

## Operational Aide Memoir

### Scope

This guidance document provides advice and information for the Incident Commander and personnel attending structural collapse incidents in regards to an operational framework that will promote a safe system of work for USAR operations. It also gives information that will assist in the formulation of an operations action plan.

### Operational Plan

The aim of the operational plan should be to rescue casualties while maintaining the safety of rescue personnel. Generally, rescue operations should be methodical and follow a pattern based on rescues that are easily achievable and moving on to those that are more complex.

An operational plan will ensure that all efforts are carried out in a systematic and coordinated manner, using the most up-to-date intelligence about the casualties and buildings. In all instances, casualty extrication must be conducted in an organised and safe manner. Standardised rescue strategy and tactics that are focused in an operational plan will promote the following:

- Effective management and coordination of rescue operations
- Better resource utilisation and coordination
- Effective integration of all the emergency services (i.e., fire, rescue, medical, hazardous materials, and structures specialists, etc.) in the rescue operations
- Incorporation of assistance from agencies outside the emergency services
- Simultaneous, multiple-site rescue operations
- Increased safety for all personnel involved in rescue operations.
- Around-the-clock (24-hour) operations
- Organised and rapid casualty extrication

### The Six Stages of Rescue

To assist the creation of an operational plan, the ‘Six Stages of Rescue’ provides a framework for the organisation of any collapsed structure incident. Whilst it is likely that there will not be a clear delineation between each stage and there will be times when stages overlap – the incident command structure must ensure that each stage is undertaken and completed. Specific guidance as to the sequence of activities is contained in “SOP\_INC002\_Six Stages of Rescue”.

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### On Arrival

- Contact the Incident Commander or the Incident Command Unit
- Establish knowledge of the arrival of USAR Units and their capability – **Form USAR201 “USAR Units”**
- Establish communications and liaison with the existing incident command structure
- Undertake a briefing between the Incident Commander (or a nominated representative) and USAR supervisory personnel

### First Actions

- Carry out a dynamic risk assessment
- Conduct an initial survey
- Establish a Base of Operations (BOO)
- Record USAR resources on-scene and establish a USAR command structure - **Form USAR203 “Resource List”**

### Secondary Actions

- Develop risk assessments for work sites - **Form USAR204 “Site Risk Assessment”**
- Undertake a site triage to establish priorities for action – **Form USAR207 “Structural Triage – Pro Forma”**
- Establish an information management and planning cell
- Formulate an Incident Action Plan for the USAR Units - **Form USAR202 “Operations Plan”**
- Consider what additional resources may be required
- Establish USAR logistics management

### Subsequent Actions

- Establish and mark safe operating areas, cordons and hazard zones
- Establish emergency evacuation procedures
- Appoint safety officers and brief all personnel prior to working
- Isolate utilities
- Establish a working rota for USAR personnel
- Develop an Analytical Risk Assessment – **Form USAR205 “Analytical Risk Assessment”**

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