



INSARAG Guidelines 2026

Appendix 5.12: UCC Establishment Checklist

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

Contents

Abbreviations	3
1 UCC Establishment Checklist	4

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 UCC Establishment Checklist

USAR Coordination Cell Establishment Checklist
Establish contact with OSOCC and other relief organisations.
Identify with OSOCC a suitable BoO site.
Assign personnel to functions and main areas of responsibility with your span of control.
Conduct internal meetings and briefings with USAR Team Leaders.
Initially identify priority areas for deploying USAR resources, direct relief providers to high need areas, track progress, and adjust the response as required.
Provide briefing on ongoing operations to OSOCC/LEMA.
Coordinate Damage Assessment.
Monitor and evaluate the efficiency, effectiveness, and impact of operations.
Monitor RDC activities.
Collect, collate, analyse and disseminate information received regarding structural collapse operations including logistical coordination of incoming humanitarian aid.
Oversee the information flow (input, throughout, output) of the UCC.
Prepare situation reports and distribute these accordingly.
Coordinate the development and implementation of common assessments surveys, questionnaires, and other information gathering tools.
Ensure adequate working space and accommodation for the UCC.
Ensure adequate transportation to meet the needs of the UCC.
Identify local logistic resources such as transport, fuel, and services and secure, as required.
Ensure/establish/maintain the necessary technical needs including electricity, lighting etc., to run and sustain the UCC.
Identify capability gaps in equipment and facilities.
Liaise closely with other relief organisations and the Logistics Cluster, if and when established, to ensure the coordination of logistical common services.
Determine from OSOCC/LEMA and provide procedures for customs clearance, local documentation and taxes.
Facilitate cooperation and sharing facilities, supplies, and equipment with other relief organisations.

Communicate regularly with other international coordinating bodies and ensure a regular information exchange.
In cooperation with OSOCC/LEMA, establish guidelines for interaction with the media.
Support donor/VIP-visits and fact-finding missions.
Liaise closely with OSOCC/LEMA in media questions.
Update UCC staff and other relief actors on security information and develop a security plan for the UCC, including a staff evacuation plan.
Ensure that safety and security measure and established.
Monitor the security situation and UN security phases.
Communicate security procedures to all affected parties and, if needed, facilitate the implementation of these.
Develop a plan for medical evacuation.
Plan administrative requirements.
Document and file incoming and outgoing messages.
Introduce administrative systems and procedures, including logging and filing systems.
Procure maps, boards, stationery and other support materials necessary for the UCC.
Procure and manage translation/interpretation services.
Organise an UCC staffing roster utilising personnel from USAR Teams present.
Establish and UCC entry point for effective crowd management.
Assist with update of contact-lists.
Arrange meetings, briefings, and other activities as requested by the UCC Manager.
Arrange for administrative support and equipment, as appropriate.
Providing support for meetings, e.g., venue, briefing material, co-chairing, etc.
Establishing information management systems which will support the respective Cluster information management systems.
Ensure linkages with relevant governmental entities.