and Hygiene.
- Required INSARAG information and documents.
- Support and/or establish an RDC, UCC, and/or SCC.
- Attend UCC/SCC briefings.

SEARCH

- Maintain command and control of the Search element.
- Ensure the Safety Plan is understood.
- Provide input into the Plan of Action.
- Conduct ASR of Assigned Area; report findings to Team Management.
- Select and properly use Search tools:
 - Physical Search – required for any level of IEC/R.
 - Canine Search – optional for Light or Medium; required for Heavy.
 - Technical Search – required for any level of IEC/R.

RESCUE

- Maintain command and control of the Rescue element.
- Ensure the Safety Plan is understood.
- Provide input into the Plan of Action.
- Conduct Rescue Operations:
 - Breaking, breeching and cutting:
 - Dirty.
 - Clean.
 - Structural steel.
 - Timber.
 - Metal plate.
- Shoring:
 - Cribbing.
 - Window/door stabilisation.
 - Vertical stabilisation.
 - Diagonal stabilisation.
 - Horizontal stabilisation.
 - Continuous monitoring of shoring/cribbing systems.
- Rope Work:
 - Does the USAR Team carry out an assessment to produce a plan prior to commencement of rope operations.
 - Conduct a vertical raising and lowering operation.
 - Construct a system that allows for the movement of a victim from a high point laterally to a safe point below.
- Confined Space:
 - Safely conduct Search and Rescue operations in confined spaces.
- Lifting and Moving:

MEDICAL

The USAR Team must have the ability to provide medical care for its members (including search dogs), and victims encountered while on mission. The includes a pre-deployment medical screening of all members (including search dogs), and daily medical health and welfare checks while on mission.

- Maintain command and control of the Medical element.
- Ensure the Safety Plan is understood.
- Provide input into the Plan of Action.
- Patient Assessment and Monitoring.
- The USAR Team:
 - Must assess and monitor each patient while under its control.
 - Provide input to the Victim Extrication Form.
 - Complete a Patient Treatment Form.
- Lifesaving Interventions:
 - The USAR Team must demonstrate the ability to manage ABC-functions such as airway control, ventilatory support and haemorrhage control.
- Patient Management:
 - The USAR Team must demonstrate the ability to provide vascular access, fluid therapy, effective analgesia, and antibiotic administration and protection from environment, including considerations for Crush Syndrome and burns.
- Patient Stabilisation:
 - The USAR Team must demonstrate the ability to immobilise, splint and support suspected fractures.
- Patient Extrication:
 - The USAR Team must demonstrate planning and packaging for extrication including considerations for clinical and environmental conditions.
- The USAR Team must perform a Field Amputation and Dismemberment* (*6 may not be applicable to Lights USAR Teams). It is suggested that the shoulder or hind-quarter of a beef, lamb, or pork be used. The bone should not be exposed prior to the procedure starting.

LOGISTICS

- Maintain command and control of the Logistics element.
- Ensure the Safety Plan is understood.
- Provide input into the Plan of Action.
- BoO Management:
 - Evacuation Plan.
 - Solid Waste Disposal Plan.
 - Decontamination Corridor.
 - Toilet and shower maintenance.
 - Tool and equipment staging and repair.
 - Establish fuel and smoking locations.
 - Development of a Resupply Plan.
 - Placement of fire extinguishers and smoke detectors.
- Electrical supply.
- Water supply.

Day 0

All IEC/R Classifier Team members are to arrive in the designated city on Day 0, preferably not later than 17.00 hours. The organisers should consider that some cadre may be traveling long distances. Because of this, arrival airports should be serviced by most major airlines to lessen travel cost as well as provide better connections for flights. While non-stop flights are the best option, organisers are encouraged to choose an airport that can be reached by not more than one connecting flight.

The IEC/R Classifier Team Leader will schedule a brief meeting in the evening of Day 0 to make introductions and provide a short overview of how the IEC/R will be managed. Since this is an informal meeting, the organiser does not need to arrange for formal meeting space, unless it can be done at no expense.

The following is an IEC/R Classifiers and Stakeholders Meeting example (Agenda):

- Self-Introduction:
 - IEC/R Classifier Cadre: Capacity, deployment experience, INSARAG training, role and responsibility with own USAR Team.
- Expectation of Classifiers:
 - INSARAG Guidelines (INSARAG Minimum Standard), Objective view / Peer Review
 - Goal and objectives of this Mission.
- Rules of Engagement:
 - With USAR Team, stakeholders including EXCON, Observers, Conflict Resolution.
 - Understanding that IEC/R Classifier Team will always be present during the IEC/R exercise.
 - Understanding that the FIELDEX conducted as part of the team's annual exercise.
- Work Style:
 - Establish a work schedule and rotation.
 - Buddy system/work shift.
 - Review IEC/R Checklist and verify each functions responsibility.
 - Regular IEC/R Classifier Team meetings to discuss progress.
 - Regular meetings with USAR Team stakeholders, especially the Mentor.
 - Steps to take if something needs to be repeated.
 - Safety plan.
- Final products and reporting to the USAR Team Focal Point and INSARAG Secretariat:
 - Determine the timing, audience, and delivery.
- Logistics:
 - Lodging and telephone list, and meal schedule.
 - Request hardcopy of materials needed from the USAR Team Focal Point or Mentor.
 - Ensure vehicles are available, and that driver(s) contact information is known.
- Stakeholder Meeting:
 - Ensure classification Team is introduced to the stakeholders.
 - Review IEC/R Checklist if necessary.
 - Will there be a VIP and/or media visit?
 - What the IEC/R Classifier Team should be aware of (do-s and don't-s).

Day 1

The organisers will need to arrange, at their cost, a meeting space for the IEC/R Classifier Team on Day 1, which will be used during the entire IEC/R process. As an example, the space can be at the host hotel or in the headquarters of the USAR Team undergoing the IEC/R process. The space should be separate from other undertakings involved with the process, so the IEC/R Classifier Team has privacy to openly discuss issues and do its reporting and documentation. The space requires:

- Tables and chairs for the IEC/R Classifier Team, as well as extras for the Mentor and USAR Team Focal Point for when they are needed to provide input.
- Wireless Internet access.
- Access to light refreshments (coffee, tea, water).
- Access to toilet facilities.
- LED projector (beamer) with a connection cord long enough to facilitate moving the cord to multiple positions. If there is not a blank wall, a projection screen will be needed.
- Electrical power strips and extension cords to ensure all IEC/R Team members have electrical access.
- Three easel stands with pads, proper markers, and tape for mounting pages to a wall.
- A printer that is capable of two-sided printing and access to a copying machine.
- Paper tablets for note taking, pens, stapler and other office supplies.
- Minimally one, and preferably two vehicles dedicated to the IEC/R Classifier Team (with drivers) to be available 24/7.
- Four sets of communication devices with chargers and spare batteries.
- Minimally two copies of the C-POE.

It is typical that a USAR Team undergoing an IEC provide a presentation about its Team that allows explanation of the details found in its C-POE. In this instance, the USAR Team is reminded to focus its presentation on its capacity and capability to deploy a USAR Team abroad, more so than on its national position or other modules it may have as a resource (water purification, medical and so on). It is not to say these elements are not a source of national influence or are less important, it is to say that the focus of the IEC/R process is on international USAR deployment.

In the same sense a USAR Team undergoing an IER need only to focus on what has happened in the five years since its classification or reclassification, paying attention to corrective actions taken that were recorded in the former Advisory Notes. By that, there is no need for this Team to “go back to the beginning” in its presentation.

It should be noted that since the IEC/R Classifier Team has had at least six months to review the C-POE, questions by them should be minimal during this presentation.

The IEC/R Classifier Team will need to be free until 10.00 hours on Day 1 to tend to its internal needs. With the advent of pre-IEC/R teleconferences, coupled with the advanced naming of the IEC/R Classifier Team, most of Day 1 has now been streamlined to having more time for discussion, as well as inspection.

From 10.00 hours the following will need to be arranged:

Administrative briefing and inspection:

- The intent is for an IEC to cover Checklist Line Items 1-9 through discussion (asking/answering questions), observation (of the submitted C-POE or actions seen) and inspection (such as warehousing facility, training records, and maintenance reports).
 - For an IER, the Mentor and the IEC/R Team Leader are now responsible for Line Items 1-6 seen on the IER Checklist. These lines have been removed from the IER Checklist.
- For an IEC, interviews will be conducted with the Policy/Operational Focal Points to review governmental responsibilities and commitments.
 - For an IER, the USAR Team will define changes or improvements regards to governmental responsibilities and commitments. Interviews with the focal points may not be needed, and a decision will be made prior to the IEC/R cadre arriving.
- For an IEC/R, a review of medical screening procedures for both humans and search dogs which will require the presence of the USAR Team's Medical Director and Chief Veterinarian.
 - For an IER, the USAR Team will define changes or improvements regards medical screening procedures for both humans and search dogs in the C-POE. Interviews with the USAR Team's Medical Director and Chief Veterinarian may not be needed, and a decision will be made prior to the IER cadre arriving.
- For an IEC/R, interviews on how functional training is conducted (initial and continuing) for all USAR Team members including search canines.
- A discussion on recruitment and retention of USAR Team members including search canines
 - For an IER, this will be documented in the C-POE.
- A discussion on how the USAR Team makes spontaneous purchases for food, water, medications, and controlled drugs.
- For an IEC/R, the Checklist will be reviewed with the IEC/R Classifier Team, the Operational Focal Point, Mentor, EXCON Director and USAR Team Representative, and the INSARAG Secretariat Representative to ensure all understand how the exercise will be conducted.

Site inspections:

- For an IEC, an inspection of the USAR Team's warehouse including load plans for air and ground transportation and International Air Transport Association requirements.
 - For an IER, this could be optional, IF the USAR Team has provided adequate documentation in its C-POE and agreed during the pre-greening.
- For an IEC/R the IEC/R Classifier Team will inspect the IEC/R exercise site to ensure it meets the needs of the IEC/R being sought. The IEC/R Classifier Team Leader will explain necessary changes if any are required. Once the site has been re-inspected and approved, the IEC/R Classifier Team will make no other recommended changes.
 - This does not prevent the IEC/R Team requiring a portion of the exercise scenario to be reset and/or repeated if the tactical operations demonstrated by the USAR Team do not meet the current INSARAG Minimum Standard for USAR Operations.
- For an IEC/R, the USAR Team Focal Point will need to provide transport to the various locations requiring inspection. IEC/R Classifier Team members may be required to split up during this process; the organisers are to ensure that there is dedicated transport available for each group.

Note: The IEC/R Classifier Team Leader will consult his IEC/R Classifier Team and, depending on the situation, and with flexibility, will delegate suitable members to conduct the above activities simultaneously.

- IEC/R Classifier Team interaction with Observer Groups is usually limited due its focus being on the exercise activities. It is suggested though, that time is built into the exercise schedule that allows the IEC/R Classifier Team, the USAR Team Focal Point and the Mentor to meet with the Observer Group before the exercise begins and again when it ends. This allows an opportunity to explain first what the USAR Team has done to prepare and how the IEC/R Classifier Team will work. The meeting at the end of the exercise is used to take questions from the Observer Group that will aid them in preparation for their classification.
- During the 36-hour exercise, the IEC/R Classifier Team Leader will meet numerous times with the USAR Team Focal Point and Mentor to discuss the status of the process. The purpose is to inform the USAR Team representatives of which items have been seen and whether there are items that might need to be repeated.
- The IEC/R Classifier Team Leader will immediately consult with the INSARAG Secretariat Representative should an area of ambiguity or concern arise during the exercise. The INSARAG Secretariat Representative will decide if a formal meeting is needed to resolve the matter.

Day 2-4

The number of actual days scheduled for the field portion of the exercise will vary and can be adjusted if approved by the INSARAG Secretariat Representative, in consultation with the IEC/R Classifier Team Leader. It should be remembered however that the IEC/R Team in most instances has travelled many miles across numerous time zones. With that in mind, it is suggested that, when possible, the IEC/R exercise not start at the end of Day 1, thus giving the IEC/R Classifier Team time to acclimate to time and change of environment.

The IEC/R scenario/exercise format is clearly defined as a continuous 36-hour (minimum) constantly evolving scenario-based USAR exercise. This means that the IEC/R Classifier Team expects to observe initial search operations being done, with an analysis of needs leading to the immediate request for rescue support including hazardous environment assessments, structural triage and victim extrication with medical support. “Continuous” requires that the worksite is never left unattended until the last victim is removed; meaning that a synchronised approach starting with victim detection through victim removal is required. The intent is to allow the IEC/R Classifier Team the opportunity to observe how the USAR Team undergoing the process operates as a Team and not as individual functions. A synchronised approach to tactical operations allows the USAR Team to fully demonstrate its response capability and capacity.

The IEC/R Classifier Team must arrive at a location in advance of the USAR Team; this is to ensure it is in place to observe initial portions of the exercise as they unfold. It should also be realised that during an IER, the IER Classifier Team may not observe an operation in its entirety, meaning that it will not observe each Team member undergo the mobilisation check-in portion, or medical screening, as is done during an IEC/R (pre-greening).

The same is true during tactical operations, meaning that if a shoring operation is needed, the IEC/R Classifier Team may observe the set-up. They will return at intervals to observe the operation through its completion. The IEC/R Classifier Team must ensure it is aware of the exercise timeline and will in most instances not interfere with that schedule. That said, it is the responsibility of the IEC/R Classifier Team to be certain that it is in place to observe critical portions of the exercise such as rigging and lifting, technical search, and complex medical procedures. The IEC/R Classifier Team must be aware of the impact caused if a USAR Team is required to reset a scenario because there was no one from the IEC/R Classifier Team present when it was being conducted. The IEC/R Classifier Team Leader and the Mentor will closely coordinate timings to lessen the probability of the IEC/R Classifier Team not being in the correct place at the correct time.

The first six hours of the FIELDEX are used for the Response Capability Evaluation. It should be noted that the IEC/R Classifier Team requires these actions to be taken as if it were an actual deployment. The IEC/R Classifier Team also understands that during portions of these activities the USAR Team's native language will be used rather than English, which is permissible. The IEC/R Classifier Team will need an overview (in English), but does not require direct translation.

The IEC/R Classifier Team by now will be familiar with the load plan being used by the USAR Team. This means that the USAR Team will be limited in the number of vehicles it uses to move the Team and its equipment to the "affected country" under actual conditions. The USAR Team can have additional vehicles made available for its use by the LEMA once it arrives, but it is not to utilise those vehicles until negotiations for said use are completed. This is done to ensure the USAR Team can move its people and equipment as described in the C-POE.

The IEC/R Classifier Team understand that it is very difficult to compress logistics requirements to meet the confines of a 36-hour exercise. With that certain latitudes will be accepted in this phase including:

- While not preferred, the use of portable toilets and alternate showers is permissible for the BoO. The USAR Team will still need to build-out its latrine area and shower facility (including providing water to the shower and hand-washing stations) in its footprint for inspection by the IEC/R Classifier Team.
 - For IEC/R exercise, the USAR Team is required to produce potable water for priority use in the Decontamination Corridor (Clean-Dirty).
- Due to the expense and certain national requirements, the USAR Team does not need to take the full complement of its medical pharmacy to the field. The IEC/R Classifier Team will inspect the entire medical cache (including pharmacy) during Day 1 activities. This could be optional for an IER, if the USAR Team has provided adequate evidence in its C-POE.
- The USAR Team undergoing IEC/R does need however to have adequate medicines and medical supplies to treat real emergencies. The USAR Team will also need to have adequate medicines and medical supplies to "treat" patients during the exercise. By this, along with the needed bandaging, splinting, etc., the IEC/R Classifier Team will expect to see an oxygen mask applied to a patient if the situation calls for this treatment. In the same view, an intravenous catheter (IV) will need to be placed with an IV solution connected to it, if that treatment is required. The IEC/R Classifier Team cannot accept verbalisation of medical treatment; it must see it.
- Due to spoilage and resupply expense, the USAR Team is not required to take its complete food and water complement to the field. The IEC/R Classifier Team will inspect this element during Day 1 activities to ensure the USAR Team has adequate capacity for the classification being sought.
- The USAR Team is required however to have adequate food and water on hand to tend to the USAR Team members for the duration of the exercise.
- After Day 1 inspection by the IEC/R Classifier Team, the USAR Team may load its tool and equipment cache to be ready for transportation on Day 2.
- The use of a crane is considered mandatory for an IEC/R. Its capacity should match or exceed the lift requirement of the classification being sought.

End of Day 4

As the exercise draws near its end-point on Day 4, the IEC/R Classifier Team should be in a position to inform the INSARAG Secretariat Representative whether the USAR Team will be successful. While it is understood that pre-planned celebrations or ceremonies are discouraged, the INSARAG Secretariat

Representative may elect to inform the organisers unofficially that the USAR Team has been successful (or not) in gaining or maintaining its classification.

At this time the IEC/R Classifier Team must reconvene to prepare its debriefing (IEC/R Checklist and draft of the advisory notes) to the USAR Team and compile its report. This process is not to be underestimated and at least 5 hours must be counted. In the IEC/R exercise planning this timeslot has to be respected.

If time allows at this point, the IEC/R Classifier Team Leader may schedule a debriefing (IEC/R Checklist and draft of the advisory notes) with the USAR Team management to review its findings. If there is not sufficient time, this debriefing must Day 5; the IEC/R Classifier Team Leader determines when this action will be completed.

Day 5

If a debriefing was not completed at the end of Day 4, it must be scheduled for Day 5, before the IEC/R Classifier Team is leaving.

IEC/R Classifier Team members will be free to return to their home base on the evening of Day 5 or on Day 6 when travel arrangements can be confirmed.

Most USAR Teams would like to include a closing ceremony into the programme, attended by governmental officials and the local media. The INSARAG Secretariat and IEC/R Classifier Team have no role to play in these ceremonies and may not be able to attend.

10 IEC/R Reporting

Upon completion of the IEC/R, the IEC/R Classifier Team Leader/Team will provide the USAR Team with a written debriefing of the findings (including IEC/R Checklist and advisory notes) and the INSARAG Secretariat may announce the overall result the Team has achieved. The detailed findings will be recorded in the IEC/R Report, the template for which is available in IEC/R Report Template. Should there be issues that require discussion on the final remarks arising from the IEC/R Classifiers, these should be resolved and agreed prior to the departure of the IEC/R Classifier Team. The IEC/R Classifier Team Leader will have maximum 14 days to provide the INSARAG Secretariat the signed final report including the Advisory Notes. Please refer to Annex D8 under the *Guidelines Annex → Volume II, Manual C* tabs of the Guidance Notes at www.insarag.org for more information.

The INSARAG Secretariat will provide the final report to the USAR Team and its sponsoring organisation within maximum 14 days of the completion of the IEC/R. If the USAR Team has been successful, the INSARAG Secretariat will update Directory of Classified USAR Teams with the classification/reclassification the Team has achieved.

The IEC/R Report is considered to be “Restricted.” Accordingly, the INSARAG Secretariat will only make these reports available to the USAR Team Management, its IEC/R Mentor and its sponsoring organisation. Whether this report will be shared with any third party is at the sole discretion of the USAR Team in question. However, the INSARAG Secretariat encourages USAR Teams to share lessons-learned during INSARAG events such as Regional Meetings and INSARAG Team Leaders meetings. These best practices can provide a valuable learning opportunity for the INSARAG network.

The IEC/R provides a USAR Team with unique access to international USAR experts. These experts may be able to impart valuable guidance and advice to a Team. The IEC/R Report provides a mechanism for suggestions and recommendations from the IEC/R Classifier Team which serve to aid the USAR Team in further optimising its performance. This is done through the Advisory Notes section of the IEC/R Report.

10.1 IEC/R Checklist 2020

The IEC/R Checklist will be split into the categories IEC and IER and specified for the teams’ classification category (Light, Medium, Heavy).

IEC Checklist	IER Checklist
Light	Light
Medium	Medium
Heavy	Heavy

These IEC/R Checklists can be downloaded at www.insarag.org in the Guidance Notes.

10.1.1 Colour Coding

For better visualisation and awareness of the teams’ IEC/R exercise results, the colour coding is an important instrument

- Green will indicate that a team is above the INSARAG Minimum Standard for USAR Operations.
- Yellow will indicate that a team has met the INSARAG Minimum Standard for USAR Operations.
 - Items coded Yellow will indicate recommended measures that a team can improve its administrative, training, and equipment processes and procedures.

- Red will indicate that a team did not meet the INSARAG Minimum Standard for USAR Operations.
 - Items coded Red will indicate where a team must improve its administrative, training, and equipment processes and procedures.
 - If this is an IEC, the team will not be classified and the below applies:
 - If this is an IER, the teams' current classification level is suspended and the below applies:
 - The role and responsibility of the Mentor and National Operations Focal Point continue if a team receives a Red during a classification or reclassification
 - A Corrective Action Plan that includes actions that will be taken to raise the Red to Yellow must be submitted to the INSARAG Secretariat and IER Classifier Team Leader for consideration within 30-days of the end of the IER.
 - The team will have 180-days to implement its Corrective Action Plan.
 - The Mentor and National Operations Focal Point will submit a report to the INSARAG Secretariat and IER Classifier Team Leader documenting how improvements were made.
 - If the INSARAG Secretariat and IER Classifier Team Leader agree that cited improvements now meet the INSARAG Minimum Standard for USAR Operations, the team will be considered as classified or reclassified.
 - If the INSARAG Secretariat and IEC/R Classifier Team Leader are not satisfied that the INSARAG Minimum Standard for USAR Operations has been met, the team will not be classified or reclassified.

10.2 IEC/R Appeals Process

The INSARAG Secretariat strives to ensure that an objective and unbiased IEC/R process is conducted. If the USAR Team feels it was treated unfairly, it does have the ability to appeal to the INSARAG Secretariat. It is important to note that a situation like this could arise in any of the three phases of the IEC/R process.

Should the USAR Team have documentation and reasoning that it was treated unfairly, its INSARAG Policy Focal Point should immediately contact the INSARAG Secretariat. If the situation cannot be resolved at that level, the INSARAG Secretariat will refer the matter to the INSARAG Global Chair for resolution.

The INSARAG Secretariat will act as the mediator between the IEC/R Classifiers, the USAR Team, its IEC/R Mentor and/or its INSARAG Focal Points in the event of any dispute.

11 Classified USAR Team Response Reporting Requirement

11.1 IEC/R Certificate

Following successful completion of the IEC/R, the USAR Team will be issued a certificate at an appropriate INSARAG event.

11.2 IEC/R Patch

Following successful completion of the IEC/R, the USAR Team will be provided an electronic copy of the artwork of the IEC/R patch/decal by the INSARAG Secretariat. The following conditions apply:

- Black wordings over white background, and UN logo and circumference of patch to be in UN light blue (Pantone (PMS 279)). If required, the INSARAG Secretariat can provide the USAR Team with the contact details of its vendor.
- It is recommended for Teams to wear the patch sewn onto a Velcro backing, on the left shoulder. If an organisation patch is already located in that position, then the IEC/R patch may be placed above that patch or above the left breast pocket.
- A helmet sticker/decal that complies with the design guidelines of the patch is also permissible.
- The design of the patch is not to be modified in any way.
- The size of the patch should be 75 mm x 55 mm.

11.3 Directory of Classified USAR Teams

The Classified USAR Team is required to submit an updated Directory of Classified USAR form to the INSARAG Secretariat when it undergoes change, particularly amongst its INSARAG Focal Points. The INSARAG Secretariat will then update the directory accordingly. Please refer to Annex D2 under the *Guidelines Annex → Volume II, Manual C* tabs of the Guidance Notes at www.insarag.org for more information.

11.4 RDC and UCC Banners

The USAR Team will be issued an official UN banner for the RDC and UCC if it meets the current INSARAG minimum standard.

The UCC should be carefully planned. It must be visible and accessible to all who would benefit from its services and should have sufficient space to meet both the immediate needs and the projected expansion of the operation.

The UCC location should be clearly identified using the UN-UCC flag.

12 Obligations of Classified USAR Teams

If a USAR Team is classified as a Heavy Team, it could respond as a Medium or Light Team if required. However, a Medium Team cannot use its classification to respond as a Heavy Team.

If a Heavy Team responds as a Medium or Light Team (or a Medium Team responds as a Light Team), it is required to clearly declare this on the VOSOCC, its USAR Team Fact Sheet and on any other relevant documents or forms.

Following successful IEC/R, to maintain currency for the five-year period of classification, Classified USAR Teams are expected to meet certain obligations including but not limited to the following:

- Deploy to at least one international incident or participate regularly in INSARAG Regional Earthquake Simulation Exercises.
- USAR Teams are expected to respond in the configuration in which it was classified. The exception is when at the request of the affected country the Heavy Team elects to respond as a Medium or Light Team (or Medium responds as Light). If a Team responds at a capacity less than its classification, the following applies:
 - The USAR Team Management has a responsibility to clearly declare its response capacity on the VOSOCC and modify their USAR Team Fact Sheet accordingly.
 - The USAR Team is required to remove or cover over its IEC/R Patch to avoid confusion in the affected country (unless a Heavy Team will be responding in a Medium Team configuration). This provision also applies when a USAR Team deploys as other than a USAR Teams, meaning it deploys only parts of its Team (as example search, or medical, or communications).
 - The INSARAG Secretariat will request a written report from the INSARAG Policy/Operational Focal Point as to why the Team did not respond according to its classification (unless a Heavy Team responded in a Medium Team configuration). This report will then be tabled for review at the next ISG Meeting.
- When responding to international disasters, ensure that the USAR Team applies the INSARAG methodology.
- Conduct an annual simulated USAR response FIELDDEX.
- The USAR Team, its Focal Points and/or representatives of its sponsoring organisation are required to be active participants in annual INSARAG activities:
 - USAR Team Leaders Meeting.
 - INSARAG Regional Group Meetings.
 - Earthquake Simulation (SIMEX) Response Exercises.
- Support the IEC/R process. The ISG requires that USAR Teams:
 - Provide minimally three to five USAR experts to become IEC/R Classifiers.
 - Willingly share information with other USAR Teams that are developing a response capacity.
 - Arrange bilateral assistance to other Teams requiring Mentors.
 - Willingly share information with other INSARAG USAR Teams that are preparing for a classification.
 - Nominate Team members to undergo UNDAC, OSOCC and other related training.
 - The INSARAG Policy/Operational Focal Point is required to immediately inform the INSARAG Secretariat of any changes within the USAR Team and its support framework that may fundamentally affect its capacity to function at its classified level. Based on a

review of the structural changes within the USAR Team, the ISG may determine that they are required to undergo a reclassification.

If the USAR Team does not meet these expectations, the INSARAG Secretariat will require the INSARAG Policy Focal Point to provide written documentation to explain the reasons for non-adherence. Depending on the circumstances, the case may be passed on to the ISG for determination, which could include the Team being declassified.

Non-adherence to the obligations of Classified USAR Teams will also negatively impact on a USAR Team's reclassification, meaning it may not be scheduled for an IER.

Regarding capacity development, Classified USAR Teams are strongly encouraged to assist their own national and NGO Teams and that of other countries to develop USAR capacities at the national level to INSARAG standards.

13 Joint IEC/Rs

If two USAR Teams elect to conduct a Combined IEC/R exercise, they are required to submit a written request to the INSARAG Secretariat seeking approval. If approval is given, the USAR Teams are required to prepare and submit separate documentation, including the Exercise Plan and Exercise Timeline. It is very important for the USAR Team (and its Mentor) to start discussions early with the IEC/R Classifier Team Leader and the INSARAG Secretariat.

Conducting joint exercises require clear planning and documentation, including:

- Is the location suitable to host two USAR Teams?
- How will the RDC be staffed and maintained?
- How will the UCC be staffed and maintained?
- Is there one EXCON?
- Is there one cast of Role Players?
- Is there adequate support-staff to keep both exercises running?
- Do the USAR Teams have the same sponsoring organisation?

14 Conclusion

INSARAG External Classification and Reclassification (IEC/R) – “Guarantee of Effective and Professional International Assistance”.

Numerous Urban Search and Rescue Teams have successfully undergone IEC/R since it started in 2005, while many others have shown keen interest or are preparing their USAR Teams for upcoming IEC/Rs. This process has since facilitated capacity building and ensured minimum standards and the matching of capabilities to needs and priorities. Classified USAR Teams are well recognised by the INSARAG patch that they have most recently proven to be a professional value-adding resource to earthquake affected countries, in the immediate aftermath of disasters.

To this very day it remains a truly unique process that establishes verifiable operational standards and a humanitarian example of how independent peer review can be of great value in response preparedness and at the times of response. Both IEC/R Classifiers and the USAR Team undergoing IEC/R learn from one another, and this interaction is indeed highly valuable, as in an earthquake, they will be the same people working together closely, to help save lives.

In a world in which disaster response is becoming more complex, INSARAG has provided a commendable model to the rest of the humanitarian community demonstrating how the IEC/R continues to provide a global level strategic approach to ensure that there are well qualified and professional Teams all around the world in every region and, specifically, close to disaster-prone areas, ready to respond at a moment's notice and operating to globally accepted standards.

Affected countries will now be able to know what type of assistance they can expect to receive and INSARAG Classified USAR Teams working alongside each other will be able to know the capacities each can offer – a professional response meeting the standards set in the INSARAG Guidelines, a Team that speaks a common global USAR language, a Team that will make a real difference in the life saving phase of a disaster.

Volume II, Manual C, External Classification/Reclassification (IEC/R) describes the IEC/R process and is based on the experiences and feedback from experienced IEC/R Classifiers, Mentors and Classified USAR Teams, and aims to be a valuable guide to all USAR Teams globally as it carefully outlines requirements and expectations from governments, USAR Teams, NGOs, IEC/R Mentors and IEC/R Classifiers.

It is developed by the INSARAG community, serves as the reference guide for all USAR Teams preparing to undergo an IEC/R. It is envisaged that by adopting and applying the information herein, a USAR Team will improve its chances of success. The IEC/R Manual also serves to define the current INSARAG Minimum USAR Operational Standard.

The ISG acknowledges the enormous commitment, both financially and in terms of time, required from many different stakeholders to ensure a Team's classification attempt and reclassification is successful.

The latest information on IEC/R events and activities is available on the VOSOCC or the INSARAG website, www.insarag.org. If there are any queries or comments arising from this IEC/R Manual, you are requested to contact the INSARAG Secretariat at insarag@un.org.

15 Annexes

Annex A: Terms of Reference IEC/R Cadre

INSARAG Secretariat and its Representative		
Tasks		
1.1	Main Task	- The INSARAG Secretariat is recognised as the representative of RSB to the USAR Team undergoing classification or reclassification, the team's Mentor, the INSARAG Focal Points, the IEC/R Classifier team and the INSARAG Steering Group. - In order to ensure objectivity, the INSARAG Secretariat stands as an independent entity and does not form part of the IEC/R Classifier team. The INSARAG Secretariat is responsible to coordinate all activities including those that start a team on its way to Classification, what goes on during the Classification, and outlining team responsibilities after the Classification, including corrective actions if required. - In the unlikely event of dispute, the INSARAG Secretariat will arbitrate/facilitate negotiations to attempt to resolve a dispute. In the case of an unresolved dispute, the INSARAG Secretariat will capture all relevant facts and information for referral to a Re-evaluation Process.
1.2	Detailed Tasks	Phase 1: - The USAR Team's Policy Focal Point contacts the INSARAG Secretariat informing it of the intention to request an IEC/R. - The INSARAG Secretariat will engage in dialogue with the country requesting an IEC in order to make an assessment as to whether the IEC is the most effective way forward for their development. - The INSARAG Secretariat makes available a list of potential mentors to the USAR Team. - Review the Abbreviated Portfolio of Evidence (A-POE). Based on the result of the A-POE review, the INSARAG Secretariat recommends "Go/No Go". If "Go", the INSARAG Secretariat allocates a provisional date. - Regular liaison with the USAR Team's mentor to monitor planning and preparation progress to ensure the team is on track. - Closely monitors the approved timeline of the team. Phase 2: - Identifies an IEC/R Classifier Team Leader 12 months prior to the provisional IEC/R date. - Receives the C-POE from the USAR Team 12 months prior to the provisional IEC/R date. - Ensures that the IEC/R Classifier Team Leader receives a copy of the C-POE. - Ensure the IEC/R Classifier Team Leader receives the USAR Team and its mentor's contact details.

		- IEC/R Classifier Team Leader has 45 days to review the C-POE and submit comments to the INSARAG Secretariat. IEC/R Classifier Team Leader recommends "Go / No Go" to the INSARAG Secretariat after that review. - If the IEC/R Classifier Team Leader recommends "Go", the date is finalised. If the IEC Classifier Team Leader recommends "No Go" the INSARAG Secretariat is to postpone the provisional IEC/R date based on the work required to ensure the USAR Team is adequately prepared. - If it is agreed that the USAR Team is approved to go forward, the remaining IEC/R Classifier Team is named 9 months prior to the IEC/R date. - Regular liaison with the USAR Team's mentor to monitor planning and preparation progress to ensure the team is on track. Phase 3: - Coordinate administrative and logistical requirements with the IEC/R host. - Ensure IEC/R Classifier Team is aware of all the administrative and logistic arrangements. - Ensure that the IEC/R is carried out in accordance with the IEC/R Manual, Volume II, Manual C. - Ensure that the IEC/R is conducted in accordance with the minimum standards as determined by the INSARAG Guidelines. - Perform the role of arbitrator/facilitator between the IEC/R Classifiers and the USAR Team or its sponsoring organisation should the need arise. - Provide input on behalf of the INSARAG Secretariat as required. - Ensure the IEC/R Classifier Team completes the required final report within 14 days of the completion of the IEC/R. - Provide a successful USAR Team with its certificate and patches within 30 days of the completion of the IEC/R. - If the team is unsuccessful facilitate discussions with the IEC/R Classifier team, USAR Team and host country on the appropriate next steps. - Participates in any duties as requested by UN OCHA.
Qualification		
2.1	Requirements (essential)	- The INSARAG Secretariat will either be an employee of RSB or an individual endorsed by the Chief of RSB to serve on behalf of the INSARAG Secretariat. - Comprehensive and detailed knowledge of the UN system, INSARAG, UNDAC, USAR deployments and humanitarian aid in general. - Time available to commit to the IEC/R. - Intercultural competencies. - English: good oral and written knowledge.
2.2	Requirements (desirable):	N/A.

Roles and Responsibilities		
3.1	Competences	The Secretariat has the authority to: - stop the process before IEC/R and/or during (safety, security, disruption). - Take a classifier out of the team in case of misbehaviour, lack of competence, etc.
3.2	Obligations	- The INSARAG Secretariat must remain neutral and objective. - Represent the INSARAG Steering Group and the INSARAG Community to ensure the INSARAG minimum standards and methodology are upheld.
Remarks		
		N/A.
Mentor (of a team that undergoes an IEC/R)		
Tasks		
1.1	Main Task	- The objective is maximising the probability of success for the USAR Team that undergoes an IEC/R. - The IEC/R Mentor has the responsibility of recommending to the INSARAG Secretariat whether the IEC should go ahead as planned or whether it should be postponed. - The role of the Mentor is to “coach” the team with regard to its preparation for its IEC/R.
1.2	Detailed Tasks	Phase 1 + 2: - Accept the role as a mentor. - Conduct an independent, non-biased assessment of the USAR Team’s state of readiness, map this against the requirements of the IEC/R and identify any gaps that require corrective action. - Based on the findings of the above, in conjunction with the USAR Team management, map out a strategy that will enable the USAR Team to address any gaps identified within the required timeline. - Work with the USAR Team, as required, to implement the preparation strategy applying the accepted timeline. - Provide technical guidance on SOPs, resourcing, equipment requirements and operational techniques as required. - Provide a link to the INSARAG Secretariat and ensure it is kept up to date regarding the progress and status of the team. - If it appears that the team is likely to be unsuccessful, the IEC/R Mentor has the responsibility to notify the USAR Team management, its sponsoring organisation and the INSARAG Secretariat as soon as possible so that an appropriate course of action can be determined. - Liaise with the INSARAG Secretariat and IEC/R Classifier Team Leader as required. - Liaise with the USAR Team’s sponsoring organisation as required.

		- Continuously liaise with the head of the IEC/R Exercise Control (EXCON) team. - Provide guidance on the compilation of the A-POE and C-POE. - Confirm with the Secretariat which additional documents (training records, training programmes and logistics databases) are required to be translated to English. Determine if summaries of extensive programmes can be provided in English rather than the entire document. - Review both POEs prior to them being submitted to the INSARAG Secretariat to ensure all requirements are met. If there are any shortfalls, work with the USAR Team to address any issues identified. - Provide guidance on the design of the IEC/R simulation exercise to ensure it is constantly evolving over a minimum of a 36-hour period and that the scenarios will enable the Classifiers to observe all of the technical requirements of the IEC/R Checklist. - Discuss together with the IEC/R Classifier TL and the USAR Team the pre-greening process. - Be present during the IEC/R. Phase 3: - Provide support and clarification to the INSARAG Secretariat, IEC/R Classifier TL, EXCON and the USAR Team as may be required. - Be available to be part of any meetings or discussions that may be required during the IEC/R. - Understand that the Mentor role may extend beyond the ending of the IEC/R exercise to include assisting with identified corrective actions.
Qualification		
2.1	Requirements (essential)	- Profound knowledge of INSARAG Guidelines and INSARAG methodology. - Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities. - Guarantee that your employer will support the time required to prepare for the IEC/R. - Sound understanding of the UNDAC system. - Strong communicator with negotiation skills. - Strong organisational skills. - Able to build and coach a team. - Intercultural competencies. - Language skills. - English: good oral and written knowledge. - Preferable to know other languages. - Experienced/good knowledge of training methodologies. - International USAR operational experience. - Knowledge of all aspects of a USAR Team (Management, Search, Rescue, Medical, Logistics), including Training facilities, Home Base, Log. - Political sensitivity.

		• Good knowledge of: humanitarian aid principles. • Must have attended the INSARAG IEC/R Classifier Team Leader and Mentor Training Course.
2.2	Requirements (desirable):	• Member of a Classified USAR Team.
Roles and Responsibilities		
3.1	Competences/rights	• None.
3.2	Obligations	• See tasks (§1).
Remarks		
		• The Mentor is appointed by the USAR Team preparing for the IEC/R in consultation with the INSARAG Secretariat. • The IEC/R Mentor role can also be taken by a classified team, rather than by an individual. • The IEC/R Mentor takes on a significant responsibility when providing services. The commitment required should not be underestimated as it may be significant, depending on the degree of readiness of the USAR Team in question.
IEC/R Classifier Team Leader		
Tasks		
1.1	Main Task	• To create good conditions for a successful IEC/R by timely communication and coordination with the classifying team, its IEC/R Mentor and the IEC/R classifiers. • To ensure a fair and impartial IEC/R for the team undergoing the process. • To assess the overall capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the INSARAG Guidelines and IEC/R Checklist. • To provide leadership of the IEC/R Classifier team members before, during and after the process. • To form the decision, based on consensus, of the peer review outcome and to objectively justify.
1.2	Detailed Tasks	Phase 1: N/A Phase 2: • Accept nomination as IEC/R Classifier Team Leader. • Liaise with INSARAG Secretariat, including regular updates on the USAR Team's state of readiness to successfully complete the IEC/R at the desired classification level. • Liaise with host country IEC/R Focal Point. • Liaise with the IEC/R Mentor.

		• Perform a review of the A-POE if asked by the Secretariat. • Provide guidance to the selected IEC/R classifiers. • Review the C-POE within 45 days of receipt. • Ensure distribute the C-POE to the IEC/R team once it is ready. • Coordinate the review and/or discussion of any matters arising during the POE review with the host country IEC/R Focal Point and the IEC/R Mentor. • Inform the INSARAG Secretariat that the IEC/R Classifiers have agreed to proceed or delay with the IEC/R. Coordinate the arrival of the IEC/R Classifiers in the host country to ensure all members arrive in good time for the commencement of the process. • Discuss together with the IEC/R Classifier TL and the USAR Team the pre-greening process. • Agree to the IEC/R programme, schedule and specific exercise plan. • Phase 3. • Lead the IEC/R Classifier team during all formal meetings and events. • Provide guidance and support to the IEC/R Classifiers as may be required. • Liaise and coordinate activities with the INSARAG Secretariat, Mentor and USAR Team being classified. • Ensure all IEC/R Classifiers are familiar with their assigned tasks as well as the applied IEC/R Checklist. • Conduct an IEC/R Classifiers briefing prior to the start of the IEC/R. • Conduct a walk-through of the exercise site and review the simulation exercise scenario to ensure it will enable the IEC/R Classifiers to observe all the technical aspects required by the IEC/R Checklist. • Ensure the IEC/R Classifiers remain objective and adhere to the minimum standards required by the INSARAG. • Ensure IEC/R Classifiers do not attempt to use the IEC/R as an opportunity to promote their home country's methodologies as the only way of operation. • Develop a work schedule to ensure total coverage of the exercise and that the IEC/R Classifiers observe the key areas of operation they are assigned. • Coordinate and facilitate any meetings or discussions that may be required during the IEC/R. • Meet regularly with the EXCON Director and IEC/R Mentor to brief on the current status and to answer questions. • Conduct a daily IEC/R Classifiers debrief. • Coordinate the completion of the IEC/R Report and Advisory Notes. • To present the provisional report (IEC/R Checklist and advisory notes) to the USAR Team being classified directly after the IEC/R exercise and deliver the Final Report within 14 days to the INSARAG Secretariat. • Remain ready to answer quality assurance questions that may arise during the IEC/R process.
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		Understand that there may be instances when the IEC/R Classifier TL role may extend beyond the ending of the IEC/R exercise to ensure compliance with identified corrective actions.
Qualification		
2.1	Requirements (essential)	- Profound knowledge of INSARAG Guidelines and INSARAG methodology. - Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities. - Ensure your sponsor understands the time commitment required for this position and that there is support for the expense related to an IEC/R. - Leadership skills-able to build and lead a team. - Strong communicator with negotiation skills. - Problem resolving skills. - Organisational skills. - Policy and intercultural sensitivity and competencies. - Good understanding of the UNDAC system. - Language skills: - English: good oral and written skills. - Preferable to know other languages. - Physical readiness. - Knowledge of all aspects of a USAR Team (Management, Search, Rescue, Medical, Logistics). - Must have USAR classified team management experience (Preferred level: USAR TL/deputy TL of a Classified USAR Team). - International operational USAR experience. - Participation in at least two previous IEC/Rs. - Must have attended the INSARAG IEC/R Classifier Team Leader and Mentor Training Course.
2.2	Requirements (desirable):	- Member of a Classified USAR Team. - Good knowledge of the UN system and humanitarian aid in general. - Have international operational experience. - Basic ICT skills and operation of GPS and radio.
Roles and Responsibilities		
3.1	Competences/rights	The IEC/R Classifier TL has the authority to: - temporarily stop the IEC/R process (safety, security, disruption), until they are corrected. - take a classifier out of the team in case of misbehaviour, lack of competence, etc. - modify the exercise in conjunction with the EXCON and the IEC/R Mentor to complete all checklist items. - Ensure the exercise facilitates the IEC/R process. - Seek guidance from the INSARAG Secretariat In case of disagreement/ misunderstanding.

3.2	Obligations	See tasks (§1).
Remarks		
		The IEC/R Classifier TL is appointed by the Secretariat.
IEC/R Management Classifier		
Tasks		
1.1	Main Task	Assess the management capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the INSARAG Guidelines and IEC/R Checklist.
1.2	Detailed Tasks	Before IEC/R: - Maintain familiarity with the INSARAG Guidelines specific to Management. - Maintain familiarity with the INSARAG Guidelines Volume II, Manual C, IEC/R, specific to Management. - Be proactive in maintaining their personal knowledge of equipment, techniques and procedures, relative to their area of expertise. - Participate in the IEC/R training (if available). - Review the PoE and give comments relative to Management. - Review the IEC/R Report, specifically the Advisory Notes. - Address queries to the IEC/R Classifier Team Leader for clarification. During IEC/R: - Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to management operations. - Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist. - Observe all the component parts of the management process and check these against the requirements listed in the IEC/R Checklist. - Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist. - Be open-minded to techniques and procedures other than your own – questions to ask include: - Does it effectively accomplish the task in a timely manner? - Are safety principles maintained? - Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected. - Document all observations and communicate these to the IEC/R Team Leader.

		- Contribute to and participate in the presentation of the Interim Report. After IEC/R: - Contribute to the Final Report.
Qualification		
2.1	Requirements (essential)	Generic: - Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities. - Sponsorship from donor country or organisation, prepared to support the IEC/R process. - Have time available to prepare for a Classification. - Be available for deployment lasting at least 5-6 days. - Have a significant level of understanding of INSARAG Guidelines and INSARAG methodology and its application. - Be a subject matter expert (SME) in their specific area of expertise. - English: good oral and written knowledge. - Physically fit: capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment). - Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required. Specific: - Have knowledge and understanding of: - The principles of management within the structure of a Classified USAR Team throughout the process. - The process for information management including the use of the VOSOC. - The continued updating of the team's plan of action. - Have an ability to interact with the management structures of Classified USAR Teams, the UCC and the LEMA.
2.2	Requirements (desirable):	- Current or previous member of a Classified USAR Team. - Have international operational experience. - Basic ICT skills and operation of GPS and radio. - Have the ability to function within a group and demonstrate strong interpersonal skills. Specifically: - Able to Communicate. - Able to Cooperate. - Possess Negotiation skills. - Able to Resolve Conflict. - Impartiality. - Objective and neutral. - Politically and culturally aware.

Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	Submit a comprehensive and up-to-date CV or biography to the Secretariat.
Remarks		
IEC/R Logistics Classifier		
Tasks		
1.1	Main Task	Assess the logistical capabilities and capacity of the organisation being classified, to ensure compliance with the minimum standards as defined in INSARAG Guideline and IEC/R Checklist.
1.2	Detailed Tasks	Before IEC/R: - Maintain familiarity with the INSARAG Guidelines Volume II, Manual C, IEC/R, specific to Logistics. - Be proactive in maintaining their personal knowledge of USAR equipment, techniques and procedures, relative to their area of expertise. - Review the PoE and give comments relative to Logistics to the IEC/R Classifier Team Leader. - Review the IEC/R Report specifically the Advisory Notes. - Address queries to the IEC/R Classifier Team Leader for clarification. During IEC/R: - Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to logistics operations. - Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist. - Observe all the component parts of the logistics process and check these against the requirements listed in the IEC/R Checklist. - Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist. - Be open-minded to techniques and procedures other than your own – questions to ask include: - Does it effectively accomplish the task in a timely manner? - Are safety principles maintained? - Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected.

		- Document all observations and communicate these to the IEC/R Classifier Team Leader. - Contribute to and participate in the presentation of the Interim Report. After IEC/R: - Contribute to the Final Report.
Qualification		
2.1	Requirements (essential)	Generic: - Have a significant level of understanding of INSARAG Guidelines and INSARAG methodology and its application. - Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities. - Sponsorship from donor country or organisation, prepared to support the IEC/R process. - Have time available to prepare for a Classification. - Be available for deployment lasting at least 5-6 days. - Be a subject matter expert (SME) in their specific area of expertise. - English: good oral and written knowledge. - Physically fit: capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment). - Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required. Specific: - Experienced Logistics Manager or Logistics Technician who can demonstrate a knowledge and understanding of: - Logistical documentation and databases for the management of equipment, including: - Manifests, load plans and declaration of dangerous goods. - Customs and immigration procedures. - IATA policy and procedure for Shippers' Declaration of Dangerous Goods. - Storage/maintenance/transportation before departure. - All transport arrangements for a USAR Team (personnel and equipment) from home base to the area of operations and return. - All aspects of BoO management relative to logistics.
2.2	Requirements (desirable):	- Current or previous member of a Classified USAR Team. - Have international operational experience. - Basic ICT skills and operation of GPS and radio. - Have the ability to function within a group and demonstrate strong interpersonal skills. Specifically: - Able to communicate.

		○ Able to cooperate. ○ Possess negotiation skills. ○ Able to resolve conflict. ○ Impartiality. ○ Objective and neutral. ○ Politically and culturally aware.
Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	• Submits a comprehensive and up-to-date CV or biography to the INSARAG Secretariat.
Remarks		
IEC/R Search Classifier		
Tasks		
1.1	Main Task	• Assess the search capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the INSARAG Guidelines and IEC/R Checklist.
1.2	Detailed Tasks	Before IEC/R: • Maintain familiarity with the INSARAG Guidelines Volume II, Manual C, IEC/R, specific to Search. • Be proactive in maintaining their personal knowledge of USAR equipment, techniques and procedures, relative to their area of expertise. • Review the Portfolio of Evidence and give comments relative to Search to the IEC/R Team Leader. • Review the IEC/R Report specifically the Advisory Notes. • Address queries to the IEC/R Team Leader for clarification. During IEC/R: • Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to search operations. • Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist. • Observe all the component parts of the search process and check these against the requirements listed in the IEC/R Checklist. • Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist. • Be open-minded to techniques and procedures other than your own – questions to ask include:

		○ Does it effectively accomplish the task in a timely manner? ○ Are safety principles maintained? • Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected. • Document all observations and communicate these to the IEC/R Classifier Team Leader. • Contribute to and participate in the presentation of the Interim Report. After IEC/R: • Contribute to the Final Report.
Qualification		
2.1	Requirements (essential)	Generic: • Have a significant level of understanding of INSARAG Guidelines and INSARAG methodology and its application. • Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities. • Sponsorship from donor country or organisation, prepared to support the IEC/R process. • Have time available to prepare for a Classification. • Be available for deployment lasting at least 5-6 days. • Be a subject matter expert (SME) in their specific area of expertise. • English: good oral and written knowledge. • Physically fit: capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment). • Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required. Specific: • Experienced Search Manager or Technician who can demonstrate: ○ Detailed understanding of Search operations, tactics and safety considerations. ○ Knowledge and understanding of a variety of search equipment, techniques, their safe use and maintenance. ○ Knowledge and understanding of Search Dog operations and all associated subjects to transportation and welfare. ○ Knowledge and understanding of search management, to include: scene assessment techniques, mapping/GPS and information management relative to search operations. ○ Knowledge and understanding of the INSARAG marking system and all associated search documentation.

		○ Overall understanding of USAR operations, tactics and safety consideration.
2.2	Requirements (desirable):	• Current or previous member of a Classified USAR Team. • Have international operational experience. • Basic ICT skills and operation of GPS and radio. • Have the ability to function within a group and demonstrate strong interpersonal skills. Specifically: ○ Able to communicate. ○ Able to cooperate. ○ Possess negotiation skills. ○ Able to resolve conflict. ○ Impartiality. ○ Objective and neutral. ○ Politically and culturally aware.
Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	• Submit a comprehensive and up-to-date CV or biography to the INSARAG Secretariat.
Remarks		
IEC/R Rescue Classifier		
Tasks		
1.1	Main Task	• Assess the rescue capabilities and capacity of the organisation being classified to ensure compliance with the minimum standards as defined in the INSARAG Guidelines and IEC/R Checklist.
1.2	Detailed Tasks	Before IEC/R: • Maintain familiarity with the INSARAG Guidelines Volume II, Manual C, IEC/R, specific to Rescue.

		• Be proactive in maintaining their personal knowledge of USAR equipment, techniques and procedures, relative to their area of expertise. • Review the Portfolio of Evidence and give comments relative to Rescue to the IEC/R Team Leader. • Review the IEC/R Report specifically the Advisory Notes. • Address queries to the IEC/R Team Leader for clarification. During IEC/R: • Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to Rescue operations. • Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist. • Observe all the component parts of the rescue process and check these against the requirements listed in the IEC/R Checklist. • Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist. • Be open-minded to techniques and procedures other than your own – questions to ask include: ◦ Does it effectively accomplish the task in a timely manner? ◦ Are safety principles maintained? • Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected. • Document all observations and communicate these to the IEC/R Team Leader. • Contribute to and participate in the presentation of the Interim Report. After IEC/R: • Contribute to the Final Report.
Qualification		
2.1	Requirements (essential)	Generic: • Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities. • Sponsorship from donor country or organisation, prepared to support the IEC/R process. • Have time available to prepare for a Classification. • Be available for deployment lasting at least 5-6 days. • Have a significant level of understanding of INSARAG Guidelines and INSARAG methodology and its application. • Be a subject matter expert (SME) in their specific area of expertise. • English: good oral and written knowledge. • Physically fit: capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment).

		Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required.
		Specific: - Experienced Rescue Manager or Technician who can demonstrate: - Detailed understanding of Rescue operations, tactics and safety considerations. - Knowledge and understanding of a variety of rescue tools, techniques, their safe use and maintenance. - Knowledge and understanding of how to break, breach and remove reinforced concrete floors, walls, columns and beams, using clean and dirty techniques. - Knowledge and understanding of how to construct mechanical and timber shoring systems. - Knowledge and understanding of how to stabilise building components using a variety of cribbing and wedges. - Knowledge and understanding of hot cutting techniques to be able to cut different types of metal, structural steel and reinforcing bar. - Knowledge and understanding of confined space operations. - Knowledge and understanding of how to lift, rig and move heavy loads using manual and mechanical techniques. - Knowledge and understanding of technical rope rescue operations. - Understanding of all team functions as they relate to rescue.
2.2	Requirements (desirable):	- Current or previous member of a Classified USAR Team. - Have international operational experience. - Basic ICT skills and operation of GPS and radio. - Have the ability to function within a group and demonstrate strong interpersonal skills. Specifically: - Able to communicate. - Able to cooperate. - Possess negotiation skills. - Able to resolve conflict. - Impartiality. - Objective and neutral. - Politically and culturally aware.
Roles and Responsibilities		
3.1	Competences	
3.2	Obligations	Submit a comprehensive and up-to-date CV or biography to the INSARAG Secretariat.

Remarks		
IEC/R Medical Classifier		
Tasks		
1.1	Main Task	Assess the medical capabilities and capacity of the organisation being classified to ensure compliance with defined in the INSARAG Guidelines and IEC/R Checklist.
1.2	Detailed Tasks	Before IEC/R: - Maintain familiarity with the INSARAG Guidelines Volume II, Manual C, IEC/R, specific to Medical. - Be proactive in maintaining their personal knowledge of USAR equipment, techniques and procedures, relative to their area of expertise. - Review the Portfolio of Evidence and give comments relative to Medical to the IEC/R Team Leader. - Review the IEC/R Report specifically the Advisory Notes. - Address queries to the IEC/R Team Leader for clarification. During IEC/R: - Prior to the exercise, gain an understanding of the parameters and objectives of the exercise relating to Medical operations. - Check the exercise site and timetable to ensure that the exercise will provide sufficient opportunity for the team being classified to demonstrate compliance with the IEC/R Checklist. - Observe all the component parts of the medical process and check these against the requirements listed in the IEC/R Checklist. - Interact with members of the team being classified to determine competence and compliance against the requirements listed in the IEC/R Checklist. - Be open-minded to techniques and procedures other than your own – questions to ask include: - Does it effectively accomplish the task in a timely manner? - Are safety principles maintained? - Continually review the safety of participants and be prepared to request the exercise controllers to temporarily stop or restrict operations until the issue is corrected. - Document all observations and communicate these to the IEC/R Classifier Team Leader. - Contribute to and participate in the presentation of the Interim Report. After IEC/R: - Contribute to the Final Report.

Qualification		
2.1	Requirements (essential)	Generic: • Have a significant level of understanding of INSARAG Guidelines and INSARAG methodology and its application. • Maintain a close relationship with the INSARAG network through participation in meetings, exercises and other activities. • Sponsorship from donor country or organisation, prepared to support the IEC/R process. • Have time available to prepare for a Classification. • Be available for deployment lasting at least 5-6 days. • Be a subject matter expert (SME) in their specific area of expertise. • English: good oral and written knowledge. • Physically fit: capable to work around the clock in adverse conditions (i.e. on a rubble pile or in a demanding environment). • Have an awareness of the hazards and risks of the USAR environment and the personal safety and mitigating actions required. Specific: • Be currently licensed or registered with an appropriate authority to practice clinically. • Have a minimum of five years' experience working in an emergency department and or pre-hospital care environment. • Trained to be able to operate in and around collapsed structures.
2.2	Requirements (desirable):	• Current or previous member of a Classified USAR Team. • Have international operational experience. • Basic ICT skills and operation of GPS and radio. • Have the ability to function within a group and demonstrate strong interpersonal skills. Specifically: ○ Able to communicate. ○ Able to cooperate. ○ Possess negotiation skills. ○ Able to resolve conflict. ○ Impartiality. ○ Objective and neutral. ○ Politically and culturally aware.
Roles and Responsibilities		
3.1	Competences	• Emergency medical evacuation & repatriation planning and procedures. • Pre-deployment medical screening process. • Emergency medical care in collapsed structures including confined spaces from the time of access, during extrication to the time of handover. • Aspects of medical rescue including patient packaging and extrication in coordination with rescue technicians • Primary Care.

		• Health Monitoring of individuals and the BoO. • Emergency veterinary care in collaboration with the search dog handlers. • Methods for monitoring psychological wellbeing of team members. • Procedures and processes for dealing with serious injury or fatality amongst team members.
3.2	Obligations	• Submit a comprehensive and up-to-date CV or biography to the INSARAG Secretariat
Remarks		

Annex B: The IEC/R two-year Planning Timeline

No	Activity	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0	< 30 Days
1	IEC/R Mentor should be confirmed 24 months ahead of IEC/R																										
2	USAR team submits IEC/R Application to INSARAG Secretariat (minimum of two years ahead of intended date)																										
3	Ongoing updates of INSARAG Secretariat by IEC/R Mentor																										
4	INSARAG Secretariat Completes Review of A-POE																										
5	Based on A-POE, INSARAG Secretariat/Mentor recommends "Go/No Go". If "Go" INSARAG Secretariat allocates Provisional Date																										
6	If "No Go" INSARAG Secretariat confirms such with USAR team and discusses alternative plan																										
7	IEC/R Team Leader and INSARAG Secretariat Representative assigned																										
8	INSARAG Secretariat selects IEC/R Team Leader																										
9	IEC/R Classifiers selected																										
10	USAR team submits C-POE to INSARAG Secretariat																										
11	INSARAG Secretariat forwards C-POE to IEC/R Team Leader																										
12	IEC/R Team Leader/Mentor recommends "Go / No Go" to INSARAG Secretariat																										
13	If "Go" INSARAG Secretariat confirms date with USAR team																										
14	INSARAG Secretariat opens the event on the VO																										
15	If "No Go" INSARAG Secretariat confirms such with USAR team and mentor to discuss an alternative plan																										
16	Ongoing final planning and preparation with IEC/R Mentor																										
17	IEC/R team reviews exercise plan and time line and receives update on exercise site																										
18	IEC/R team completes report within 14 days and submits to INSARAG Secretariat																										
19	INSARAG Secretariat IEC/R Report Delivery to the USAR team within 30 Days																										
20	Follow up Activities with IEC/R Team Leader/Mentor – TBD																										

Annex C: Table of Changes to INSARAG Guidelines 2015-20

Amended Topic/Subject	
1	IEC/R checklist Transfer of all checklists to Guidance notes on www.insarag.org.
2	Key changes to content - Included a reference to Manual A for the tables for suggested staffing numbers for Light, Medium and Heavy teams. - Changes in abbreviations. - Included TORPS in the selection of classifiers. - Included a matrix showing difference between the requirements for IEC and IER; particularly addressing the differences in the APOE. - Remove duplicated section on timeline. - Updated the Gantt chart showing the IEC/R timeline. - Included section 10.1 on IEC/R checklist 2020 and colour coding. - Reinstate pre-greening and the role of mentors.
3	Infographics and tables - Updated of tables to ensure consistency on the technical capability. - Updated figure 2 on IEC/R cadre and classifiers.
4	Annexes - Introduction of 'Tables of Changes to the INSARAG Guidelines from 2015 to 2020' as Annex C to capture the updates made from the 2015 Guidelines. - From the 2015 Guidelines "Annex A: The IEC/R Checklist" has been moved to the <i>Checklists</i> → <i>IEC</i> → <i>IER</i> tabs of the Guidance Notes on www.insarag.org. "Annex B: Directory of International USAR Teams" has been moved to the <i>Guidelines Annex</i> → <i>Volume II, Manual C</i> tabs of the Guidance Notes on www.insarag.org. "Annex C: Terms of Reference/Person Specification (TORPS)" has been moved to Annex A. "Annex D: IEC/R Classifiers Application Form" has been moved to the <i>Guidelines Annex</i> → <i>Volume II, Manual C</i> tabs on www.insarag.org. "Annex E: IEC/IER Mentor Application Form" have been moved to the <i>Guidelines Annex</i> → <i>Volume II, Manual C</i> tabs of the Guidance Notes www.insarag.org. "Annex F: IEC/IER Planning and Preparation Timeline" has been moved to Annex B. "Annex G: IEC Application Phase 1" has been moved to the <i>Guidelines Annex</i> → <i>Volume II, Manual C</i> tabs of the Guidance Notes www.insarag.org. "Annex H: IEC/IER Mentor's Assessment Report" has been moved to the <i>Guidelines Annex</i> → <i>Volume II, Manual C</i> tabs of the Guidance Notes on www.insarag.org. "Annex I: IEC/R Application Phase 2" has been moved to the <i>Guidelines Annex</i> → <i>Volume II, Manual C</i> tabs of the Guidance Notes on www.insarag.org. "Annex J: IEC/IER Report Template" has been moved to the <i>Guidelines Annex</i> → <i>Volume II, Manual C</i> tabs of the Guidance Notes on www.insarag.org. "Annex K: Pre-IER Self-Assessment Checklist" has been moved to the <i>Guidelines Annex</i> → <i>Volume II, Manual C</i> tabs of the Guidance Notes on www.insarag.org.

Annex D: Annexes hosted on www.insarag.org

Annex D1: The IEC/R Checklist*

*“The IEC/R Checklist” is located in the *Checklists* → *IEC or IER* sub-section of the Guidance Notes on www.insarag.org.

Annex D2: Directory of International USAR Teams*

*“Directory of International USAR Teams” is located in the *Guidelines Annex* → *Volume II, Manual C* sub-section of the Guidance Notes on www.insarag.org.

Annex D3: IEC/R Classifier Application Form*

*“IEC/R Classifier Application Form” is located in the *Guidelines Annex* → *Volume II, Manual C* sub-section of the Guidance Notes on www.insarag.org.

Annex D4: IEC/IER Mentor Application Form*

*“IEC/IER Mentor Application Form” is located in the *Guidelines Annex* → *Volume II, Manual C* sub-section of the Guidance Notes www.insarag.org.

Annex D5: IEC Application Phase 1*

*“IEC Application Phase 1” is located in the *Guidelines Annex* → *Volume II, Manual C* sub-section of the Guidance Notes www.insarag.org.

Annex D6: IEC/IER Mentor’s Assessment Report*

*“IEC/IER Mentor’s Assessment Report” is located in the *Guidelines Annex* → *Volume II, Manual C* sub-section of the Guidance Notes on www.insarag.org.

Annex D7: IEC/R Application Phase 2*

*“IEC/R Application Phase 2” is located in the *Guidelines Annex* → *Volume II, Manual C* sub-section of the Guidance Notes on www.insarag.org.

Annex D8: IEC/IER Report Template*

*“IEC/IER Report Template” is located in the *Guidelines Annex* → *Volume II, Manual C* sub-section of the Guidance Notes on www.insarag.org.

Annex D9: Pre-IER Self-Assessment Checklist*

*“Pre-IER Self-Assessment Checklist” is located in the *Guidelines Annex* → *Volume II, Manual C* sub-section of the Guidance Notes on www.insarag.org.

