



INSARAG Guidelines 2026

Appendix 4.10: IEC/R Report Template

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

Contents

Abbreviations	3
1 Introduction	6
2 IEC Team Members	7
3 IEC Checklist	8
4 Advisory Notes	9
4.1 Management	9
4.2 Logistics	9
4.3 Search	9
4.4 Rescue	9
4.5 Medical	9
5 IEC Process	10
6 Conclusion & Acknowledgement	11

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
ICMS	Information Coordination Management System
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
ToR	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



IEC/R Report

TEAM NAME:

LEVEL OF CLASSIFICATION:

MEDIUM ☐ **HEAVY**

VENUE:

DATE OF SUBMISSION:

Day / Month / Year

Report Instructions

- This report is to be completed by the IEC/R Team under supported by the classifiers.
- The signed interim report is to be completed prior to the team's departure.
- The final report is to be completed within 14 days following the classification.
- The IEC/R team members must confirm their agreement with the final report via email.
- The IEC/R Team Leader is required to sign the final report.
- The signed, scanned electronic copy is then to be submitted to the INSARAG Secretariat.

This page is to be deleted prior to finalising the Report.

1 Introduction

(Insert Here)

2 IEC Team Members

Name	Country	Organisation	Expertise	Signature

3 IEC Checklist

(Insert the completed IEC/R Checklist Here)

4 Advisory Notes

(Insert any advisory notes in the appropriate sections below. All checklist items marked yellow **must be** accompanied by an advisory note. It is suggested to include positive comments as well as areas for improvement in the advisory note.)

4.1 Management

(Insert Here)

4.2 Logistics

(Insert Here)

4.3 Search

(Insert Here)

4.4 Rescue

(Insert Here)

4.5 Medical

(Insert Here)

5 IEC Process

(Insert any comments e.g., POE, exercise manual, exercise control, timeline, venue below.)

(Insert Here)

6 Conclusion & Acknowledgement

(Insert Here)

END