



## SESSION 8: Key Improvements UC Manual V2.0



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## Sub-Working Group on USAR Coordination Manual Revision

Sub-Working Group composition:

- Training Working Group
- Information Management Working Group
- UNDAC members

Aims:

- To update the UC Manual in line with the ICMS
- To review the UC Manual to withdraw discrepancies between UC Manual, INSARAG Guidelines 2020, UNDAC and EMT documents

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## UC Manual Drafts Revisions:

Draft #	When	Revision by whom
Draft 1.0	15 Jul – 15 Aug	INSARAG Working Groups
Draft 2.0	15 Sep – 15 Oct	INSARAG USAR Teams & Secretariat
Draft 3.0	4 Feb – now	INSARAG Community

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## UC Manual Updates:

- No changes in methodology.
- Structure changed according to the updated information and streamlined to improve the flow of information.
- Information Displays were revised and updated - Light teams included.
- UC Manual Annexes, except its Forms and Information Displays, are the part of the document and are not placed as links to [www.insarag.org](http://www.insarag.org).
- It is advised to change the Forms placed in [www.insarag.org](http://www.insarag.org) to EXCEL and PDF format (not JPG).

# TOC

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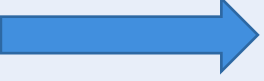
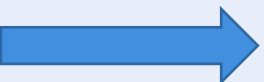
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## UC Manual Updates:

Updated Forms (Volume III – Operational Field Guide):

Annex B6 “RDC Briefing Handout Form”		UPDATED
Annex B9 “OSOCC Planning Guide”		“UCC Team Assignment Status”
Annex B11 “OSOCC-LEMA Initial Briefing”		“UCC-LEMA Meeting Form”

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## UC Manual Updates:

### New Forms:

- RDC-Entry Point Authority Meeting Form
- UCC Teams' Assignment Plan

**RDC-Entry Point Authority Meeting Form**  
(Tool to be used when gathering information from Entry point authority)

**A Situation**

A.1 Date of meeting [DD-MMM]

A.2 Time of meeting [hh:mm]

A.3 Entry Point Authority

A.4 Official passes

**B Entry point entities contacts**

B.1 Air traffic control

B.2 Ground traffic control

B.3 Immigration

B.4 Custom

B.5 Quarantine

B.6 Logistics

B.7 Security

B.8 Military liaison

B.9 Police

B.10 Fire Emergency

B.11 Ambulance

**C Entry point capac**

C.1 Runways

C.2 Landing/take-off restriction

C.3 Commercial/Military aircrafts

C.4 Number of aircraft stands

C.5 Hours of operations (airflow)

C.6 Refueling services

C.7 Storage and cold-chain

C.8 Cargo handling equipment

C.9 Ground staff

C.10 Toilets and showers

C.11 Food services

C.12 ATIS

C.13 SIM card shops

C.14 Power

**D Locations**

D.1 RDC location for workspace

D.2 RDC location for internal use (resting etc.)

D.3 Waiting area for teams

**E Communications**

E.1 DATUM to be used (normally)

E.2 Radio frequencies/channels

E.3 Mobile network/Internet availa

E.4 Satellite communication

E.5 Other communication options

E.6 Entry Point Authority contact

E.7 Reporting schedule

**F Safety and Security**

F.1 Evacuation arrangements

**G Other Information**

**UCC Teams' Assignment Plan**  
(Tool used when deciding which teams to send where.)

Date [DD-MMM] Plan # / Page #

Time [hh:mm]

City/Area/Sector

		A. Planning information				B. Plan						
		A.1 Worksite ID based on Triage Order and issues affecting priority		A.2 Teams available and issues affecting their tasking		#	B.1 Worksite Priority List	B.2. Teams to be assigned				
		A	B	C	D	Number of	H	M	L		Site ID	Team ID
1	victims:									1	ASR level	Team Accepted?
2	victims:									2	ASR level	Team Accepted?
3	victims:									3	ASR level	Team Accepted?
4	victims:									4	ASR level	Team Accepted?
5	victims:									5	ASR level	Team Accepted?

Form    Instructions    Example 1    Example 2    (+)

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**More details - tomorrow at Session 9 in a Breakout Room!**

**Thank you!**



# OFFICIAL DINNER



Hosted by Qatar – Attire: refer to the Admin Note