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## Reporting and Recording Information

### Scope

The systems for recording and reporting of information at a USAR incident should be linked directly to the existing FRS Incident Command System.

The method of undertaking a dynamic risk assessment (DRA) should be simple to understand by all personnel on the incident ground. The method of recording the DRA outcomes must be readily available in order to provide information for briefing all crews on risks, search locations and tactical action plans for each individual area of search.

### Detailed Assessment

The first USAR team in attendance should consider deploying a reconnaissance survey team immediately. Their main function is to carry out a survey of the incident within their knowledge and capability. This should include:

- Allocating identification to buildings and specific areas to be searched
- Carrying out and recording a further risk assessment
- Cordoning of unsafe areas and structures
- Structure hazard evaluation
- Continual structural monitoring
- Recording of information and mapping
- Are and multiple buildings structural triage

### Equipment Required

The following equipment is needed to complete a successful survey:

- USAR surcoat
- Handheld radio
- GPS
- Camera
- Mobile phone
- Site Risk Assessment Cards (Form USAR204)
- Chinagraph pencils
- Marking paint or pens

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### Reconnaissance/Assessment Procedure

The reconnaissance/assessment team should carry out an external survey of the incident and identify each building or 'area of search'. These should then be given individual identification numbers to correspond with the unique number on the Site Risk Assessment Card (Form USAR204) allocated to the building, area, or carriage. The number should then be indelibly marked adjacent to the building, area, or carriage for permanent reference.

Where possible a GPS position should be taken and entered on the top of the card, with any additional information to help rescuers to identify and locate this area.

Photographs could also be taken at this stage, to highlight any risks or to record anything of interest. The photographs should be referenced to the Site ID number.

There is a risk assessment checklist on the reverse of the card, to enter any additional control measures required.

This information should be passed to the incident commander via radio or other convenient means at the earliest opportunity to assist with the formation of the incident action plan.

Where a further team is not immediately deployed to search this area or it is left unattended, the Site Risk Assessment Card should be attached in a convenient position. This is for any responding team to consult before commencing search and rescue operations.

The reconnaissance/assessment team should then move on to the next area and repeat the process.

The Site Risk Assessment Card can also be used to mark and identify victims, bodies or body parts in the early stages before the police forensic teams are set up. The simple method is to take a GPS fix, record the result on the front of the card. Place the card on the body or body part with the ID number clearly visible and to take a photograph. Should it then be necessary to disturb the scene to rescue a victim, the evidence has been recorded. Likewise it will provide precise location identification for logistics to deliver and account for where equipment and resources are needed, or where they can be located for redeployment.

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## Summary

Each USAR Unit is allocated 25 specific numbers each relating to an individual Site Risk Assessment Card – USAR Form 204. An electronic template is provided to allow replacements as required. The cards are A4 in size, printed on yellow paper and laminated for ease of writing with a chinagraph pencil.

This gives a quick and easy method of identifying buildings and search areas, and gives a precise location for personnel and equipment deployments.

The USAR204 also acts as permanent risk assessment process for each area.

## USAR Site Risk Assessment Card Allocation

To avoid any confusion with sector numbering, numbers 1 to 9 have not been allocated.

London	10 to 99
Merseyside	100 to 124
Lancashire	125 to 149
Norfolk	150 to 174
Leicestershire	175 to 199
Tyne and Wear	200 to 224
Hampshire	225 to 249
Buckinghamshire	250 to 274
Essex	275 to 299
Hereford and Worcester	300 to 324
Lincolnshire	325 to 349
Kent	350 to 374
West Midlands	375 to 399
Avon	400 to 424
Devon	425 to 449
South Wales	450 to 474
West Sussex	475 to 499
FSC	500 to 599

In addition to the individual laminated cards, USAR teams should maintain a stock of paper copies without ID numbers for recording the information relayed from each individual site. This will maintain the risk assessment information at a centralised point and a permanent auditable record of the risk assessments for the duration of the incident.

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### Site Risk Assessment Card (USAR204) - Front

USAR Site Risk Assessment Card				
Sector:			GPS:/Location	
Search Status	<input checked="" type="checkbox"/>	Team	Time	<b>Lancashire FRS</b>  <span style="font-size: 48pt;"><b>143</b></span>
Searched				
Not Searched				
In Progress				
Risk Assessment - Updated				
<b>PV = Possible Victims</b> <b>V = Confirmed Victims</b> <b>D = Deceased</b>		<b>Details in plain English</b> e.g. Shoring Needed Structural Advice Forensic Only		<b>Light-stick colour codes</b> Red = Hazard Green = Safe Route White/Yellow = Illumination

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### Site Risk Assessment Card (USAR204) - Rear

<b>COLLAPSED STRUCTURE RISK ASSESSMENT CHECKLIST</b>		<b>1 .INCIDENT ADDRESS / ID</b>	
Name:	<b>Risk</b> <input type="checkbox"/>	<b>CONTROL MEASURES</b>	
Time:			
<b>HAZARDS/RISKS</b>	<b>No Risk or Eliminated</b> <input type="checkbox"/>	THIS SHOULD INCLUDE - 1. ANY ADDITIONAL PPE 2. FURTHER SPECIALIST ADVICE REQUIRED 3. HIGH, MEDIUM OR LOW SEARCH PRIORITY	
SECONDARY COLLAPSE			
GAS			
ELECTRIC			
WATER			
HAZARDOUS SUBSTANCES			
SMOKE /DUST			
BIO HAZARDS			
EXPLOSIVE / FLAMMABLE			
POOR LIGHTING			
ASBESTOS			
RESTRICTED ACCESS		<i>Complete USAR101</i>	
FALLING OBJECTS			
SHARP PROTRUSIONS			
OXYGEN DEFICIENT			
SECONDARY DEVICES			
RADIATION			
OTHER			

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