1. INTRODUCTION

Effective coordination of international USAR teams during sudden onset disasters is a crucial element in maximising the utilisation of these specialised resources to improve the chances of reducing human suffering. To be effective, USAR operations must be coordinated using established methodologies that are delivered within the OSOCC structure, in close liaison with the LEMA. This course focuses on the key aspects of USAR coordination and to reinforce personal knowledge on relevant reference documents including the INSARAG, UNDAC and OSOCC methodologies.

2. COURSE AIM

This course is designed to train selected staff from IEC Classified USAR teams in coordination methodologies. This will include the ability to establish and manage a Reception-Departure Centre (RDC), a USAR Coordination Cell (UCC) and/or a Sector Coordination Cell (SCC).

3. COURSE OBJECTIVES

- To deliver a comprehensive training package that establishes the skills and knowledge required to competently operate and/or educate others about INSARAG USAR coordination functions
- To ensure understanding of the general humanitarian coordination mechanisms within a broader humanitarian response

4. TARGET AUDIENCE and PARTICIPANT PRE REQUISITES

Prior to course attendance, each participant must:

- Be formally nominated and supported by the INSARAG Policy and Operations Focal Points of their home organization
- Have support of their INSARAG Policy Focal Point to be made available to:
  - deliver UC training within their region
  - be made available to deploy worldwide to support UC operations during future deployments
- Be a rostered and fully deployable member of an INSARAG Classified USAR team with experience in planning tactical USAR operations
- Have a comprehensive knowledge of:
  - the INSARAG, UNDAC and OSOCC methodologies
  - all INSARAG forms and coordination toolkits
  - GDACS, VOSOCC, ICMS
  - ICT equipment including the use of Microsoft products, and the Internet
- Be functional in written and spoken English
- Be competent in the use of mapping and GIS systems
- Complete and upload course completion certification to the Course Manager (CM):
  1. *"Building a Better Response*" course
  2. *"BSAFE"* course
- Participants are required to bring a Wi-Fi-enabled laptop computer and an unused memory stick to the course.

5. LEARNING OUTCOMES

At the completion of this training course, participants will be expected to:

1. Have a comprehensive knowledge of:
    a. Humanitarian coordination structures
    b. Analysis and planning processes
    c. The importance of performing effective operational planning for large scale sudden onset disasters involving multiple USAR operational worksites
2. Establish and staff a RDC, UCC and SCC
3. Be able to prepare for and conduct USAR related coordination meetings, briefings and after action reviews

6. METHODOLOGY

The training course will be conducted using the following methodologies:

- Pre-course study
- Theoretical input
- Problem identification and solving
- The use of examples from recent/or relevant case studies of disaster responses
- Discussion groups with other participants and the instructor cadre
- Scenario-based exercises to demonstrate competence

7. PRE COURSE REFERENCE MATERIAL

- UC Handbook
- OSOCC guidelines
- INSARAG Guidelines
- UNDAC handbook
- Virtual OSOCC Guidelines
- Virtual OSOCC for USAR teams
- ICMS RDC/UCC Guides

8. COURSE DURATION

The UC Course will ideally be conducted over 5 full working days.

9. PARTICIPANT and INSTRUCTOR RATIOS

It is recommended that the course is limited to a maximum of 20 participants who are divided into 4 groups.

Minimum faculty requirements:

- Course Manager
- 6 UC Instructors + role players and support

10. ASSESSMENT CRITERIA

The assessment consists of ongoing practical observation.

- Practical - Continuous assessment through observation of practical skills and operation of equipment.

On completion of the course participants will be offered one to one feedback by course staff.

Please contact insarag@un.org for further information.