Worksite Report form
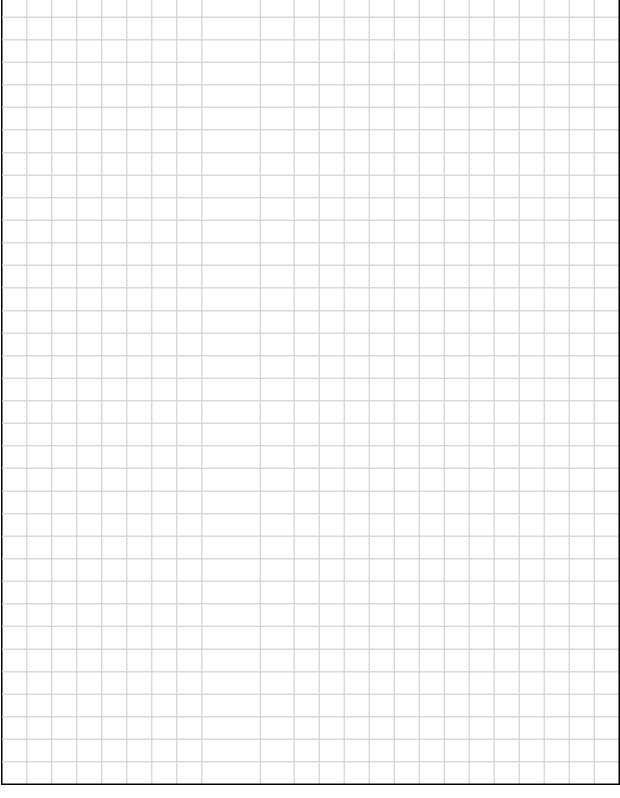
Report of activity at a Worksite for a specific work period (or to handover the Worksite)

INSARAG
Preparedness – Response

E1. Worksite ID		E2. GPS Coordinates *Decimal format*	±dd.dddd °	±ddd.dddd °
		E2. GPS Coordinates *Other format*		
E3. Address				
E4. Worksite Boundary description:				

Worksite Situation Report

Operational reporting period:	G1. Start date		dd	mmm	G2. Start time		hh	mm
Assigned team(s)	G3. Team ID		AAA	00	G4. 2nd Team ID		AAA	00
G5. ASR Level being carried out				G6. Completed / In progress?				

G7. Number of live rescues completed in this reporting period	
G8. Number of dead persons recovered in this reporting period	

G9. Other operational activities at the Worksite:

G10. Resources able to be released from site	

G11. Local safety and security situation:

G12. Operationally relevant Worksite contacts:

Operational reporting period:	G13. End date		dd	mmm	G14. End time		hh	mm
G15. Report number		G16. Assignment complete (yes or no):						

Worksite Planning Information

G17. Number of persons still missing at the worksite	
G18. Number of live contacts / rescues still in progress	

G19. Outline Plan of Action for next operational period:

G20. Logistical needs and other Information:

Estimated completion of assignment:	G21. Date		dd	mmm	G22. Time		hh	mm
G23. Completed Victim Extrication forms:- Ref No.s								
Form completed by:	Name:				Title/position:			

Sketch of the Worksite

Worksite Report form

Guidance Notes

E1	Worksite ID: Part 1 is the allocated Sector letter, Part 2 is the number allocated to the Worksite e.g C-6. If no sector letter is allocated yet then just apply a number.
E2	GPS coordinates of the Worksite, taken at the Worksite marking: Standard GPS format is: Map datum WGS84 If possible use decimal coordinates e.g. Lat ±dd.dddd° Long ±ddd.dddd° If another format is used then use the lower boxes and state clearly on the form the format used.
E3	Srtreet address or local name of the Worksite
E4	Additional Worksite boundary description if it is not clear what the Worksite ID includes. E.g a hospital may be a Worksite but include several associated buildings, this should be explained here, possibly with a sketch plan on the rear of the form to make it clear.
G1	Start date of the current operational reporting period; Day shown as a number, month shown by three letters e.g 12 NOV
G2	Start time of the current operational reporting period; 24hr clock local time
G3	Team ID of the team assigned to carry out USAR operations at the Worksite: 3 letter Olympic country code followed by national team number
G4	Team ID of a second team if two teams are assigned to the same Worksite: 3 letter Olympic country code followed by national team number
G5	State the Assessment, Search and Rescue (ASR) level; insert 3, 4 or 5 in the box
G6	State whether the ASR level work is completed or still in progress, circle it.
G7	Enter the number of live rescues completed in the reporting period, there should be a completed Victim Extrication Form for each victim.
G8	Enter the number of dead persons recovered in the reporting period, there should be a completed Victim Extrication Form for each victim.
G9	List other relevant operational activities taking place at the Worksite e.g. Extensive shoring operations, local crane operators assisting with heavy lifting operations.
G10	List any resources that could be released from the Worksite e.g. cranes no longer needed.
G11	Briefly describe the local safety and security situation at the Worksite
G12	List any relevant local contacts at the Worksite e.g. building owner, local rescue team leader, local crane operators.
G13	End date of the current operational reporting period; Day shown as a number, month shown by three letters e.g 12 NOV
G14	End time of the current operational reporting period; 24hr clock local time
G15	If lengthy operations at a Worksite generate multiple Reports then each F3 for the same Worksite should numbered sequentially.
G16	Mark here if the assignment at this Worksite is complete or not (Y or N)
G17	Worksite
G18	How many live, positive contacts or rescues are still known at the Worksite?
G19	Give an outline of the intended Plan of Action at the Worksite for the next operational period.
G20	List any logistical needs the teams has for it's ongoing operations at the Worksite plus any other relevant information e.g. Any photographs attached, number of known dead bodies at the site etc.
G21	Give an estimated date of when the Worksite assignment might be completed
G22	Give an estimated time of when the Worksite assignment might be completed
G23	List the reference numbers of any Victim Extrication forms completed during the reporting period. This is the Worksite ID and the victim number combined.