

## **Draft Terms of Reference INSARAG Operations Working Group**

Following lessons identified from the Urban Search and Rescue (USAR) response to the Padang earthquake (2009) and the Haiti earthquake (2010), the International Search and Rescue Advisory Group (INSARAG) has discussed to establish a technical working group looking into operational sides of coordinating USAR. During these two earthquakes it became evident that there are some aspects of USAR operations that are not fully developed in the INSARAG methodology or not adapted to the changing nature of the emergencies and USAR work. There is also a need to draw together the work of INSARAG with UNDAC methodology.

In the INSARAG Steering Group meeting, 04 June 2010, it was decided that an Operations Working Group (OWG) should be established to further investigate these aspects based on the recommendations from the INSARAG Haiti Earthquake After Action Review Meeting of 02-03 June 2010 and INSARAG Team Leaders Meeting of 22-25 March 2010. The work of this group is expected to support the development of methodology for the implementation of the INSARAG Hyogo Declaration.

The OWG<sup>1</sup> of INSARAG should be an inter-regional working group with two participants from each region. The group will focus on the operational planning and coordination of international USAR teams being deployed outside their countries of origin. Furthermore the OWG should recommend whether the outcomes of the group should be included in the INSARAG Guidelines, OSOCC Guidelines included in training courses or disseminated through other means, e.g., INSARAG Technical Guidance Notes.

The OWG (see footnote 1) should deliver progress reports on their work and outcomes to the INSARAG Steering Group on a regular basis through the INSARAG Secretariat. The OWG is expected to meet 2 to 3 times a year at locations that will provide equitable distribution across the 3 regions and preferably coinciding with one of the major INSARAG events such as INSARAG Team Leaders Meetings.

The OWG should specifically look into the following areas:

1. Methodology for USAR operational planning including:
  - Dividing the affected area in geographical sectors
  - Decentralizing the coordination responsibility for geographical sectors to IEC classified teams
  - USAR related information management, including monitoring of social media, functioning of USAR coordination meetings, and the use of Virtual OSOCC during USAR operations
  - Security planning and requirements (based on the outcomes of a separate project on USAR security planning)
  - Updating of various INSARAG forms and documents.

The outcome may lead to updates of Chapter F2, Chapter F9, Chapter D4 and Annex C, D, E, F and G of the INSARAG Guidelines, updates of the OSOCC Guidelines and/or the development of INSARAG Guidance Notes. The outcomes

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<sup>1</sup> Subject to re-structuring of the INSARAG Working Group concept and approval from the INSARAG Steering Group, the OWG will change name to USAR Operations Task Force

may also include the development of new form(s)/document(s) and/or updates/developments of training sessions/modules.

2. USAR assessment and search including:

- Development of a methodology for USAR assessment of geographical sectors
- Development of a common terminology for reporting of areas searched during an USAR operation

The outcome may lead to the development of a new chapter in the INSARAG Guidelines and/or updates/developments of training sessions/modules.

3. Communications in USAR operations including:

- Development of guidance for the ongoing communication between USAR Operations Cell and the USAR teams and between the USAR teams working in a geographical sector
- Development of a common terminology to distinguish teams coming from the same country including naming conventions and call signs.

The outcome may lead to updates of the OSOCC Guidelines, development of a new annex to the INSARAG Guidelines and/or updates/developments of training sessions/modules.

4. Roles and Responsibilities of USAR Operations Staff including:

- Development of an organigramme defining roles and responsibilities within a USAR operations cell of an On Site Operations Coordination Centre (OSOCC), including checklists for each role
- Links to the overall work of an OSOCC.

The outcome may lead to an update of Chapter F6 of the INSARAG Guidelines, the OSOCC Guidelines, development of INSARAG Guidance Notes and/or updates/developments of training sessions/modules

Work Plan:

The work of the OWG is planned as a project and the focus for 2011 will be on work area 1 and 2. It is reasonable to assume the current scope of work may need to be adjusted to ensure the strategic objectives are achieved. However, it is important to note that any new work assignments would potentially need to be undertaken as a separate project so as not to delay or hinder the current priority focus. Any new work assignments, subject to approval by the INSARAG Steering Group, would need to be evaluated on a case by case basis to determine how best to approach them.

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