



## **INSARAG Guidelines 2026**

# **Appendix 2.5: INSARAG Information Package for non-classified teams**

**Endorsed and approved by the INSARAG Steering  
Group on 10 March 2026**

## Contents

|                                                         |           |
|---------------------------------------------------------|-----------|
| <b>Abbreviations</b>                                    | <b>3</b>  |
| <b>1 INSARAG Information Package</b>                    | <b>4</b>  |
| <b>2 Introduction to the INSARAG System by RDC team</b> | <b>5</b>  |
| 2.1 INSARAG                                             | 5         |
| 2.2 RDC                                                 | 5         |
| 2.3 UCC                                                 | 5         |
| 2.4 OSOCC                                               | 6         |
| 2.5 LEMA                                                | 6         |
| 2.6 ASR                                                 | 6         |
| <b>3 Essential information by RDC</b>                   | <b>7</b>  |
| <b>4 USAR Methodology</b>                               | <b>8</b>  |
| <b>5 Tools and Technologies</b>                         | <b>9</b>  |
| <b>6 Intervention Checklist</b>                         | <b>10</b> |

## Abbreviations

|         |                                                                    |
|---------|--------------------------------------------------------------------|
| BoO     | Base of Operations                                                 |
| ERS     | Emergency Response Section                                         |
| EMT     | Emergency Medical Team                                             |
| GDACS   | Global Disaster Awareness and Coordination System                  |
| GRG     | Guidelines Review Group                                            |
| HNPW    | Humanitarian Networks and Partnerships Week                        |
| HNS     | Host Nation Support                                                |
| IEC     | INSARAG External Classification                                    |
| IER     | INSARAG External Reclassification                                  |
| IMTST   | Information Management Technical Support Team                      |
| IRNAP   | INSARAG-Recognised National Accreditation Process                  |
| INSARAG | The International Search and Rescue Advisory Group                 |
| ISG     | INSARAG Steering Group                                             |
| LEMA    | Local Emergency Management Authority                               |
| NAP     | National Accreditation Process                                     |
| NGOs    | Non-governmental organisations                                     |
| OCHA    | United Nations Office for the Coordination of Humanitarian Affairs |
| OSOCC   | On-Site Operations Coordination Centre                             |
| RDC     | Reception and Departure Centre                                     |
| RSB     | Response Support Branch                                            |
| UCC     | USAR Coordination Cell                                             |
| USAR    | Urban Search and Rescue                                            |
| UN      | United Nations                                                     |
| UNDAC   | United Nations Disaster Assessment and Coordination                |
| VOSOCC  | Virtual On-Site Operations Coordination Centre                     |

# 1 INSARAG Information Package

The information package for unclassified USAR teams represents a proactive response to the challenges observed during previous relief missions. By simplifying access to INSARAG guidelines and facilitating the integration of unclassified teams, this initiative will help to improve the coordination and effectiveness of international disaster response.

## **Purpose of the Information package**

The main objective of this package is to provide unclassified USAR teams with a clear and concise introduction to the INSARAG system, enabling them to better understand and apply the guidelines during international missions.

This document aims to:

Simplification of Guidelines: To provide a simplified version of the INSARAG guidelines, making the essential information more accessible to unclassified teams.

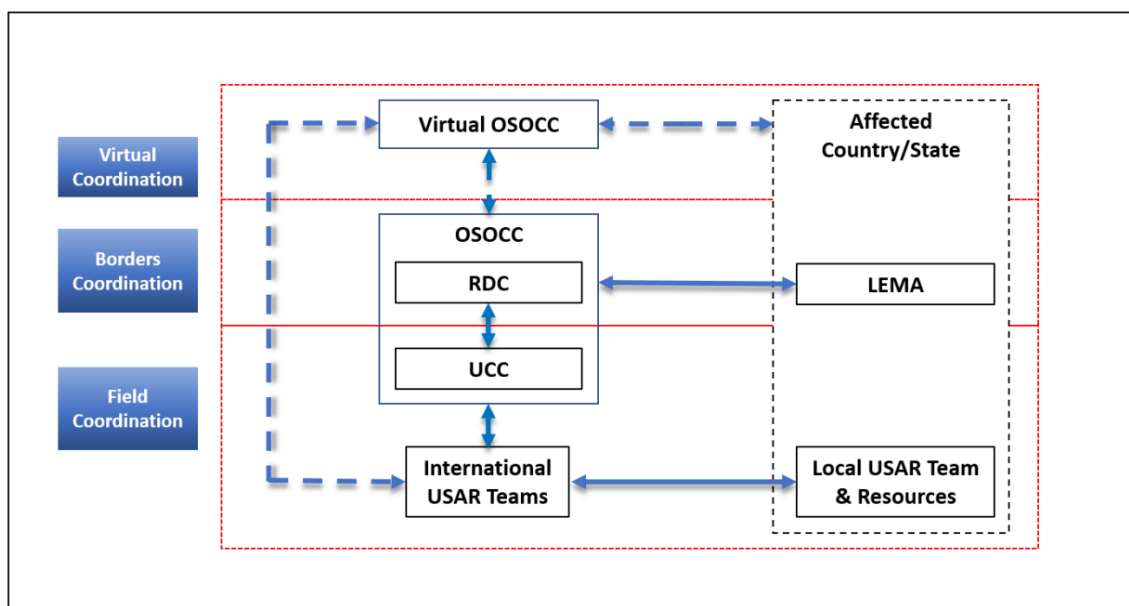
Rapid Training: Serve as a rapid training tool, allowing teams to quickly familiarize themselves with the basics of the INSARAG system even in emergency situations.

Improved of coordination: Facilitate communication and coordination between unclassified and classified teams, as well as with command and coordination structures (LEMA, UCC, SCC).

Reduced workload: Lighten the workload of command and coordination teams by reducing the time needed to train unclassified teams on site.

## 2 Introduction to the INSARAG System by RDC team

Explanation of basic concepts, structures and key abbreviations (INSARAG, USAR, UCC, OSOCC, RDC, BoO, ASR, LEMA)



### 2.1 INSARAG

INSARAG was created in 1990 following the initiatives of the specialised international USAR Teams who operated together in the Mexican earthquake of 1985 and Armenian earthquake of 1988. INSARAG is an intergovernmental humanitarian network of disaster managers, government officials, non-governmental organisations (NGOs) and USAR practitioners operating under the umbrella of the UN. 57 classified USAR teams.

### 2.2 RDC

The **RDC** serves as the central intake hub for international relief traffic and is often the first OSOCC component established in the affected country. The main objectives of an **RDC** are the following:

- Support authorities at the point of entry (airport, seaport, etc.) in managing arrival of international teams.
- Record and help coordinate the response of international teams and link them up with the coordination structure.
- Brief arriving teams on the situation and practical information that they need to know for immediate onward deployment to the affected areas, e.g., logistics, etc.

### 2.3 UCC

The objective of the USAR Coordination cell is to coordinate the deployment and most efficient operation of all the USAR teams (classified or non-classified) involved in the total relief operation.

The **UCC** does this as part of the OSOCC and with the approval of and coordination with the LEMA.

## 2.4 OSOCC

The On-Site Operations Coordination Centre (OSOCC) provides a platform to centralise the coordination of international response activities in the immediate aftermath of a sudden-onset emergency or a rapid deterioration in a complex emergency. It is concurrently both a methodology and a physical location for on-site emergency response coordination, designed to work in support of the Government of the affected country and as a tool for OCHA to carry out its mandate of coordination and information management in emergency response, particularly at the field level.

## 2.5 LEMA

The Local Emergency Management Authority is the local/national body that has the overall responsibility for the disaster management in a region and/or a country.

## 2.6 ASR

USAR operations are divided into the five levels listed in the table below. These levels are defined as sequential activities, but, in reality, teams may receive assignments in any order. Especially in large scale operations where LEMA identifies worksites before teams arrive. Or when new areas are being opened throughout the response. Hence different levels of work are being carried out in different areas of the incident at the same moment.

**Note:** The five levels are identified as:

- **Level 1:** Wide Area Assessment.
- **Level 2:** Worksite Triage Assessment.
- **Level 3:** Rapid Search and Rescue.
- **Level 4:** Full Search and Rescue.
- **Level 5:** Total Coverage Search and Recovery (not for USAR)

### **3 Essential information by RDC**

**Team ID code of the USAR non-classified**

**Sector and worksite ID code**

**ASR level**

**Documents (maps, factsheet, demobilization form, worksite triage form, victim extrication form)**

A condensed version of the INSARAG guidelines, highlighting the critical procedures to be followed.

- RDC
- LEMA meeting (optional)
- UCC

**UCC contact**

**Needs (accommodation, equipment...)**

## **4 USAR Methodology**

Key principles of the USAR methodology under INSARAG.

Assessment, marking system, exchanges of information with UCC (UCC email address and phone)

## 5 Tools and Technologies

A quick guide to explain INSARAG technological tools and forms:

- ICMS
- Worksite triage form
- Victim extrication form

## 6 Intervention Checklist

A checklist to help teams ensure that they meet minimum performance standards (GPS coordinates, Victims alive or dead, needs etc.).

### Contents:

1. Key Abbreviations (INSARAG, USAR, UCC, RDC, SCC, BoO, ASR, ICMS, OSOCC, UNDAC, VO, LEMA)
2. Categories of INSARAG Classified USAR Teams
3. Team ID Code
4. Sectorization
5. Sector ID Code
6. Worksite ID Code
7. ASR Levels
8. Triaging Tree (Figure and description)
9. Worksite Marking (Figure and description)
10. Victim Marking (Figure and description)
11. INSARAG Signalling
12. Core Coordination Structure and main information flow (Figure and description)
13. Key INSARAG Forms (USAR Team Fact Sheet Form & Demob Form, Worksite Triage Form, Worksite Report Form, Victim Extrication Form)
14. Links for related manuals (UC Manual, ICMS Team Guide, VO for USAR teams)