

**GUIDANCE FOR
RAPID DISASTER
RESPONSE**

2






2

GUIDANCE FOR RAPID DISASTER RESPONSE



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Symbol indicates copy directly references content from AADMER Publication by ASEAN.



Symbol indicates copy directly references content from SASOP Publication by ASEAN.

Part 1

Introduction



1.1 Purpose of this tool

Tool 2 is an information source for decision makers and policy officials within East Asia Summit (EAS) participating countries concerned with the receipt, or provision of, rapid disaster response in times of natural disaster. It is a **reference guide** that outlines **key issues EAS participating countries may consider** in managing offers and requests for international disaster response and receiving and providing rapid disaster response.

1.2 How to use this tool

It can be used by decision makers as a **checklist** of issues to **consider** when dealing with rapid disaster response in times of natural disaster. It is intended to be used by decision makers in **Affected, Assisting** and **Transit** countries.



KEY CONCEPT / DISASTER RESPONSE

In this context, disaster response means provision of assistance during or immediately after a disaster to reduce loss of life and property (and deliver humanitarian assistance), including, but not limited to: the provision of lifesaving emergency medical care, search and rescue assistance, rapid disaster impact assessment, emergency management expertise, water, food, sanitation, hygiene, shelter, communications, transport, and utilities reconnection/augmentation.

In particular, Tool 2 can be used to guide decision makers on:

- **preparedness** and **readiness** activities for the consequences of a disaster nationally and in the region
- managing **offers, requesting, receiving and managing** international disaster response, and
- rapidly **providing** disaster response to an affected country using the proper processes and channels to enhance the timeliness and effectiveness of the disaster response.

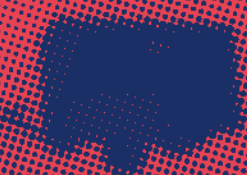
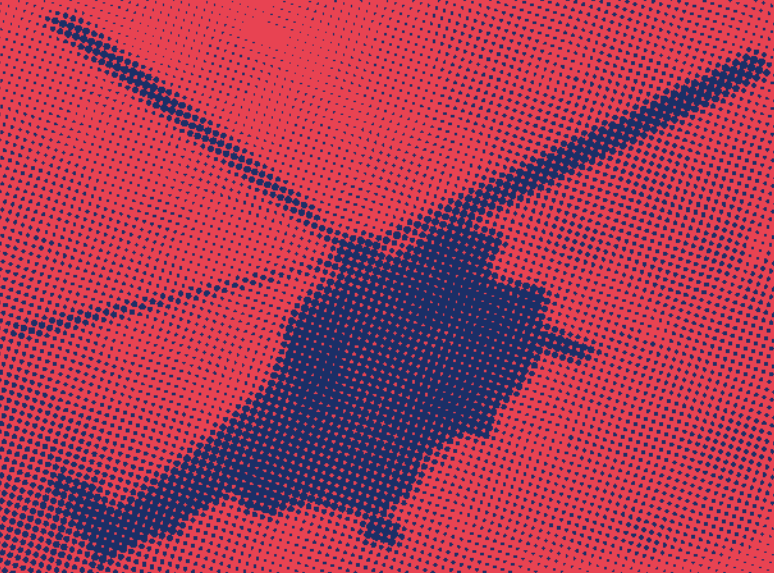
This tool is presented in **phases** to streamline decisions about rapid disaster response. It can be applied bilaterally between EAS participating countries and through the AHA Centre. Decision makers will get the most from this tool if it is used along with Tool 3, which outlines **for the first time**, the national disaster response arrangements of every EAS participating country.

Tool 2 makes reference to templates and forms which may require completion under existing disaster management arrangements.



HOT TIP

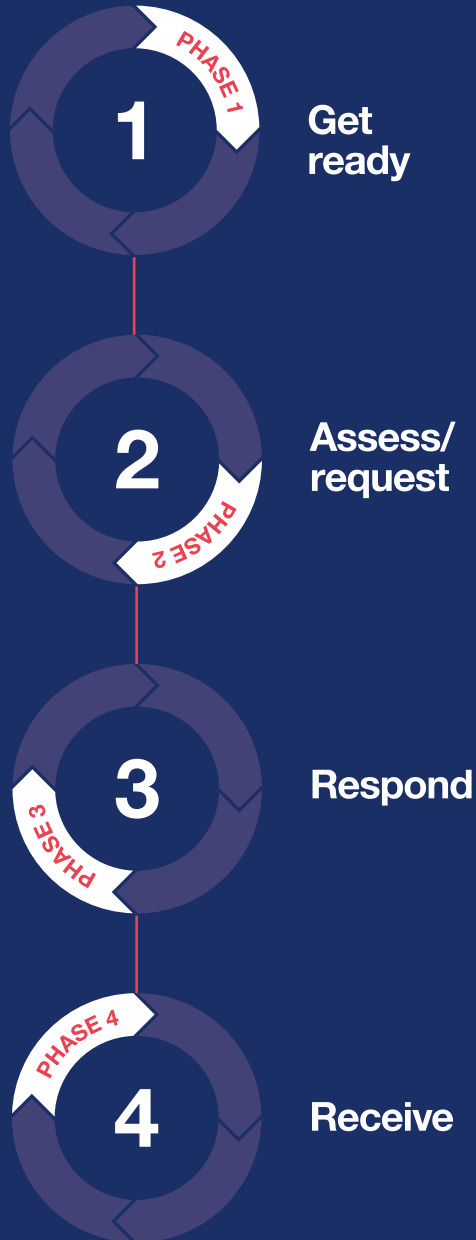
A copy of the AADMER and SASOP has been stored within the Toolkit box so these arrangements can be easily referred to when reading Tool 2.



Part 2

Guidance for decision makers in
➡ Affected Countries







Phase 1: Get ready

KEY CONCEPT / READYING

Readying refers to the measures taken immediately before the impact of an anticipated disaster (such as tsunami or tropical cyclone/typhoon) to ensure that systems, organisations, persons and equipment are ready to manage the disaster and contain its effects.

 ART.5

Monitor, communicate and warn

Monitoring an impending and emerging disaster nationally and in the region can be undertaken using national, regional (for example, the ASEAN Disaster Information Network) and international (for example, the Global Disaster Alert and Coordination System) monitoring systems.



ART.9

PARA.14,30

Commence early planning and action

Planning for possible response and assistance post-impact, can include but is not limited to:

- consulting inventory of identified assets and capabilities to pre-determine a list of available or required supplies: **Equipment list for disaster management assistance teams (Appendix 1).**
- preparing lists and manifests of personnel, goods and equipment to expedite customs clearance
- pre-positioning supplies, goods and personnel (including international teams) where possible/appropriate
- pre-packing and pre-loading disaster response in logical order
- pre-notifying airlines and potential Assisting Countries of the possible need to activate pre-arranged agreements for disaster response periods
- establishing arrangements for temporary facilities to assist with disaster response, including:
 - evacuation centres
 - medical posts and foreign field hospitals
 - coordination centres
 - reception departure centre(s) and an on-site operations coordination centre (OSOCC) for USAR teams
 - distribution centres or warehouses for emergency stockpiles of food, clothing, shelter and other supplies
- ensuring all facilities are visible and well signed
- ensuring all facilities have waiting areas for incoming disaster response, and to reduce congestion.



Activate simplified customs, immigration and quarantine procedures

Streamlined or simplified pre-established customs, immigration and quarantine clearance procedures can include:

- prioritising the rapid departure, transit or entry of pre-registered or pre-notified disaster response personnel should it be required, and
- pre-clearing or prioritising the rapid departure, transit or entry of disaster response goods, should it be required.



Notify and prepare personnel

Prepare disaster response personnel who may be deployed on short notice by:

- pre-notifying them of the impending or emerging disaster
- confirming the suitability of each personnel for deployment (including current registration to practice, up-to-date health checks and vaccination status)
- distributing in advance cultural handbooks to disaster response personnel to enhance sensitivities to cross-cultural nuances, and
- distributing guidelines on what will be funded on deployment and pre-arrange cash advances as required.



Phase 2: Assess/request



KEY CONCEPT / REQUESTING

Requesting international disaster response during or immediately after a disaster reduces loss of life and property and allows for smooth communications and operations between Affected and Assisting Countries in a chaotic environment.



Provide notification of the disaster

The initial report of a disaster in ASEAN Member States should be provided to the AHA Centre by the NFP or operation centre within 3 hours of the occurrence.

Direct Line: +62-21-3520862

Fax: +62-21-3521374

Email: info@ahacentre.org

Form 1 of SASOP (for ASEAN Member States).

Notification of the disaster to the NFPs of other ASEAN Member States can be communicated by the AHA Centre.

AHA Centre may consider providing notification to all EAS NFPs, when possible.

ASEAN Member States and non-ASEAN EAS participating countries may also consider providing notification to all EAS NFPs.

All countries should have access to the Virtual OSOCC. If not, this can be arranged through UN OCHA. Using Virtual OSOCC, all countries should provide notification and regular situational updates.



ART.11 PARA.26,27

Undertake rapid impact/needs assessment

A rapid impact/needs assessment of the disaster will assist decision makers identify areas for more in-depth assessment and rapidly determine the impact of the disaster. Ideally, a rapid impact/needs assessment would be carried out within 8 hours after the impact of the disaster.

A more detailed assessment of damage (including the estimated total cost of damage) can be made between 8 and 48 hours after the impact of the disaster.



KEY TIP / CONTENT TO RECORD IN A RAPID IMPACT ASSESSMENT

Rapid assessments (performed within 8 hours) can record, but not be limited to:

- the nature and extent of the disaster
- the emergency situation that has arisen (or is likely to arise)
- safety considerations and actions
- resources available for immediate deployment or distribution
- the type and amount of further disaster response and resources required
- the types of resources that are not needed.

Where the magnitude of the disaster exceeds the Affected Country's capacity, the Affected Country can but is not limited to recording: ASEAN Member States should use **Form 1 of SASOP**

- the type of coordination required (i.e. operational, logistical)
- the scope and type of international disaster response required. For example:
 - rapid impact assessment capability, emergency management expertise search, rescue and evacuation capabilities
Form 8b of the BNPB Indonesia Guidelines
 - the required number and classification of FMTs
 - emergency shelter
Form 8c of the BNPB Indonesia Guidelines
 - protection for vulnerable groups
Form 8d of the BNPB Indonesia Guidelines

- vital facilities and infrastructure.
Form 8e of the BNPB Indonesia Guidelines.

Where full scoping by the Affected Country is not practicable, a request can be made for a joint assessment to be undertaken alongside:

- an assisting country, and
- UN Disaster Assessment and Coordination (UNDAC) teams
 - undac_alert@un.org, ocha-roap@un.org, UNDAC +41229171600
 - **UNDAC Handbook and Disaster Response in Asia and the Pacific** – A Guide to International Tools and Services, UN OCHA.

For ASEAN Member States, upon request, the AHA Centre can facilitate the mobilisation of a joint Emergency Response and Assessment Team (ERAT) to perform a joint assessment and coordinate with the AHA Centre regarding ASEAN Member States' potential/actual response. ERAT are deployed through a request to the ASEAN NFP or at info@ahacentre.org.



KEY TIP / EQUIPMENT THAT COULD BE UTILISED BY PERSONNEL WHEN CONDUCTING A RAPID ASSESSMENT

- a pre-established form or template, such as **Situation Update per Form 1 and Form 2 of SASOP (for ASEAN member States)**
- any relevant SOPs or guidelines
- identification
- access to food, protective clothing and equipment, water, shelter and a medical or first disaster response kit
- a mobile or satellite phone
- portable device for electronic capture (a camera, video recorder or camera mobile phone)
- a memory stick or USB.

For more information on rapid assessments and detailed checklists of considerations, see the package of tools developed by the **Inter-Agency Standing Committee Needs Assessment Task Force** and the **Rapid Damage Assessment and Needs Analysis Manual: Quick Reference Guide**.

Communicate the nature and extent of the disaster

Early communication to other EAS participating countries of the findings of the rapid assessment, including the nature and extent of the disaster, will improve regional response. Findings of a rapid assessment can be communicated to:

- NFPs of other EAS participating countries in writing, **Form 1 of SASOP (ASEAN Member States)**
- Virtual OSOCC to ensure that UN OCHA is able to communicate with potential offering States from outside the EAS region.

The Affected Country may indicate that particular types of responses are not required, however, national authorities may want to exercise caution before concluding that no external assistance may be necessary.

Formally request disaster response

A formal request for disaster response can be issued by the NFP of the Affected Country on behalf of their government and sent to the NFP of the Assisting Country.

The request may include:

- a summary report of the disaster including the disaster location, estimated deaths and injuries
- the estimated length of the disaster response period
- if known, information on the type and amount of disaster response needed, including personnel, logistics, and equipment requirements

It is ideal for requests to be made as soon as possible and issued in writing.

Form 3 of SASOP (ASEAN Member States)

Form 2 of the BNPB Indonesia Guidelines (for example).

For ASEAN Member States the NFP of the Affected Country can make requests for disaster response directly to the NFP of the proposed Assisting Country or through the AHA Centre.

ART.14

PARA.17,30,38

Activate simplified customs, immigration and quarantine procedures

Pre-established clearance procedures can include:

- prioritising the rapid departure, transit or entry of pre-registered or pre-notified disaster response personnel
- pre-clearing or prioritising the rapid departure, transit or entry of disaster response goods.

Delays can be reduced by pre-supplying relevant forms to Assisting Countries to avoid incorrect or insufficient documentation.

Form 5 of SASOP (for ASEAN Member States).

Customs, immigration and quarantine staff can be authorised to:

- accept simplified, provisional or incomplete goods declarations for disaster response goods
- prioritise, waive or reduce inspection requirements of disaster response goods where possible
- allow goods declarations to be lodged outside of business hours
- allow inspections of disaster response goods to be conducted outside business hours or at a place other than a customs office as far as administrative organisations permit
- release disaster response goods outside business hours
- pre-clear disaster response goods
- waive visa requirements for disaster response personnel (or, alternatively, consider other ways to manage the facilitation of visas including expediting visas and issuing disaster visas) and ensure personnel can renew their visa within the territory of the Affected Country
- waive entry, departure, import and export duties (including re-export duties), taxes and other fees for disaster response.



Provide situation reports

ASEAN Member States use **Form 1 of SASOP** to periodically update the AHA Centre daily by 9.00am Jakarta time or as any significant developments arise.

Non-ASEAN EAS countries can provide updates directly to the NFPs of Assisting Countries and through the Virtual OSOCC.

Provide temporary recognition for practice for disaster response personnel

Pre-established procedures can be activated to allow the temporary recognition of the qualifications of disaster response personnel, such as medical professionals.

The Affected Country can provide written permission for temporary practice for personnel, bilaterally and through the Virtual OSOCC.

Requests for urban search and rescue teams

Requests for USAR assistance can be made bilaterally and/or with the coordination support of the UN OCHA-managed International Search and Rescue Advisory Group (INSARAG), in line with continued efforts to improve efficiency and effectiveness in the provision of international urban search and rescue assistance.

The Affected Country seeking assistance through INSARAG can do this through a pre-identified INSARAG NFP, or directly through insarag@un.org.

Requests for foreign medical teams

There is currently no global agreement on the process for requesting FMTs. FMTs can be sought through contacting the NFP of the Assisting Country.



Phase 3: Respond

KEY CONCEPT / RESPONDING

Responding refers to obtaining or rejecting assistance which, depending on the magnitude and severity of the disaster, aims to reduce loss of lives and property while respecting individual sovereignty.



Respond to offers of disaster response

Within 6 to 12 hours of receiving an offer of disaster response from an EAS Country, the Affected Country can accept or decline the offer in writing.

Form 5 of SASOP (for ASEAN Member States)

Form 7 of the BNPB Indonesia Guidelines.

Assessments of suitability and expertise may consider the following:

- does the magnitude of the disaster exceed the government's ability to overcome and therefore requires the assistance of international organisations and foreign non-government organisations?
- will teams agree to register with the relevant authority or lead international agency on arrival and collaborate with inter-agency response coordination mechanisms at global, national and sub-national levels?
- are medical assistance teams recognised or accredited by the World Health Organisation?



-
- Do non-government medical teams have appropriate/adequate training to respond in disaster conditions?
 - Can the response personnel work within the incident control arrangements of the Affected Country?
 - Are search and rescue teams accredited by INSARAG?

An offer of disaster response will not be suitable where:

- it may involve the entry of illegal and harmful goods to the Affected Country and people foresee a risk to the community, and
- it may involve conduct contrary to the political and/or security interests of the Affected Country.



KEY TIP / HAVE MECHANISMS IN PLACE TO MANAGE UNSOLICITED OFFERS



Phase 4: Receive

▶ KEY CONCEPT / RECEIVING AND MANAGING

Receiving and managing refers to harnessing full operability between agencies to ensure the Affected Country receives maximum assistance during a disaster.

ART.11

PARA.18,21,47

▶ Provision of further assessments and notifications

The Affected Country may consider whether an in-depth assessment following the rapid assessment is required.

EAS countries (and the international system more broadly) can be kept up to date by the Affected Country uploading regular situation reports on the Virtual OSOCC.

ASEAN Member States can regularly update the AHA Centre of significant developments using situation updates, per **Form 1 of SASOP**.

With the cooperation of the Assisting Country, the Affected Country can prepare and submit a status report on the outcome of disaster response, for example:

Form 6 of SASOP (for ASEAN members states).



Entry points for disaster response

To facilitate international disaster response goods and personnel, the Affected Country may consider:

- establishing an entry point
- establishing a supporting post at the entry points to facilitate the entry of goods, personnel, equipment, facilities and materials as per pre-established agreements and procedures
- advising the Assisting Country and the Virtual OSOCC on the location of the entry point and of any limitations and restrictions on imports (see Tool 3 for a list of limitations and restrictions by country).



Briefs for arriving disaster response personnel

Briefings for incoming disaster response personnel can be of utility and could include, but not be limited to:

- information on:
 - local safety and hazards
 - operational issues
 - in-country requirements
 - deployment coordinating instructions
 - details of any agreements between the Assisting and Affected Countries, for example, ASEAN Member States use **Form 5 of SASOP**
- up-to-date assessments of the situation
- maps and other required resources.



On-site coordination and interoperability of all disaster response parties may be achieved by:

- ensuring NFPs or their representatives are on standby at customs, immigration and quarantine authorities to facilitate clearance of the arriving disaster response capabilities and assets
- coordinating with UNDAC and USAR teams to establish a reception and departure area and an On-Site Operations Coordination Centre (OSOCC), to receive, register and brief incoming USAR teams and support inter-USAR coordination. See OSOCC Guidelines for more information on the set-up and management of OSOCCs, including checklists for OSOCC functions.



Provision of facilities and security

Where possible, the Affected Country can consider:

- providing local facilities and services for the proper and effective administration of the Assisting Country's disaster response
- providing transport to incoming teams if needed
- supporting the work of foreign disaster response personnel or teams and taking all possible steps to protect and safeguard the Assisting Country's personnel, goods, materials and equipment brought into the Affected Country
- making provisions for currency exchange and money transfer.



Temporary recognition of professional qualifications, accreditations and registrations

To maximise operability and to ensure incoming countries hold authority to practice or a Certificate to Temporary Practice, the Affected Country may contemplate establishing:

- expedited procedures for temporary recognition of professional qualifications of foreign disaster response personnel, including but not limited to medical personnel, architects and engineers for the duration of the disaster response period, and
- expedited procedures for temporary recognition of licences and accreditations for the duration of the disaster response period, including driver licences and other types of licences and certificates that:
 - have been certified as genuine by the Assisting Country
 - are necessary for providing disaster response or initial recovery functions.

Disaster response personnel may be granted temporary domestic legal status to enable them to:

- freely bring in money and currencies in connection with their disaster response
- legally hire and terminate the contracts of local personnel for the duration of the disaster response period.



ART.15

PARA.37

Temporary provisions for transport

Considerations for the provisional use of transport may include:

- granting temporary recognition of vehicles with foreign registration and plates for the duration of the disaster response period
- waiving the need for overflight permission and landing requests for aircraft transporting disaster response goods and personnel for the duration of the disaster response period
- providing permits for the temporary use of road, sea and air transport during the disaster response period within disaster affected areas
- where personnel or vehicles are supplied with a temporary recognition, identity card or permit, it is only valid during the disaster response period.

If procedures are not established, negotiations may be undertaken with airlines to defer commercial cargo and regular passengers in favour of disaster response goods and personnel at free or discounted rates.

ART.11,12

PARA.44

Direction, control and coordination of disaster response

Coordination of disaster response by the Affected Country may include:

- exercising the overall direction, control, coordination and supervision of the disaster response within the Affected Country's territory, and
- granting priority use of (and licence for, if necessary) satellite, bandwidth and frequencies and data transfer for telecommunications associated with the coordination of disaster response.

To assist in the coordination role, the Affected Country can request such support through:

- AHA Centre (ASEAN Member States)
- UN system through the Resident Coordinator /Humanitarian Coordinator.



Costs

The Affected Country may want to consider providing certain services at reduced or no cost. For example:

- in-country transport including by national airlines
- use of buildings, operational spaces and land for office and warehouse space
- use of cargo handling equipment and logistical support.

 PARA.48

Termination of international disaster response

The Affected Country can terminate disaster response when they determine they no longer need disaster response, for example when:

- the emergency situation is over
- the risks faced by the Affected Country are overcome
- there is no immediate hazard foreseeable
- all or most of the victims have been rescued.

A formal report evaluating the international disaster response, including the lessons identified, may be carried out, for example through the use of:

Form 7 of SASOP (for ASEAN Member States)

Form 10 of the BNPB Indonesia Guidelines (for example).

All EAS Countries can share their report through each country's NFP.



Part 3

Guidance for decision makers in ▶ Assisting Countries







Phase 1: Get ready

KEY CONCEPT / READYING

Readying refers to the measures taken immediately before the impact of an anticipated disaster (such as tsunami or tropical cyclone/typhoon) to ensure that systems, organisations, people and equipment are ready to manage the disaster and contain its effects.

 ART.5

Monitor, communicate and warn

Monitoring an impending and emerging disaster nationally and in the region can be undertaken using national, regional (for example, the ASEAN Disaster Information Network) and international (for example, the Global Disaster Alert and Coordination System) monitoring systems.



ART.9

PARA.30

Commence early planning and action

Planning for possible response and assistance post-impact, can include but is not limited to:

- consulting inventory of identified assets and capabilities to pre-determine a list of available or required supplies, for example: **Equipment list for disaster management assistance teams (Appendix 1)**.
- preparing lists and manifests of personnel, goods and equipment to expedite customs clearance
- pre-positioning supplies, goods and personnel (including international teams) where possible/appropriate
- pre-packing and pre-loading disaster response in functional order
- ensuring all facilities are visible and well signed
- ensuring all facilities have waiting areas for incoming disaster response to reduce congestion.

ART.8

PARA.17

Activate simplified customs, immigration and quarantine procedures

Pre-established customs, immigration and quarantine clearance procedures can include:

- prioritising the rapid departure, transit or entry of pre-registered or pre-notified disaster response personnel, if required
- pre-clearing or prioritising the rapid departure, transit or entry of disaster response goods, if required.

Respecting the right of the Affected Country to assess incoming disaster response,



the Assisting Country may:

- provide as much necessary documentation and evidence to support the Affected Country in rapidly clearing disaster response goods and personnel
- be made aware of any restrictions on the import of goods into the Affected Country. For an overview of restrictions by country, see Tool 3.



Notify and prepare personnel

Preparing disaster response personnel who may be deployed on short notice can be undertaken by:

- pre-notifying personnel who may be deployed on short notice
- checking an individual's suitability for deployment (including current registration to practice, up-to-date health checks and vaccination status)
- distributing cultural handbooks to disaster response personnel to enhance sensitivities to cross-cultural nuances
- distributing guidelines on what will be funded on deployment and pre-arrange cash advances as required.



Phase 2: Initiate



KEY CONCEPT / INITIATING

Initiating refers to minimising detriment to livelihood and avoiding any unnecessary delays or confusion by coordinating preparatory mechanisms between agencies when a disaster occurs.



Consider all communications from the Affected Country (and/or the AHA Centre)

Communications from the Affected Country may include:

- considering the initial disaster notification from the Affected Country (or from the AHA Centre where the Affected Country is an ASEAN Member State) and any situation updates received since
- checking that the Affected Country has undertaken a rapid disaster assessment/s and distributed the results (if an assessment/s has not yet been undertaken, a joint assessment/s can be organised directly between the Affected and Assisting Country, or through the AHA Centre (for ASEAN Member States) and/or in cooperation with the UN system via the Resident/Humanitarian Coordinator)
- checking whether the Affected Country has made a statement requesting disaster response.

Based on information available from the initial rapid disaster assessment/s, an Assisting Country can identify capabilities that may be offered or supplied in response to a possible request for disaster response from the Affected Country.

Consult existing Standard Operating Procedures and Guidelines

Standard Operating Procedures and Guidelines can be consulted by:

- checking whether the Affected Country has an existing SOP covering disaster response
- checking whether the SOP includes any templates for making a formal offer of disaster response to the Affected Country
- consulting any existing guidelines covering disaster response by international organisations and fora that are relevant to the Affected Country. A list of relevant guidelines by country is provided in Tool 3.
- consulting existing deployment guidelines for your own country. A list of relevant guidelines by country is provided in Tool 3.

Make a formal offer of disaster response/ respond to a request for disaster response

For Assisting Countries offering disaster response:

- Non-ASEAN EAS countries can offer disaster response in writing to the NFP of the Affected Country.
- ASEAN Member States can offer disaster response directly to the NFP of the Affected Country or through the AHA Centre using **Form 4 of SASOP**.
- The offer of disaster response can be based on the issued statement of need by the Affected Country and specify the types and quantities of disaster response offered.

For Assisting Countries responding to requests for disaster response:

- Responses to requests (whether accepting or declining) can be provided to the Affected Country within 6 to 12 hours from receipt of request.

Assisting Countries can indicate the type and quantities of disaster response that can be provided and the estimated time of arrival.

This allows the Affected Country to adjust its requests to other countries and organisations and avoid duplication in the type and quantity of disaster response.

The UN OCHA-managed Virtual OSOCC is the first place to look to see if an Affected Country is requesting USAR or other support (and to track the arrival and position of different USAR teams).

Commence processes to obtain necessary permits or clearances in the Affected Country

Processes to obtain necessary permits or clearances can include:

- consent and/or clearances for military forces for disaster response (where it is considered preferable to civilian alternatives). An Assisting Country providing military defence assets in support or civilian assistance can enter into an agreement with the Affected Country, such as **Model Agreement covering the status of MCDA (Appendix 2)**
- security and/or quarantine clearances for equipment and goods (including food and medicine)
- visas for disaster response personnel (if a waiver is not possible)
- temporary recognition of the qualifications of disaster response personnel, such as medical professionals
- permits for cadaver and USAR dog teams.

Activate simplified customs, immigration and quarantine arrangements

Disaster response across international borders can be delivered efficiently and effectively by:

- activating pre-established clearance procedures to prioritise the rapid departure or transit of pre-registered or pre-notified disaster response personnel
- activating pre-established customs and quarantine procedures to prioritise the rapid departure or transit of disaster response goods (large volumes of goods may otherwise incur significant delays upon arrival)
- ensuring customs, immigration and quarantine facilities and staff are briefed and aware of any existing procedures that require and authorise them to reduce or expedite ordinary customs, immigration and quarantine procedures and requirements
- examining and/or sampling of the goods in exceptional circumstances or on a risk-assessed basis as required, provided that the examination and sampling process is prioritised and expedited so as to not delay disaster response.

Provide list(s) of disaster response goods to be brought into the Affected Country

It can be beneficial for Affected Countries if Assisting Countries:

- provide lists or manifests of disaster response goods to be brought into the Affected Country, prior to arrival of those goods, so that customs of the Affected Country can make arrangements for pre-approval
- provide a list of goods to the Affected Country with notice allowing the Affected Country to make necessary arrangements to accept large shipments without unnecessary delays
- ensure disaster response goods are packed, categorised and clearly addressed consistent with the list.

Provide list(s) of incoming personnel and details of their qualifications or registrations

The Assisting Country may provide list(s) of incoming personnel and their qualifications and registrations to the NFP of the Affected Country, prior to arrival of those personnel, so that the Affected Country can make necessary arrangements for visas and recognition of qualifications and registrations.

For USAR, and other teams, an entry in the Virtual OSOCC may be implemented by stating:

- team size
- volume
- weight of equipment
- flight information with estimated time of arrival and team contact details.



Phase 3: Send and manage



KEY CONCEPT / SENDING AND MANAGING

Sending and managing refers to capabilities offered by Assisting Countries in order to promote regional cooperation between Assisting and Affected Countries in addition to ensuring maximum utility to reduce impacts on livelihoods.



PARA.33,34

Response time

Assisting Countries may consider:

- coordinating with the Affected Country for immediate response, noting that 72 hours is often considered the maximum window for response in order to save lives
- deploying heavy capacity USAR teams within 10 hours of notification
- specifying to the Affected Country the rapid disaster response timings (for deployment and arrival) that they can achieve, and
- the balance between deployability and sustainability, recognising that there may be situations where Affected and Assisting Countries accept limitations of self-sufficiency in favour of rapid deployment and vice versa as appropriate and as requested by the Affected Country.



ART.11

PARA.12

Types of disaster response available and required

During a disaster response, Assisting Countries may consider:

- liaising with the Affected Country to determine the required disaster response that is needed
- indicating the type and quantities of disaster response that can be provided based on the types of response requested or deemed necessary by the Affected Country. For example:

| | |
|-----------|---|
| Goods | Ensure disaster response goods are packed, categorised and clearly addressed. |
| | Consider if communities can be involved in determining the criteria and distribution of goods. |
| | Notify the Affected Country in writing of the type and quantity of goods before they arrive in the Affected Country. |
| Personnel | Ensure all personnel have identification cards or tags. |
| | Consider having appropriate individual or collective movement orders in place for personnel to facilitate rapid entry into the Affected Country. |
| | Consider what type of physical disaster response the Affected Country require, for example: <ul style="list-style-type: none"> • firefighting teams • medical assistance teams • USAR teams. |
| | For USAR teams, complete the USAR Team Fact Sheet (Appendix 3) and provide printed copies to the Reception Departure Centre on arrival. |
| | Provide the USAR Team Fact Sheet to the Virtual OSOCC and continue to update the Virtual OSOCC upon arrival. |
| | Following the considerations listed in the INSARAG Guidelines and Methodology to guide the mobilisation and demobilisation of USAR teams. |



| | | |
|-------------------------|--|--|
| Foreign Field Hospitals | <p>Foreign field hospitals can only be used if integrated into the local health system and only:</p> <ul style="list-style-type: none"> • following an appropriate declaration of an emergency and request from health authorities (via the NFP) of the Affected Country • when the respective roles and responsibilities for their installation and operational sustainment have been clearly defined • to fill the gaps in local health services for no longer than absolutely essential. Temporary health facilities can be set up pending reconstruction of local health facilities and services. | |
| Speciality Teams | Surgical | Consider which types of surgery are requested and necessary. |
| | | Health services may be progressively overwhelmed by the need for ongoing care of victims and routine medical care. Considering whether local health services have the capacity to handle follow up appointments post-surgery, or whether these should be handled by FMT surgical teams. |
| | Cadaver dog teams and USAR dog teams | Consider whether canines require biosecurity clearance from the Affected Country. |
| | Military | <p>Military assets can only be deployed where there is no comparable civilian alternative.</p> <p>Military assets may complement and address gaps in civilian disaster response, particularly by providing transport/logistics.</p> <p>If planning to respond/assist using military capabilities, seek consent in writing. For example, you can provide the Affected Country with:</p> <ul style="list-style-type: none"> • a letter of offer or equivalent, for example: <ul style="list-style-type: none"> Form 4 of SASOP (for ASEAN Member States) Form 5 and Form 6 of BNPB Indonesia Guidelines • list(s) of military capabilities to be used in disaster response including personnel, logistics and/or funds. |



| | | |
|---------------------------------|--|--|
| Speciality Teams (continued) | Military (continued) | Military assets and capabilities can only be deployed with the full written agreement of the Affected Country, for example: Model Agreement covering the status of MCDA (Appendix 2) |
| | | Where disaster response involves military personnel, the Assisting and Affected Country can mutually authorise a person to supervise the operation of military personnel and equipment. |
| | Where disaster response involves military personnel, the Assisting Country may comply with the national incident command system of the Affected Country. | |
| | Funding assistance | Assisting Countries may offer funding assistance in writing. For example: Form 5 of SASOP (for ASEAN Member States) Form 5 of the BNPB Indonesia Guidelines |

For all types of disaster response, the Assisting Country can prepare and submit a report on the type, status and outcome of the provision of disaster response within 48 hours of their arrival in the Affected Country.

Form 6 of SASOP (for ASEAN Member States).



Country entry requirements – customs, immigration and quarantine

Prior to sending disaster response (including goods or personnel), Assisting Countries should consider the customs, immigration and quarantine requirements of the Affected Country. For example:

| | |
|-------|--|
| Goods | Check what items are prohibited from entering the country (see Tool 3) |
| | Check biosecurity and quarantine arrangements (see Tool 3) <ul style="list-style-type: none"> Consulting with the Affected Country on what will and will not be authorised entry in relation to food, plant material and animal products based on quarantine, human and animal health. If offering USAR specialist capabilities, such as cadaver dog teams, ensure the Affected Country allows their entry. |
| | Notify the Affected Country of impending disaster response shipments to ensure entry is not delayed. |
| | Provide a manifest or detailed list(s) prior to arrival in the Affected Country. |
| | Check whether entering goods need to be equipped with any accompanying documents, including: <ul style="list-style-type: none"> a certificate for supplies assistance an invoice a bill of airway or landing if the goods are donated, a grant letter a passenger manifest certificate of analysis (for medical supplies and equipment) a certificate of origin a certificate of fumigation a certificate of type testing (for motor vehicles). |
| | Categorise and mark all goods according to list(s) and declarations |



| | |
|----------------------|--|
| Goods (continued) | Declare all goods and equipment that Assisting Countries seek to import are exclusively for disaster response, in order to facilitate the waiver of customs, requirements, duties, taxes and other fees (where permitted by the Affected Country). |
| Personnel | Ensure you comply with the Affected Country's laws on carrying arms. In general, disaster response personnel (including military personnel) can not be armed. |
| | Ensure personnel have the appropriate passport, visa or authority to enter, or other relevant travel identification. |
| | Checking that the passports of personnel exceed the Affected Country's minimum validity requirements. |
| | Ensure incoming passenger cards are completed and submitted. |
| | Check whether authorised personal identity cards are required upon entry to the Affected Country. |

The Affected Country may request that all personnel and goods are registered upon arrival or entry in the Affected Country through the proper process, for example by submitting list(s) of the types and amount of goods or the location(s) of disaster response activity. See:

Form 4 of SASOP (for ASEAN Member States)

Form 6 of the BNPB Indonesia Guidelines.

ASEAN Member States will use **Form 5 of SASOP** as the primary document to facilitate the customs, immigration and quarantine process for the entry and exit of disaster response from the Assisting Country into the Affected Country.



Country entry requirements – accreditation requirements for disaster response personnel

To ensure accreditation requirements for disaster response personnel of the Affected Country are met, the Assisting Country may consider:

- providing a list of personnel and their qualifications based on the needs of the Affected Country as specified in their statement initiating disaster response
- ensuring that necessary documentation and evidence are provided to the Affected Country as early as possible in order to support the Affected Country in facilitating the rapid entry of disaster response
- carrying evidence of the required registrations, certifications or qualifications of personnel as pre-supplied
- entering into agreements with the Affected Country to temporarily recognise the qualifications of specialists such as doctors and medical experts with a certificate or agreement for temporary practice
- ensuring personnel have authorisation to enter/be in the emergency operations zone.

Accreditation requirements affect deployed personnel and speciality teams including:

- firefighting teams
- USAR teams
- USAR dog teams and cadaver dog teams
- interpreters and translators
- foreign medical teams.



ART.12



PARA.31

Minimum standards of quality

The Assisting Country may consider certifying that any disaster response goods meet the appropriate quality, compatibility, safety and validity standards for consumption and use.

| | | |
|----------------|--|--|
| Imported foods | Meet minimum expiry dates. See Tool 3 for a list of minimum expiry requirements by country. | |
| | Be labelled in the local language(s). | |
| Medicines | Meet minimum expiry dates. The general standard is 12 months. For country-specific standards, see Tool 3 for a list of minimum expiry requirements by country. | |
| | Be licenced for use in the Affected Country. | |
| | Be appropriately labelled in English or the local language(s) with the: | <ul style="list-style-type: none"> • international non-proprietary name or generic name • batch number • dosage form • strength • name of manufacturer • quantity in container • storage conditions • expiry date. |

To promote strategic success:

- USAR teams will conduct themselves ethically according to the International Search and Rescue Advisory Group (INSARAG) Guidelines and Methodology.
- FMTs may operate under Classification and Minimum Standards for Foreign Medical Teams in Sudden Onset Disasters.
- All personnel may consider sensitive cultural issues, such as those listed in the International Search and Rescue Advisory Group (INSARAG) Guidelines and Methodology.



Health and safety, immunity and indemnity

The Assisting Country should make arrangements for the health and safety of its personnel. For example:

- implement processes (including insurance) and SOPs to manage risks and compensation for injury/death
- ensure personnel are competent and well-trained
- ensure all personnel are briefed prior to, during, and after deployment
- ensure personnel have suitable equipment
- ensure that SOPs include considerations on the welfare of personnel.

For purposes of liability and indemnity, the Assisting Country may consider:

- if indemnity or a waiver of indemnity is required by the Affected Country
- clarifying who is liable if disaster response personnel are injured or goods are damaged while in the territory of the Affected Country, and
- issues of government immunity and defining the cases in which the government of the Affected or Assisting Countries can be sued for injuries to, or negligence by, disaster response personnel.

 PARA.31

Self-sufficiency

Disaster response teams can deploy as a self-sufficient unit so as to not further burden the Affected Country or deplete the Affected Country's domestic capacity.

Unless there is a specific agreement otherwise, the Assisting Country can consider providing their own:

- food
- initial water supplies and filtration kit
- accommodation including all-terrain tents that are able to be erected other than with pegs
- power supply needs such as generators, fuel, lighting, and cooking facilities



-
- communications and response specialist equipment for common communications equipment and terminology see **Australian medical assistance team (AusMAT) Training Handbook**
 - medical and first disaster response needs
 - waste disposal measures
 - waterless toilet and other sanitary and hygienic needs
 - solar shower
 - ongoing transport (if required)
 - interpreters (if required).

For detailed example lists of equipment for teams of personnel, see: **Equipment list for disaster management assistance teams (Appendix 1)**.

Both the Affected and Assisting Countries may consider deployability and sustainability, recognising that there may be limitations of self-sufficiency. Such limitations may be accepted in favour of rapid deployment and vice versa as appropriate and as requested by the Affected Country.

 PARA.50

Monitoring and reporting

The Assisting Country can regularly monitor its disaster response operations and complete and submit any relevant reports to evaluate the progress of its activities.

Form 6 of SASOP (used by ASEAN Member States).



Withdrawal of disaster response

The Assisting Country can withdraw disaster response when:

- requested by the Affected Country, with timeframes to be mutually agreed, and/or
- disaster response resources become depleted after prolonged use, following consultation with the Affected Country.

The Assisting Country can submit a written statement or letter of termination to the NFP of the Affected Country.

The Assisting Country can, where applicable, submit an exit plan or strategy to the Affected Country's NFP. This may involve re-tasking of duties and include a record of the operational tasks performed during the disaster response before withdrawal.

Disaster response personnel departing may have identification authorised by the Assisting Country and appropriate individual or collective movement orders to facilitate their rapid departure.

Upon final withdrawal, the Assisting Country can complete final reporting or debrief through the proper processes. For example:

- **Form 7 of SASOP** should be completed by ASEAN Member States and submitted to the AHA Centre within 2 weeks of departure from the Affected Country.
- **Demobilisation and Mission Summary Report (Appendix 4)** to the On-Site Operations Coordination Centre, Virtual OSOCC or Reception Departure Centre before departure from the Affected Country.
- **USAR Team Post Mission Report (Appendix 5)** within 45 days of the team's return.



Gifting, disposal or re-export of goods or equipment

Regarding gifting and disposal of goods or equipment, the Assisting Country may consider:

- the laws and preferences of the Affected Country around the gifting or disposal of foreign equipment (including vehicles) or supplies on withdrawal from a country
- obtaining approval from the Affected Country for disposal and gifting of goods
- removing all equipment, facilities and material brought in, except where these are gifted with the agreement of the Affected Country.

For the re-export of disaster response goods and equipment, the Assisting Country can:

- provide notice to the Affected Country of their intention to re-export the goods and/or equipment
- provide notice in a written letter or statement provided to the Affected Country upon the arrival of the disaster response goods or equipment in the Affected Country
- re-export without export duties, taxes or other fees (provided the Affected Country has previously indicated their ability and agreement to waive export fees). The period of re-exportation may be reached by agreement between the Assisting and Affected country or may be at least 12 months from the date of temporary admission.

Part 4

Guidance for decision makers in ➡ Transit Countries



Consider all communications from the Affected Country

The Transit Country may consider the initial disaster notification from the Affected Country (or from the AHA Centre where the Affected Country is an ASEAN Member State) and any situation updates received since.

 ART.16

 PARA.17,38

Activate simplified customs, immigration and quarantine procedures

Pre-established customs, immigration and quarantine clearances can include:

- prioritising the rapid entry, departure or transit of pre-registered or pre-notified disaster response personnel
- prioritising the rapid entry, departure or transit of disaster response goods. Large volumes of goods may otherwise incur significant delays upon arrival.

Briefing customs, immigration and quarantine facilities and staff of existing procedures may reduce or expedite ordinary customs, immigration and quarantine procedures which can be supplemented by:

- waiving visa requirements for disaster response personnel in transit
- expediting visa processing
- issuing a disaster visa
- accepting simplified, provisional or incomplete goods declarations for disaster response goods
- waiving or reducing inspection requirements of disaster response goods where possible
- conducting inspections of disaster response goods outside business hours or at a place other than a customs office
- releasing disaster response goods outside business hours
- pre-clearing disaster response goods
- waiving entry and departure, import and export duties (including re-export duties), taxes and other fees.

Part 5

Appendices

Appendix 1 – Health Protection Group of Western Australia Example list for Disaster Management Assistance Teams

- General equipment
 - large commercial or general purpose military canvas tents
 - generators and associated power distribution systems
 - lighting
 - water purification systems
 - water
 - fuel
 - food (normally ready-to eat meals)
 - latrines
 - shower and sinks
 - safety, communications, and computer equipment
- Medical equipment
 - monitor/defibrillators
 - ventilators
 - portable ECG machines
 - pulse oximeters
 - small point of service laboratory analysers
 - minor surgical kits
 - wound and orthopaedic stations
 - intravenous set ups
 - minor care stations
 - observation unit supplies
 - large cache of medical disposable supplies
 - associated housekeeping equipment
- Personal equipment
 - Uniforms
 - long underwear (polypropylene)
 - heavy jacket (cold weather type)
 - gloves (polypropylene)

- light jacket
- heavy sweater
- rain gear (gortex)
- weather extreme clothing and equipment
- boots (steel shank and toe, water resistant)
- personal safety clothing and equipment
- photo identification and passport
- towel and washcloth
- personal grooming and hygiene kit
- two sets of eyeglasses
- sunglasses
- torch
- watch
- hearing protection earplugs (ANSI S.3.9-1974)
- personal funds and credit card
- bottled water (32 to 64 oz)
- 2-week's supply of personal medications, sunscreen, insect repellent
- Plus the following if working in hazardous conditions
 - hard hat
 - light helmet
 - heavy work gloves
 - eye protection (ANSI 287.1)

Appendix 2 – UN OCHA Oslo Guidelines Annex I: Model Agreement covering the status of MCDA

I. DEFINITIONS

1. For the purpose of the present Agreement the definitions contained in the United Nations Oslo Guidelines on the Use of Military and Civil Defence Assets in Disaster Relief shall apply. Also for the purpose of this Agreement the employment of military and civil defence/protection teams, units and/or experts in IDRA, will be referred to as the “MCDA operation”.

II. APPLICATION OF THE PRESENT AGREEMENT

2. Unless specifically provided otherwise, the provisions of the present Agreement apply only in the territory of the Affected State.

III. APPLICATION OF THE CONVENTION ON THE PRIVILEGES AND IMMUNITIES OF THE UNITED NATIONS

3. The Convention on the Privileges and Immunities of the United Nations of 13 February 1946 (hereafter referred to as “the Convention”) shall apply to the MCDA operation if the military and civil defence personnel are alerted, mobilized and deployed at the request of OCHA and operating within the field coordination mechanisms, subject to the provisions specified in the present Agreement.

4. The Affected State grants to the MCDA operation, including its property, funds, assets and members, the privileges and immunities specified in the present Agreement, as well as those provided for in the Convention to which the Affected State and the Assisting State are Parties.

IV. STATUS OF THE MCDA OPERATION

5. The MCDA operation and its members shall refrain from any action or activity incompatible with the humanitarian nature of their duties or inconsistent with the spirit of the present arrangements. The MCDA operation and its members shall respect all local laws and regulations. The Head of the MCDA operation shall take all appropriate measures to ensure the observance of these obligations.

1 United Nations, Treaty Series, vol. 1, p. 15, and vol. 90, p. 327 (corrigendum to vol. 1).

A. Identification And Vehicle Markings

6. The Government of the Affected State grants to the MCDA operation the right to display the national flag or other suitable identification at its headquarters, camps or other premises, and on its vehicles and vessels. Military and civil defence personnel deployed under the auspices of OCHA and holding the status of experts on mission for the United Nations will wear an appropriate marking.

B. Communications

7. The Government of the Affected State grants to the MCDA operation the right to use the facilities with respect to communications as may be required for the performance of its task. Issues with respect to communications, which may arise and which are not specifically provided for in the present Agreement shall be dealt with pursuant to the relevant provisions of the Tampere Convention on the Provision of Telecommunications Resources for Disaster Mitigation and Relief Operations.

8. Subject to the provisions of the Tampere Convention:

- a) The MCDA operation is given the right to install and operate radio sending and receiving stations as well as satellite systems to connect appropriate points within the territory of the Affected State, with each other and with its national telecommunications network. The telecommunication services shall be operated in accordance with international telecommunication conventions and regulations and the frequencies on which such stations may operate shall be decided upon in cooperation with the Government of the Affected State.
- b) The MCDA operation is given, within the territory of the Affected State, the right to unrestricted communication by radio (including satellite, mobile and hand-held radio), telephone, telegraph, facsimile or any other means, and of establishing the necessary facilities for maintaining such communications within and between premises of the MCDA operation, including the laying of cable and land lines and the establishment of fixed and mobile radio sending, receiving and repeater stations. The frequencies on which the radio will operate shall be decided upon in cooperation with the Government of the Affected State.
- c) The MCDA operation is allowed to make arrangements through its own facilities for the processing and transport of private mail addressed to or emanating from members of the MCDA operation. The Government of the Affected State shall be informed of the nature of such arrangements and undertakes not to interfere with or apply censorship to the mail of the MCDA operation or its members. In the event that postal arrangements applying to private mail of members of the MCDA operation are extended to transfer of currency or the transport of packages and parcels, the conditions under which such operations are conducted shall be agreed with the Government of the Affected State.

C. Travel And Transport

9. The Government of the Affected State grants to the MCDA operation and its members together with its vehicles, vessels, aircraft and equipment, freedom of movement within the disaster zone of the Affected State and any other area necessary for the fulfillment of its task. The Government undertakes to supply the MCDA operation with any information which may be useful in facilitating its movements.

10. Vehicles, including all military vehicles, vessels and aircraft of the MCDA operation shall not be subject to registration or licensing by the Government of the Affected State provided that all such vehicles shall carry third-party insurance required by the relevant legislations.

11. The MCDA operation may use roads, bridges, tunnels, canals and other waterways, port facilities and airfields without the payment of dues, tolls or charges.

D. Privileges And Immunities Of The MCDA Operation

12. The Government of the Affected State grants the MCDA operation the status, privileges and immunities as provided for in the present Agreement and in particular grants to the MCDA operation the right:

- a) To import, free of duty or other restrictions, equipment, provisions, supplies and other goods, which are for the exclusive and official use of the MCDA operation;
- b) To clear ex customs and excise warehouse, free of duty or other restrictions, equipment, provisions, supplies and other goods which are for the exclusive and official use of the MCDA operation;
- c) To re-export or otherwise dispose of equipment as far as it is still usable, all unconsumed supplies, and other goods so imported or cleared ex customs and excise warehouse which are not transferred or otherwise disposed of, on terms and conditions to be agreed upon, to the competent local authorities of the Affected State or to an entity nominated by them.

13. To the end that such importation, clearances, transfer or exportation may be effected with the least possible delay, a mutually satisfactory procedure along the lines recommended by the Oslo Guidelines, including documentation, shall be agreed between the MCDA operation and the Government of the Affected State at the earliest possible date.

V. FACILITIES FOR THE MCDA OPERATION

14. The Government of the Affected State undertakes to provide without cost to the MCDA operation and in agreement with the Head of the MCDA operation such areas for headquarters, camps or other premises as may be necessary for the conduct

of the operational and administrative activities of the MCDA operation and for the accommodation of its members. Without prejudice to the fact that all such premises remain the territory of the Affected State, the Government of the Affected State undertakes to treat them as being subject to the exclusive control and authority of the Head of the MCDA operation.

15. The Government of the Affected State undertakes to assist the MCDA operation as far as possible in obtaining and making available, where applicable, water, electricity and other facilities free of charge, or, where this is not possible, at the most favourable rate, and in the case of interruption or threatened interruption of service, to give as far as possible within its powers the same priority to the needs of the MCDA operation as to essential government services. Where such utilities or facilities are not provided free of charge, payment shall be made by the MCDA operation on terms to be agreed upon with the competent authority. The MCDA operation shall be responsible for the maintenance and upkeep of facilities so provided.

16. The MCDA operation shall be given the right, where necessary, to generate electricity for its use and to transmit and distribute such electricity.

A. Provisions, Supplies, Services And Sanitary Arrangements

17. The Government of the Affected State undertakes to assist the MCDA operation as far as possible in obtaining equipment, provisions, supplies and other goods and services from local sources required for its subsistence and operations. In making purchases on the local market, the MCDA operation shall, on the basis of observations made and information provided by the Government of the Affected State in that respect, avoid any adverse affect on the local economy. The Government of the Affected State shall exempt the MCDA operation from sales taxes in respect of all official local purchases.

18. The MCDA operation shall cooperate with the Government of the Affected State with respect to sanitary services and matters concerning health, particularly with respect to the control of communicable diseases, in accordance with international conventions.

B. Recruitment Of Local Personnel

19. The MCDA operation may recruit locally such personnel as it requires. Upon the request of the Head of the MCDA operation, the Government of the Affected State undertakes to facilitate the recruitment of qualified local staff by the MCDA operation and to accelerate the process of such recruitment.

VI. STATUS OF THE MEMBERS OF THE MCDA OPERATION

A. Privileges And Immunities

20. The Head of the MCDA operation and other members, as may be agreed upon with the Government of the Affected State, shall be accorded the privileges and immunities, in accordance with sections 19 and 27 of the Convention, provided that the privileges and immunities referred therein shall be those accorded to diplomatic envoys by national or international law.

21. If MCDA operate within the OCHA field coordination mechanism as UN MCDA, as provided for in the Oslo Guidelines, members of the MCDA operation shall be considered as experts on mission within the meaning of article VI of the Convention.

22. In any other case, members of the MCDA operation shall enjoy the privileges and immunities specifically provided for in the present Agreement.

23. Unless otherwise specified in the present Agreement, locally recruited members of the MCDA operation shall enjoy the immunities concerning official acts carried out within the MCDA operation.

24. Members of the MCDA operation shall be exempt from taxation on the pay and emoluments received from an Assisting State and any income received from outside the Affected State. They shall also be exempt from all other direct taxes and from all registration fees and charges.

25. Members of the MCDA operation shall be granted the right to import free of duty their personal effects in connection with their arrival in the Affected State. Special facilities will be granted by the Government of the Affected State for the speedy processing of entry and exit formalities for all members of the MCDA operation.

26. On departure from the Affected State, members of the MCDA operation may, notwithstanding the above-mentioned exchange regulations, take with them such funds as the Head of the MCDA operation certifies were received or represent a reasonable residue thereof.

27. The Head of the MCDA operation shall cooperate with the Government of the Affected State and shall render all assistance within his or her power to ensure the observance of the customs and fiscal laws and regulations of the Affected State by the members of the MCDA operation, in accordance with the present Agreement.

B. Entry, Residence And Departure

28. The Government of the Affected State grants to the members of the MCDA operation the right to enter, reside in and depart from the Affected State.

29. The Government of the Affected State undertakes to facilitate the entry into and departure from its territory of the members of the MCDA operation and shall be kept informed of such movements. For that purpose, the members of the MCDA operation shall be exempt from passport and visa regulations and immigration inspection and restrictions on entering or departing from the Affected State. They shall also be exempt from any regulation governing the residence of aliens in the Affected State, including registration, but shall not acquire any right to permanent residence or domicile in the Affected State.

30. For the purpose of such entry and departure, members of the MCDA operation shall be required to have:

- a) An individual or collective movement order issued by or under the authority of the Head of the MCDA operation or any appropriate authority of the Assisting State;
- b) A personal identity card issued by the appropriate authorities of the Assisting State.

C. Identification

31. The Head of the MCDA operation shall issue to all locally recruited personnel an identity card, which shall contain the following information: full name; date of birth; service (if appropriate); date of issue and date of expiration, and a photograph.

32. Members of the MCDA operation, as well as locally recruited personnel, shall be required to present, but not to surrender, their identity cards upon demand by an appropriate official of the Government of the Affected State.

D. Uniforms And Arms

33. Members of the MCDA operation shall be permitted to wear the national military or civil defence uniforms of their State. Those military and civil defence personnel deployed as UN MCDA shall be identified by appropriate markings.

34. The Affected State will determine as part of this Agreement if Members of the MCDA operation may carry arms for their own protection, while performing official duties.

E. Permits And Licenses

35. The Government of the Affected State agrees to accept as valid, without tax or fee, a certificate provided on request by the Head of the MCDA operation in respect of the technical and professional qualifications of any of its members practicing a profession or similar occupation in connection with the MCDA operation.

F. Maintenance Of Discipline And Mutual Assistance

36. The Head of the MCDA operation shall take all appropriate measures to ensure the maintenance of discipline and good order among its members, as well as locally recruited personnel. To this end personnel may be designated by the Head of the MCDA operation to police its premises as well as such areas where its members are deployed. Elsewhere such personnel shall be employed only subject to arrangements with the Government of the Affected State and in liaison with it in so far as such employment is necessary to maintain discipline and order among members of the MCDA operation.

37. The personnel mentioned in paragraph 36 above may take into custody any unauthorized person found on the premises of the MCDA operation. Such a person shall be delivered immediately to the nearest appropriate official of the Government of the Affected State responsible for dealing with any offence or disturbance on such premises.

38. Subject to the provisions of paragraphs 20 and 21 above, officials of the Government of the Affected State may take into custody any member of the MCDA operation:

- a) When so requested by the Head of the MCDA operation;
- b) When such a member of the MCDA operation is apprehended in the commission or attempted commission of a criminal offence. Such a person shall be delivered immediately, together with any weapons or other items seized, to the Head of the MCDA operation.

39. The MCDA operation and the Government of the Affected State shall assist each other in carrying out all necessary investigations into offenses in respect of which either or both have an interest.

40. The Government of the Affected State shall ensure the prosecution of persons subject to its criminal jurisdiction who are accused of acts in relation to the MCDA operation or its members, which, if committed in relation to the officials of the Government of the Affected State, would have rendered such acts liable to prosecution.

VII. JURISDICTION

41. The Government of the Affected State grants to all members of the MCDA operation, including locally recruited personnel, immunity from legal process in respect of words spoken or written and all acts performed by them in their official capacity. Such immunity shall continue even after they cease to be members of, or employed by, the MCDA operation and after the expiration of the other provisions of the present Agreement.

42. Should the Government of the Affected State consider that any member of the MCDA operation has committed a criminal offence, it shall promptly inform the Head of the MCDA operation and present to him any evidence available.

43. The Government of the Assisting State gives its assurance to the Government of the Affected State that it will exercise jurisdiction with respect to crimes or offences, which may be committed by members of the MCDA operation.

44. If any civil proceeding is instituted against a member of the MCDA operation before any court of the Affected State, the Head of the MCDA operation shall be notified immediately, and he or she shall certify to the court whether or not the proceeding is related to the official duties of the member:

- a) If the Head of the MCDA operation certifies that the proceeding is related to official duties, such proceedings shall be discontinued and the provisions of paragraph 41 of the present Agreement shall apply.
- b) If the Head of the MCDA operation certifies that the proceeding is not related to official duties, the proceeding may continue. If the Head of the MCDA operation certifies that a member of the MCDA operation is unable, because of official duties or authorized absence, to protect his or her interests in the proceeding, the court shall, at the defendant's request, suspend the proceeding until the elimination of the disability, but for not more than ninety days. Property of a member of the MCDA operation that is certified by the Head of the MCDA operation as necessary for the fulfillment of the member's official functions shall be free from seizure for the satisfaction of a judgment, decision or order. The personal liberty of a member of the MCDA operation shall not be restricted in a civil proceeding, whether to enforce a judgment, decision or order, to compel an oath or for any other reason.

VIII. SETTLEMENT OF DISPUTES

45. Except as provided in paragraph 47 of this Agreement, any dispute or claim of a private law character to which the MCDA operation or any member thereof is a party and over which the courts of the Affected State does not have jurisdiction because of any provision of the present Agreement, shall be settled by a Claims Commission to be established for that purpose. One member of the Commission shall be appointed by each Government and a chairperson shall be appointed jointly by the Secretary-General of the United Nations and the Governments (or the Governments only if the MCDA operation is not deployed under the provisions of UN MCDA). If no agreement as to the chairperson is reached within thirty days of the appointment of the first member of the Commission, the President of the International Court of Justice may, at the request of either the Secretary-General of the United Nations, if appropriate, or of any of the Governments, appoint the chairperson. Any vacancy on the Commission shall be filled by the same method prescribed for the original appointment, provided

that the thirty-day period there prescribed shall start as soon as a vacancy occurs. The Commission shall determine its own procedures, provided that any two members shall constitute a quorum for all purposes (except for a period of thirty days after the occurrence of a vacancy) and all decisions shall require the approval of any two members. The awards of the Commission shall be final and binding, unless the Governments permit an appeal to a tribunal established in accordance with paragraph 47. The awards of the Commission shall be notified to the parties and, if against a member of the MCDA operation, the Head of the MCDA operation or the Government of the Assisting State shall use its best endeavours to ensure compliance.

46. Disputes concerning the terms of employment and conditions of service of locally recruited personnel shall be settled by the administrative procedures to be established by the Head of the MCDA operation.

47. Any other dispute between the MCDA operation and the Government of the Affected State, and any appeal that both of them agree to allow from the award of the Claims Commission established pursuant to paragraph 45 shall, unless otherwise agreed by the parties, be submitted to a tribunal of three arbitrators. The provision relating to the establishment and procedures of the Claims Commission shall apply, *mutatis mutandis*, to the establishment and procedures of the tribunal. The decisions of the tribunal shall be final and binding on both parties.

48. All differences between the Government of the Assisting State and the Government of the Affected State arising out of the interpretation or application of the present Agreement, which involve a question of principle concerning the Convention, shall be dealt with in accordance with section 30 of the Convention.

IX. SUPPLEMENTAL ARRANGEMENTS

49. The Head of the MCDA operation and the Government of the Affected State may conclude supplemental arrangements to the present Agreement.

X. LIAISON

50. The Head of the MCDA operation and the Government of the Affected State shall take appropriate measures to ensure close and reciprocal liaison at every appropriate level.

XI. MISCELLANEOUS PROVISIONS

51. Wherever the present Agreement refers to the privileges, immunities and rights granted to the MCDA operation, the Government of the Affected State shall have the ultimate responsibility for the implementation and fulfillment of such privileges, immunities, rights and facilities by the appropriate local authorities.

52. The present Agreement shall enter into force on the date specified in this Agreement or in an accompanying exchange of letters between the Assisting State and the Affected State.

53. The present Agreement shall remain in force until the departure of the final element of the MCDA operation from the Affected State excepting paragraphs 41, 43, 44 in section VII, paragraphs 45, 46, 47, 48 in section VIII and paragraph 50 in section X which shall remain in force until all claims have been settled that had arisen prior to the termination of the present Agreement and had been submitted prior to or within three months of such termination.

Appendix 3 – INSARAG Methodology and Guidelines Annex F: USAR Team Fact Sheet

ANNEX F: USAR TEAM FACT SHEET

USAR Fact Sheet to be completed and submitted at the Reception Centre and OSOCC

TEAM NAME: _____

(Complete/tick information in spaces provided)

_____ person _____ dogs

USAR team: INSARAG Classification Light / Medium / Heavy

Multi-disciplinary organisation:

Search element Rescue element Command element

Medical element Technical support element

Self-sufficient: Yes / No

Deployment for 10 days of operation: Yes / No

Full equipment stock to support the team's operations: Yes / No

SUPPORT REQUIREMENTS

(Complete information in spaces provided)

Transportation/Logistics:

Transport for _____ personnel and dogs

Transport for _____ tonnes of equipment

Access to medical oxygen _____ cylinders, oxygen/actylene _____ cylinders,
petrol (gasoline) _____ litres and (diesel) _____ litres

Access to appropriate area maps, building plans or other information.

If available, receive copies of past/current/future OSOCC planning documents

Area of operations assignment.

CONTACT

Team Focal Point (Team Leader/Liaison): _____

Mobile Phone: _____

Sat Phone: _____

Radio Frequency: _____

Appendix 4 – INSARAG Methodology and Guidelines Annex E: USAR Team Post Mission Report

ANNEX E: USAR TEAM POST MISSION REPORT

1. A Post Mission Report is recommended to be completed and submitted to the INSARAG Secretariat within 45 days following every national or foreign USAR deployment. If possible, include a photographic record of the mission with the report submission.
2. Below is an outline of the contents this report should address.
 - 2.1 Team Name
 - 2.2 Mission
 - 2.3 Overview
 - 2.4 preparation
 - 2.5 Mobilisation
 - 2.6 Operations
 - 2.6.1 Coordination with LEMA
 - 2.6.2 Coordination with OSOCC
 - 2.6.3 Cooperation with other teams
 - 2.6.4 Base of Operations
 - 2.6.5 Team Management
 - 2.6.6 Logistics
 - 2.6.7 Search
 - 2.6.8 Rescue
 - 2.6.9 Medical
 - 2.7 Demobilisation
 - 2.8 lessons Learned
 - 2.9 Recommendations
 - 2.10 Provider of information
 - 2.11 Contact Details

Appendix 5 – INSARAG Methodology and Guidelines Annex G: Mission Summary Report

ANNEX G: MISSION SUMMARY REPORT

To be completed by all USAR Teams prior to leaving the affected country. Completed forms are to be submitted to either the OSOCC or the Reception/Departure Centre.

TEAM NAME: _____

Contact information (in home country):

Name: _____ Phone: _____

Email: _____

Fax: _____

Date and time of arrival: _____

Date and time of departure: _____

Assigned Area(s) of Operation:

Results:

| DESCRIPTION | NUMBER |
|-------------------------|--------|
| Live victims extricated | |
| Dead victims recovered | |

Suggested changes to current INSARAG Guidelines

Photo credits

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Part 1: Introduction

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Part 2: Affected Countries

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Part 3: Assisting Countries

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Part 4: Transit Countries

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