

# Incoming Foreign Assistance

Assistance Manual,  
Volume 3;

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A situation could arise in the Netherlands for which we require assistance from abroad for disaster relief. In this case, the organisation of disaster response in the Netherlands will be stepped up to include foreign units and their equipment. In practice, this can mean that a few divisions of the organisation may be assigned to the present disaster relief organisation, so that the care, supervision and management of the foreign assistance units run smoothly. These divisions of the organisation are already internationally familiar and recognised:

1. **Reception and Departure Centre (RDC):** the location of arrival and departure. This is the meeting point for the foreign assistance units and, after their arrival and registration, they will receive their first instructions here
2. **On Site Operations and Coordination Centre (OSOCC):** organisational arrangement of the coordination of deployment of foreign assistance teams. The OSOCC may be supplemented by national and/or international capacity. The OSOCC offers auxiliary support to the Dutch authority for the deployment of foreign assistance units in the event of disaster relief
3. **The Local Emergency and Management Authority (LEMA):** this is the international term for the (local) authority charged with the overall direction, coordination and management of the organisation of disaster relief
4. **On-Site-Commander (OSC):** this is the international term for the commander (operational leader) at the site of the incident
5. **Base of Operations (BoO):** base camp for the foreign assistance units. This is the base where the foreign units have called their men and staff together and from whence they will leave for the location of their deployment.

Fitting these divisions of the organisation shall not impair the governing principles of disaster relief in the Netherlands, which means that the Regionaal Operationeel Team [Regional Operational Team] (ROT) and the Regionaal Beleidsteam [Regional Policy Team] (RBT) are in charge of the operations of the disaster relief. In certain situations, the Ministry of Security and Justice may, by means of a special designation or use of emergency legislation, draw the management of the disaster relief up to the national level.



# Synopsis: foreign assistance units in the Netherlands

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Consequently, the deployment of foreign assistance units can proceed along one of two courses:

## Scenario 1: Regional management

The management of the disaster relief for which foreign assistance units are deployed is in the hands of the regional authorities.

The most important consequences of this are:

- the LEMA is set up next to, and by, the ROT/RBT
- the LEMA coordinates the operations
- there is no need for a separate OSOCC on the regional level
- the LEMA (ROT/RBT) requests the LOCC for specific capacities. The LOCC treats the request according to the regular assistance procedures
- the OSC (COPI) directs the national and foreign assistance units on site
- the LEMA (ROT/RBT) is continuously informed on the progress of the disaster relief by the OSC (COPI).

## Scenario 2: National management

The management of the disaster relief for which foreign assistance units are deployed is in the hands of the national authority.

The most important consequences of this are:

- the LEMA is set up next to, and by, the LOCC/National Authority.
- the OSOCC is set up next to, and by, the LOCC<sup>1</sup>.
- the OSOCC coordinates the deployment of the foreign assistance units and maintains contact with both the LEMA and the foreign assistance units' team leaders

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<sup>1</sup> Attention: in the event of an incident requiring national management, the LEMA and OSOCC are always set up next to the LOCC.

- the LEMA requests the OSOCC for specific capacities. The OSOCC allocates them.
- the operations of the Dutch and the foreign assistance units is managed via the OSC (COPI)
- the LEMA is continuously informed of the progress of the disaster relief by the ROT.







# The structure of this document

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## Chapter 1

This chapter describes the limitations and basic principles of the manual and the most important legalisation and regulations upon which the assistance is founded. It also includes a rough description of the application procedures for foreign assistance.

## Chapter 2

This chapter contains an explanation of the most pertinent definitions that apply to foreign assistance and a schematic survey of the most important locations for the assistance.

## Chapter 3

In this chapter, we shall discuss the system and organisation of the incoming foreign assistance in more detail. Firstly, using a diagram, we shall describe how the operations of the foreign assistance are run if they are managed and coordinated by the regional authority. After this, we shall use a similar diagram to describe how operations of the foreign assistance units are managed and coordinated by the national authority.

## Chapter 4

This part explains the planning in stages, the tasks and the responsibilities of each stage in the assistance process. Firstly we shall explain the four phases of foreign assistance with a diagram and then we shall discuss the steps of each phase to be carried out and indicate which authorities are responsible for them.

## Chapter 5

This chapter discusses the tasks and responsibilities that ensue from the phases of the organisation in chapter four for each partner/body involved.

## Chapter 6

This chapter contains a network diagram that indicates which body must contact which authority/body to organise a part of the assistance process.

## Chapter 7

This chapter discusses the remaining organisational matters that are important to the process of incoming foreign assistance, including EU modules, the organisation of frequency management, the arrangements pertaining to liability for medical care provided by foreign professionals, the arrangements of cost allocation for the supplied assistance between the supplying and the receiving countries, international police assistance in border regions and the procedures and statutory arrangements pertaining to customs operations in the event of incoming foreign assistance.

Lastly, this document has 7 appendices, including a list of sources and standard forms that are (may be) used.





# General information

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## 3.1 Introduction

It is possible that the Netherlands could be hit by a large disaster or crisis (referred to “disaster” from here on) such as a flood that affects several regions. It is not inconceivable that a disaster of this scale could deplete the resources of people and equipment on the national level, making foreign assistance necessary. Currently, however, on the national level, there are no procedural or practical arrangements for the organisation of incoming foreign assistance. This manual contains the most important procedures that should be followed after it has been decided that foreign assistance units are to be called in to the Netherlands. It also describes the operational management of the foreign assistance units and the tasks and responsibilities of the Dutch bodies involved.

The basic principle of this manual is to provide more clarity and conformity in the way we deal with assistance provided by foreign assistance units in the Netherlands. The procedure that is to be used should be as clear and straightforward as possible, without creating any unnecessary trouble for the safety regions in the disaster area. If there is a need for foreign assistance, these regions will of course already be dedicating all their efforts to the disaster relief. The foreign assistance should form a reinforcement of the disaster relief and not add to the region’s workload or be detrimental to the disaster relief.

On the national level, the LOCC is responsible for gearing the effective and efficient deployment of people and means of the emergency services to each other, (such as the fire department, Regional Medical Emergency Preparedness and Planning Office (GHOR) and the police), municipal authorities and other organisations (such as capacities of the Ministry of Defence) in the event of a crisis, a disaster, large-scale incidents or an event. We are discussing specifically those situations in which the scope of the incident/disaster exceeds the province/region’s capacities for the deployment of people and means, and situations in which the incident is so large that its effects exceed the provincial/regional borders. In the Netherlands, the LOCC is charged with the coordination of both the national and international assistance.

Every disaster differs from every other as regards its nature, location and size. Writing this manual, we have assumed that the disaster is large enough to require assistance from other countries.<sup>2</sup> The arrangements and agreements that the border regions and border municipalities have made with their partners across the borders are within the sphere of their daily tasks and shall not be included in this manual.

If only limited foreign assistance is needed to help relieve an incident or disaster, certain steps described in this manual can be skipped; for instance: when specialist capacities are necessary after a certain event that are not, or are not sufficiently, available in the Netherlands. A description of an elementary procedure is presented and on the basis of the current situation, decisions can be made as to what extent this procedure should be followed.

## 3.2 Basic principle and limitations

Firstly, within the scope of this manual for incoming foreign assistance, it is important to distinguish between humanitarian aid on the one hand and assistance on the other. Humanitarian aid (also known as emergency aid) is the first aid to developing countries. In theory, if something happens somewhere in the world and there are victims among the population, aid is always offered, whether the disasters were caused by people (war, attacks, explosions) or natural causes (earthquakes, tornadoes, floods).

Humanitarian aid is assistance in the shape of people, means or funds.

We shall not discuss the deployment of NGOs in this manual.

The Netherlands hardly ever gives aid to the governments of afflicted countries directly, but usually offers it through the agency of its international partners, generally the United Nations (UN) via the United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA) or the Red Cross. In many cases, non-governmental organisations (NGOs) are called in as well.

Within the scope of this manual “render assistance” shall mean the following:

*“The rendering by a Dutch competent authority of capacities (people and means) under existing treaties/agreements to (the competent authority) of a foreign country and vice versa.”*

This manual controls the rendering of the assistance according to the definition given above of “assistance” whereby, however, the manual is limited to assistance in the Netherlands proffered by other nations. It does not discuss the secondment of Dutch capacities abroad. Furthermore, the deployment of NGOs within the framework of humanitarian aid has not been incorporated into the structures of this assistance either, although it is conceivable that NGOs could use the existing structures in the Netherlands during their work so as to be able to support, facilitate and coordinate the aid.

This manual is based on the assumption that the response to, and mitigation of, the consequences of a disaster with Dutch means (qualitatively and/or quantitatively) is insufficient, making foreign assistance necessary. In this case, the Netherlands (disregarding the national or regional levels) will remain in control of the relief of the disaster/crisis. This means that the operational management for the deployment of all national and foreign units is in the hands of the Dutch authorities. The Netherlands may receive support from international organisations such as the UN, the North Atlantic Treaty Organisation (NATO) and the European Union (EU).

Foreign assistance may be provided via various organisations such as the UN, NATO and EU, but it can also be rendered directly by a neighbouring country or any other country. In this description, we have decided to use an elementary procedure that can be applied to all incoming foreign assistance, disregarding where it comes from,

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<sup>2</sup> The Assistance Manual consists of Volume 1: National Assistance; Volume 2: Cross-border Assistance; Volume 3: Incoming Foreign Assistance and Volume 4: Assistance Rendered to Parts of the Kingdom.



or through the agency of which organisation. Simplicity, in the event of a disaster and the chaotic situation that ensues, is essential.

The description in the manual does not discuss political reasons for requesting or refusing foreign assistance, nor through which channels it should be done (UN/NATO/EU). We shall only discuss the facilitation, support and deployment of foreign assistance.

This volume of the manual is limited to foreign assistance for relief of the consequences of a disaster and will not examine the assistance/collaborative partnerships involved in large events held in the Netherlands, such as the European Football Championships. Nor shall we discuss agreements pertaining to the exchange of information in judicial matters or matters of any other sort. Lastly, this volume shall not include all the agreements and arrangements that the Dutch border regions have made with the neighbouring countries pertaining to cross-border assistance, as this latter has been discussed in detail in volume 2 of the manual.

The basic principle is that the assistance should be rendered unarmed. Nevertheless, circumstances may be conceived in which armed foreign police assistance is desirable, for the maintenance of public order, or for investigation. In these exceptional situations, we have assumed that the police assistance is offered within the EU framework and is consistent with the agreements made for these situations.<sup>3</sup>

The relief workers' qualities and qualifications made vary from country to country, and the recognition of education and certificates may differ from nation to nation too. We cannot provide an exhaustive survey of the variations in qualifications, course recognition, etc. If foreign assistance is required, we must consider the possibility that this may restrict the operational deployment of foreign relief workers. The organisation that receives the foreign assistance should be aware of this discrepancy.

The described procedure is not directed at a certain type of disaster, but is a generic description of the facilitation, support and deployment of foreign assistance for mitigating the consequences of a disaster in the Netherlands. Deviations are optional in the event of an actual disaster, such as in a situation in which disaster is imminent after a terrorist attack. In such cases, the Ministry of Justice and the National Coordinator for Counterterrorism (NCTb) are in charge of the coordination of counter-terrorist operations, and the coordination of the assistance is also a matter for the Ministry of Justice in consultation with the NCTb.

The coordination of foreign assistance for mitigating the consequences of a disaster remains the responsibility of the Minister of Security and Justice, whereby the Head of the LOCC is authorised to coordinate the operations.

### 3.3 Frameworks: the most relevant legislation and regulations<sup>4</sup>

The following treaties and agreements made in the European or international context may be relevant to incoming foreign assistance.

#### 3.3.1 European Union

The legal foundations for the European mutual assistance are laid down in the Civil Protection Mechanism (amendment July 2010 (2010/481/EU)) and the corresponding Financial Instrument (March 2007: (2007/162/EC)).<sup>5</sup> The Mechanism contains a description of the role of the European Commission and the Chair (Member State) in a

<sup>3</sup> An illustration of such an agreement is Regulation (EC) No 863/2007 of the European Parliament and of the Council of 11 July 2007 establishing a mechanism for the creation of Rapid Border Intervention Teams for the police. Article 6(4) and (5) allow police units to carry out the task in their national uniform and to carry ammunition while doing so.

<sup>4</sup> After Volume 3: Incoming Foreign Assistance of the Manual has been published, all the relevant legislation and regulations will be placed on the LOCC's website at [www.hetlocc.nl](http://www.hetlocc.nl)

<sup>5</sup> The first civil protection mechanism dates from October 2001; the current mechanism has replaced the one dating from October 2001. The most important reasons to review the mechanism were the advances in comprehension, experience with the original mechanism and the events of 9/11.

European crisis and describes the role of the European crisis coordination centre, the EU Monitoring and Information Centre (EU MIC). The mechanism also offers options for the organisation of (European) exercises, workshops and seminars and the possibility of modules (self-sufficient crisis control teams). The EU MIC is to act as the link between the country requesting assistance and the country supplying assistance during a crisis.

A separate implementation decree (2008/73/EC) is laid down for the modules (2008/73/EC), which formulates the requirements that must be met by a civil protection module. If a request for assistance is submitted in the EU, it should correspond to the current civil protection modules if possible, as they are easier and quicker to deploy than teams that are to spontaneously assemble. We shall discuss the specific modules in more detail in section 7.1

### 3.3.1.1 European Union Treaty

One important arrangement within the European Union framework has been laid down in the consolidated versions of the Treaty on the European Union:

- Article 29 of the Treaty on the European Union:  
“The Union’s objective shall be to provide citizens with a high level of safety within an area of freedom, security and justice.”  
The article provides for the development of common action among the Member States in the fields of police and judicial cooperation in criminal matters.

### 3.3.1.2 Decisions by the European Commission

Two other significant arrangements within the EU framework have been laid down in decisions by the European Commission:

*Decision by the European Commission on 6 December 2006 (15437/06) on the improvement of cooperation between the special intervention units of the Member States of the European Union in crisis situations.*

- These regulations apply to the man-made crisis situations that pose a physical threat to civilians or bodies within one of the Member States, such as hostage situations (Article 2(2)).

*Decision by the European Union on 8 November 2007 on the establishment of a community civil protection mechanism.*

- The directives apply to situations in which major disasters have occurred or are immediately imminent.
- A request for assistance by the Member State shall be directed at the EU MIC or directly at another Member State (Article 7(1)).
- The EU MIC will forward the request to the contacts of the various Member States and is also responsible for the facilitation of the assistance and the collection of information concerning the incident (Article 7(2)).
- The EU Member States shall decide whether or not to respond to a request for assistance (Article 7(3))
- The stricken Member State is responsible for instructing the foreign assistance units (Article 7(4)).

### 3.3.2 NATO

The foundations for assistance, emergency aid in the event of a disaster in the NATO context is shaped by the principles formulated by the Euro-Atlantic-Partnership-Council (EAPC), while the coordination of the practical operations is managed by Euro-Atlantic Disaster Response Coordination Centre (EADRCC).

*The policy on enhanced practical cooperation in the field of international disaster relief of the EAPC.*

This describes how the Member States of the NATO and 24 Partner Nations have agreed to cooperate in the field of international (emergency) aid in the event of a disaster; the EADRCC has drawn up the Standing Operating Procedures (SOP) to govern the cooperation. One of the basic principles is that the UN retains the primary role in the coordination of international (emergency) aid in the event of disasters and the EADRCC oversees the supplementary and additional support to the UN.

The following principles apply to assistance rendered within the EAPC framework:

- the stricken country remains in charge of the management of the disaster relief
- the UN coordinate the international aid organisations and are supplemented and supported by the EADRCC
- an EAPC Member State can provide assistance to the stricken country directly, but may also decide to second assistance units to the Euro-Atlantic Disaster Response Unit (EADRU), an assembly of the various assistance units from various (EAPC) nations.

The EADRCC has been assigned the following tasks:

- the processing of applications for assistance submitted to EAPC and to communicate this to the Secretary-General of the UN
- to coordinate the assistance provided by other EAPC nations to the afflicted country in close collaboration with UN-OCHA
- to be a centre for the exchange of information related to the applications for international assistance provided to EAPC nations
- to maintain contact with UN-OCHA, the EU and other relevant bodies.

### 3.3.3 UN

Within the UN framework, two regulations have been laid down pertaining to humanitarian aid and military assistance within the area of civil assistance in the event of disasters.

#### 3.3.3.1 UN resolutions

*UN Resolution 57/150 of 16 December 2002: strengthening the effectiveness and coordination of international urban search and rescue assistance.*

- This resolution invites Member States to prepare for incoming foreign assistance.

*UN Resolution 46/182 of 19 December 1991: the guiding principles for strengthening the coordination of humanitarian assistance of the United Nations system.*

A few of the stipulations that are pertinent to this manual are:

- the resolution governs the provision of humanitarian aid
- this aid can only be provided in accordance with, and the approval of, the stricken country
- the stricken country has a primary part in instigating assistance and its organisation, coordination and implementation.

#### 3.3.3.2 The Oslo Guidelines

- The stipulations from the Oslo Guidelines control the deployment of military assistance within the area of civil assistance as a consequence of natural, technological or environmental disasters in peacetime.
- The stipulations concern the deployment of military and civil assistance units requested by humanitarian organisations and acting under the responsibility of the UN.
- The stricken country has a primary part in instigating assistance and its organisation, coordination and implementation.
- No costs are charged to the stricken nation for the assistance (Article 27).
- In theory, the assistance is unarmed and in national uniform (Article 29).

The complete list of sources, with the most relevant documents, legislation and regulations is included in appendix 7.

### 3.3.4 Interpol

The police are responsible for the identification of victims within the framework of Dutch law. Interpol is the world's largest international police organisation and facilitates cross-border police cooperation. In the event of mass identification, Interpol aligns and coordinates the operations with the stricken nation. This process is called Disaster Victim Identification (DVI) at Interpol.<sup>6</sup>

At a UN meeting in October 1996, Interpol recommended that the Member States:

- set up a DVI team that comprises at least: police officials, forensic pathologists and forensic dental experts.
- exchange information about their experiences on the identification of victims
- call in the assistance of officials from the victims of a disaster's country of origin
- render this kind of assistance to other countries on request
- comply with border formalities so that foreign DVI teams can be admitted quickly to the country where they are to carry out their work.

The steering group is the DVI Steering Group and the pressure group consists of the Member States participating in the DVI Standing Committee. The DVI Guide explains the identification process, as participating Member States have arranged via Interpol.

A few examples of support are:

- the establishment and staffing of a coordination centre
- keeping the DVI Guide up to date
- facilitation with AM and PM forms
- the coordination of information by means of an information network
- providing an auxiliary DVI information system specifically for identification.

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<sup>6</sup> More information on this subject can be found at <http://www.interpol.com/Public/DisasterVictim/Default.asp>.



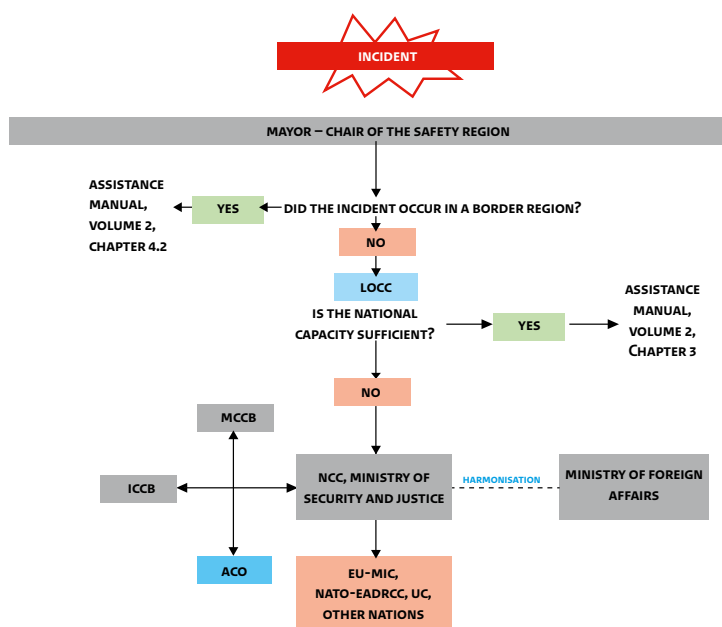


# Application procedures for foreign assistance

## 4.1 Regular application procedure

The application for foreign assistance proceeds as follows:

Figure 1: Application for Foreign Assistance Incident



#### 4.1.1 Explanation:

The application procedure for assistance coming from the local/regional level is done in accordance with the procedures described in the Assistance Manual Volume 1: National, also published by the LOCC; it means that on the local/regional level, the mayor, with the agency of the Chair of the Safety Region, submits a request to the Ministry of Security and Justice (LOCC) for assistance.

On the national level, the LOCC may recognise that the national assistance capacities are depleted and on the same level, the decision must be made to request secondment of the essential capacities or whether delay is possible. If waiting for national capacities to become deployable is not an option, the LOCC will pass on the application to the National Crisis Centre (NCC) with the request for foreign assistance. The NCC is responsible for the administrative connection and synchronisation of the foreign assistance via the General Crisis Meeting (ACO), the Interdepartmental Commission for Crisis Management (ICCb) and if necessary, the Ministerial Commission for Crisis Management (MCCb).

After this, the Ministry of Security and Justice (NCC) supervises the application/request in consultation with the Ministry of Foreign Affairs (BZ). The application procedure is sent abroad via the NCC to the EADRCC, the UN or for bilateral assistance from other nations.

## 4.2 The exchange of information concerning current disasters and crisis within the EU

Common Emergency communication and Information System (CECIS) is an EU online system to support the coordination of disaster response. Using this system, which is managed by the EU MIC, Member States can inform other countries about a current disaster or crisis. In addition, they can mention their need for international disaster relief (such as means, men or expertise). The other countries can respond to requests for help and indicate whether, and what, they can supply. The EU MIC can place requests for help in the system on behalf of non-EU countries. The NCC, being the National Point of Contact, is connected to the CECIS and the first point of contact in the Netherlands. Furthermore, the NCC communicates via this system if the Netherlands is hit by a disaster and (possibly) requires foreign assistance. In such an event, the requirements will be determined and described by the LOCC. The NCC coordinates the interdepartmental synchronisation and communicates the definite request for assistance via the CECIS to other countries. The Netherlands will determine which offers to make use of on the basis of the responses from other countries.

## 4.3 Counter-terrorist intervention

In the event of a terrorist attack, or if a terrorist attack is threatened, the Ministry of Justice and the National Coordinator for counterterrorism (NCTb) are in charge of the potential foreign assistance for counter-terrorist intervention. Applications for specific foreign assistance are submitted at the request of, and under supervision of, the Ministry of Justice by the NCC.

Nonetheless, the coordination of the assistance for mitigation of the impact of a disaster after a terrorist attack is identical to that of foreign assistance for disaster relief for mitigating the effects of a regular disaster.<sup>7</sup>

<sup>7</sup> Counter-terrorist intervention may affect the manner of intervention in the context of regular disaster relief. The rescue/recovery of victims will always have priority. However, attention must be paid to securing evidence, investigation for the identification of the perpetrators, etc. It is not inconceivable that counter-terrorism and the mitigation of the impact of a disaster require the same capacities (such as police for investigation, custody, security and the Ministry of Defence for custody and security) and priorities may need to be determined.



## 4.4 Areas of special attention when applying for foreign assistance

For the application of foreign assistance, the following areas require special attention:

- describe what has occurred and provide the most accurate report possible of the circumstances in which the intervention must take place (which amenities are out of operation, such as electricity, drinking water supply, (tele) communications and IT resources; what sort of terrain is it and what sort of weather, etc.)
- indicate which tasks need to be done. Clearly state which capacities are desired (the specific capacities, the numbers/amounts). Indicate as precisely as possible what the desired output should be (the effect that is to be achieved)
- indicate the expected duration of the deployment
- state the desired point of arrival for the foreign assistance units
- describe the possible specifics regarding:
  - financial matters (costs for the country rendering the assistance and the costs for the country receiving it)
  - arrangements for arms
- state clearly whether the teams must include Liaison Officers (LSO) and communications officers
- indicate how fluently the LSOs and Team Leaders need to speak English. If a certain form of assistance is required, but it appears that the LSO and/or Team Leader do not speak English, it may be necessary for the Netherlands to call in some interpreters. Paragraph 7.6 describes where and how interpreters can be acquired
- give a description of the means the assistance units must bring, such as:
  - their own transport
  - internal communications equipment, connections to LSO and IT resources
  - means for setting up accommodation
  - food
  - sanitary equipment
  - medical facilities for their own staff.

Appendix 1 includes a standard form for the application for foreign equipment and appendix 2 has a checklist with demands/requests for deployment of the team and important contact details.



# Organisation design for incoming foreign assistance

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## Introduction

The basic principle of the Dutch disaster relief is that the management and competencies are distributed among local centres of the Safety Regions. The Regional Policy Team (RBT) and the coordinating mayor of the safety region direct the relief formally. On the operational level, the Regional Operational Team (ROT) is charged with the management. The regional authorities hand over the management of the disaster to the national authorities in the Netherlands if:

1. the Minister of Security and Justice gives a specific designation that the management should be assumed by the national authorities from the regional authorities
2. it is laid down, in emergency legislation, that a competent authority assigned at the national level should assume the management of the disaster response<sup>8</sup>.

The organisation and coordination deviate from the assistance organised by the Netherlands in a few areas. We shall present a few definitions and organisations that are relevant when receiving foreign assistance in the Netherlands.

A certain system and organisation of international assistance for “civil emergency management” has already been established within the EU and the UN and is already familiar to the countries of the EU/UN. Accordingly, we have attempted to use terms that correspond as well as possible to the commonly used international definitions. However, this does not change the way in which the disaster response is currently organised in the Netherlands.

## 5.1 Description of locations and bodies

### 5.1.1 Reception and Departure Centre (RDC): the location for arrival and departure

These are one or several locations in the Netherlands that have been allocated as points of arrival and/or departure for foreign assistance units. These locations will generally be selected to be in the vicinity of the point where the various foreign units are to enter and/or leave the Netherlands (ports, airports, road border crossings and railway

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<sup>8</sup> In the event of crisis requiring foreign assistance, this kind of designation or emergency legislation is a real option.

stations). It is recommended that there is one arrival and departure point. It is recommended that if there are several arrival and departure points, one main location should be appointed (Head RDC) from where the coordination and direction of the other locations (Sub RDC) can be managed.

After arrival and departure of the foreign assistance units at the RDC, they will be registered (a registration of staff and material with the corresponding capacities/specialties). The foreign assistance units will also receive the essential and available information on the disaster situation and their deployment.

#### **5.1.2 On Site Operations and Coordination Centre (OSOCC): coordination centre for the deployment of foreign assistance teams**

The deployment of the foreign assistance is coordinated from the OSOCC on behalf of the national<sup>9</sup> authority for disaster relief. The OSOCC is connected to the LSOs, (communications officers) of each separate assistance team. The units/teams will be deployed on the basis of the availability and their capabilities/specialties at an incident site. During their deployment, the OSOCC will receive frequent updates on their work and the progress of the assistance team in question from the LSOs. These updates will be relayed immediately to the national authority responsible for the overall management of the disaster relief (LEMA, see ad 3).

The OSOCC is always set up at the LOCC. Communication within the OSOCC on location is achieved by the establishment of a sub-OSOCC in the immediate vicinity of the disaster site. The sub-OSOCC can be furnished with technical equipment<sup>10</sup>. At the LEMA's request, the OSOCC will take care of the allocation of the foreign assistance teams needed for the disaster relief.

#### **5.1.3 The Local Emergency and Management Authority (LEMA): the (local) authority charged with the disaster response**

The LEMA has the overall management of the disaster relief in the stricken area. In the Netherlands, the LEMA is the authority on site with the strategic and operational command of the disaster relief. In the Netherlands, the LEMA comprises the RBT and the ROT. The RBT is charged with the formal management.<sup>11</sup> The ROT concentrates on the operational management of the disaster relief and accordingly the deployment of foreign assistance and the coordination, jointly with the OSOCC. If necessary, the LOCC can support the ROT in the coordination and the design of the OSOCC.

Situations may arise in which the Minister of Security and Justice issues a designation or emergency legislation to draw the authority to the national level. In that case, the LEMA will comprise a national authority that formally manages the operations with support from the LOCC.<sup>12</sup> Once the foreign assistance teams have arrived, the LEMA provide a reception and briefing at the RDC and the OSOCC to provide such information as needed about the disaster site, the location of the assistance teams' deployment and the procedures that are to be followed. The LEMA receives support via the OSOCC for the coordination of the disaster relief. The LEMA requests the OSOCC for the deployment of the foreign assistance teams at the incident locations where the national emergency response is insufficient; the LEMA also determines the priorities for the deployment of foreign assistance.

#### **5.1.4 On-Site-Commander (OSC): the commander (operational leader) at the site of the incident**

The OSC directs and coordinates the foreign assistance at the site of the incident; he/she is responsible for the reception and deployment of the allocated foreign assistance teams and gives each team the relevant information they need for their response task at the site. The role of the OSC is assumed by the Commander at the Site of the

<sup>9</sup> The OSOCC is not necessary on the regional level. The OSOCC work is a regular part of the LOCC's work.

<sup>10</sup> For example: use of net-centric digital working methods, video conferencing, etc.

<sup>11</sup> In the event of a disaster at the local level, it will be the competent mayor. If the Safety Regions Act has formally been enforced, the Chair of the Safety Region will be in charge on the supraregional level.

<sup>12</sup> The national operational management has been applied to the exercise "Waterproof" by means of the "national operational staff" (LOS) and does not have an official status as yet. A more definite decision on national operational management will take place in 2009.

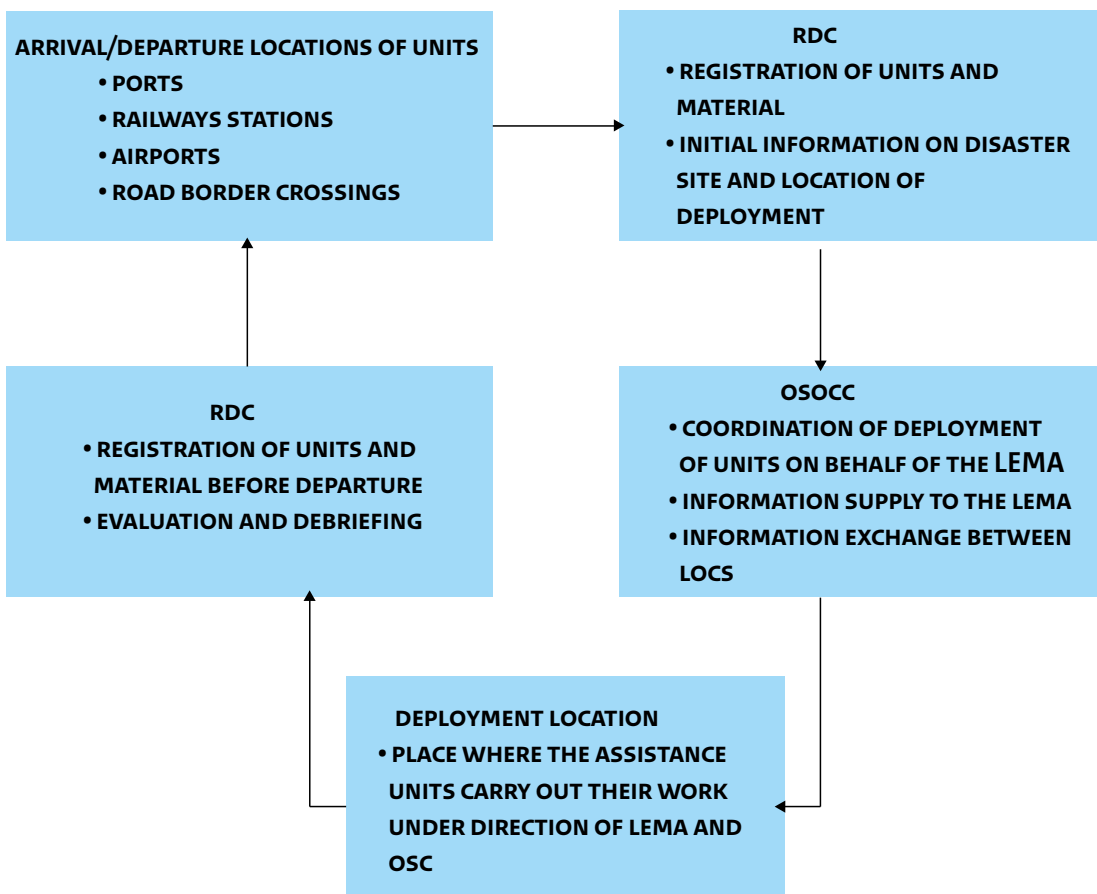
Incident (the COPI leader) or by the Officer on Duty (OvD) at the disaster location.

### 5.1.5 Base of Operations (BoO): the base camp for foreign assistance units

A BoO is the base camp where the individual assistance teams are encamped during their stay, the spot where the unit in question rests, eats and sleeps; most of the material brought by the different units will be stored/stationed here as well.<sup>13</sup> Exceptions to the rule are helicopters, aircraft, and other material that, due to its nature and/or size, cannot be stored/stationed in the immediate vicinity of a BoO. The choice of location for a BoO is founded on the most effective and efficient means of providing assistance.

The various assistance units should have sufficient logistic means and support, equipment and staff at the BoO to be able to run the BoO. In theory, the Netherlands (the LEMA) is responsible for suitable accommodation with facilities for water, electricity, heating, food facilities, etc. The LEMA is also responsible for the daily management of the BoO. It is not inconceivable, in the event of a large-scale disaster, that the facilities mentioned here cannot be supplied by the Netherlands. If this should be the case, it will already have been indicated in the application for foreign assistance and the assistance units will already be aware that they will have to be self-sufficient for a certain period at the BoO.

## 5.2 Mutual cohesion of the organisations



<sup>13</sup> The elementary maintenance of, and repairs to, the equipment and material of the assistance units is the responsibility of the units themselves.

### 5.2.1 Explanation of the diagram

The foreign assistance units will arrive in the Netherlands at different places; depending on the origin of the teams and the nature and size of their staff and material, the points of arrival will be ports, airports, railways stations or in the vicinity of border crossings on roads.

When applying for foreign assistance, the most desirable location(s) for arrival in the Netherlands should be stated. From the point of arrival, the units and their material proceed to an RDC, an arrival centre, usually set up at a central location in the Netherlands and in the immediate vicinity of the arrival points. At the RDC, the units and their material will be registered; the units will also be briefed by the Dutch authorities and given initial information concerning the disaster site, the location to where the units are to be sent and the tasks they are to undertake. The LSOs of each individual assistance unit will proceed from the RDC to the OSOCC to receive information, etc, about the incident and the locations from whence the various units are to be deployed. If necessary, interpreters and communications equipment will be provided.

Coordination and support are provided by the national-level OSOCC by order of the LEMA, the authority charged with the management of disaster relief. The LEMA requests the OSOCC for the deployment of specific capacities, and the OSOCC makes an inventory of the teams that are suitable for that deployment and then assigns them to it. During the operation, information on the progress and results is continuously exchanged between the OSOCC and the LSOs of each individual (inter)national assistance unit at the OSOCC; the OSOCC is also responsible for ensuring that this information reaches the LEMA.

The deployment location is the point where the national and foreign assistance units carry out their work as part of the response to the incident or disaster. Under the LEMA's direction, the units are managed at the site by the OSCs, while the OSCs remain in direct contact with the LEMA. Once the work of the foreign assistance units has been completed and the LEMA, via the OSCs, has indicated that they may withdraw, the units will assemble at the BoO. If no further assistance is necessary, the LEMA and the OSOCC will coordinate their departure and transport to a RDC (departure point). The RDC does not necessarily need to be the same location as the RDC that was used as an arrival point.

Another registration will be held at the RDC, the departure point, to register the units and their staff. The LEMA will hold a debriefing and the units will be requested to fill in an "after action review form" (AAR). Appendix 6 contains a standard form for the AAR. Once these formalities have been rounded off, the foreign assistance units will leave for the location from whence they will return to their countries of origin.

Chapter 7.2 includes a schematic overview for the foreign assistance teams, with the most important steps that they must complete during their mission.







# Coordination and management of foreign assistance units

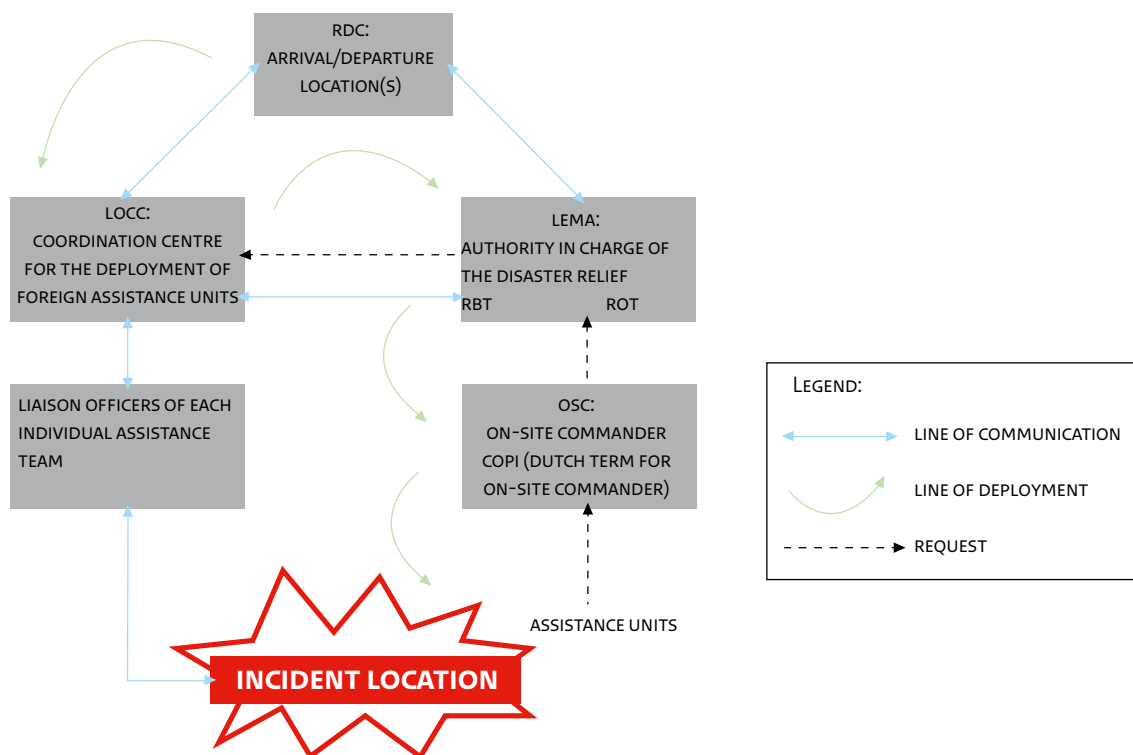
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## 6.1 Introduction

In this chapter, with the aid of two diagrams, we shall explain how the coordination and direction of the foreign assistance units are managed. Firstly, we shall present a diagram of the Dutch basic situation in which the coordination and direction of the disaster relief is managed on the regional level, followed by the situation in which the Minister of Security and Justice has decided that the operation should be coordinated and managed on the national level.

## 6.2 Coordination and operational management of foreign assistance units on the regional level

If the coordination and operational direction is managed on the regional level, the diagram is as follows:



### 6.2.1 Explanation of the diagram

Dutch disaster relief is based on the principle that the response management is the responsibility of the regional authorities. If a disaster should occur that, due to its size and impact, only affects one region and the region is capable of managing the disaster relief, the LEMA is installed near, and by, the ROT/RBT.

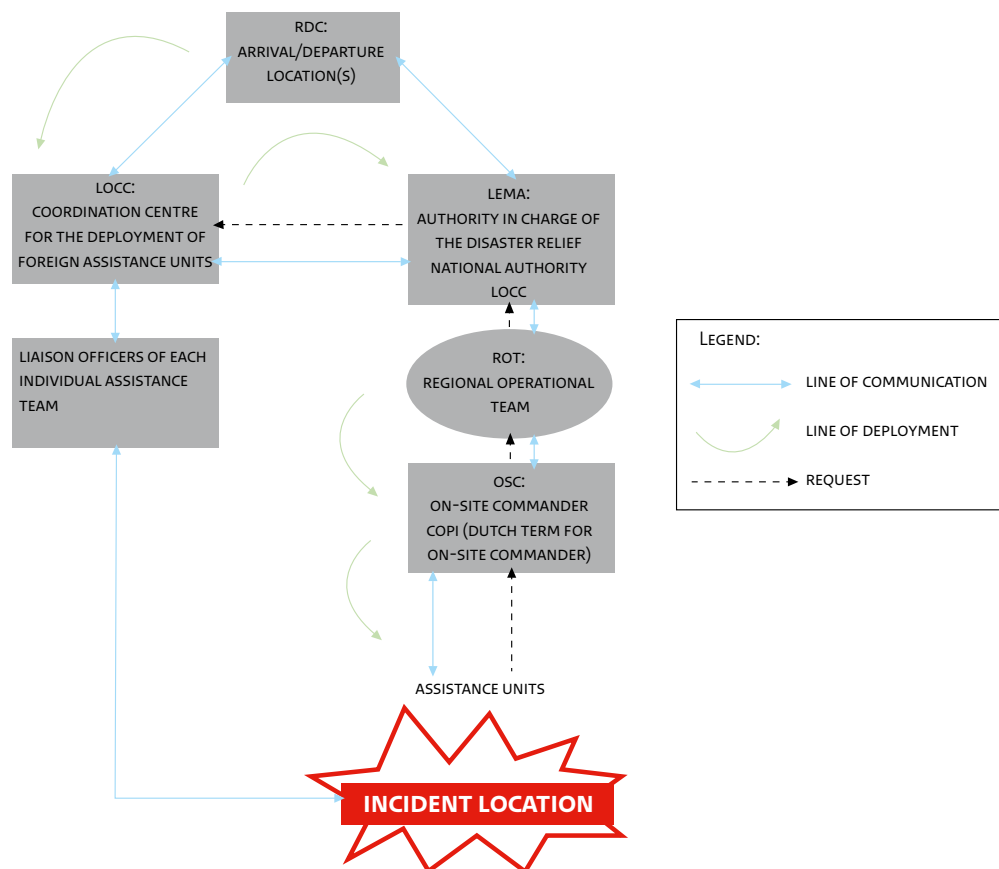
The coordination of the foreign assistance teams is managed from the OSOCC, with the LOCC supporting the OSOCC's operations necessary. The OSOCC identifies the capacities of the various teams and maintains constant contact with the various foreign assistance units' team leaders and/or LSOs.

The LEMA requests the OSOCC for the deployment of specific capacities, and the OSOCC makes an inventory of the teams that are suitable for that deployment and then assigns the tasks to them. The OSOCC keeps the LEMA informed on the progress of the deployment of the foreign assistance teams and the OSC/COPI keeps the LEMA informed on the operations at the incident location.

Depending on the nature and size of the disaster, there may be several incident locations. The same system applies to each incident location.

## 6.3 Coordination and operational management of the foreign assistance units on the national level

If the coordination and operational direction is managed on the national level, the diagram is as follows:



### 6.3.1 Explanation of the diagram

If a disaster should occur that, due to its size and impact, affects several regions at once or if a disaster occurs whereby the stricken region is no longer capable of managing the disaster relief coordination, the LEMA is installed on the national level. In that event, the Minister of Security and Justice will, by means of a special designation or by means of emergency legislation, draw the management to the national level. The LEMA will be installed in the vicinity of, and by, the LOCC and the National Authority. In that case, the National Authority has the formal ultimate responsibility for the management on the grounds of the present capacities, with the LOCC's support. The operational direction at the incident location is managed from the ROT via the OSC/COPI. The OSC/COPI directs the Dutch and foreign assistance units at the site of the incident and is responsible for the alignment with the emergency units already present.

The coordination of the foreign assistance teams is managed from the OSOCC. The OSOCC identifies the capacities of the different teams and maintains continuous contact with the different team leaders and/or LSOs of the foreign assistance teams. The LEMA requests the OSOCC for the deployment of specific capacities, and the OSOCC makes an inventory of the teams that are suitable for that deployment and then assigns the tasks to them. The OSOCC keeps the LEMA informed on the progress of the deployment of the foreign assistance teams and the ROT keeps the LEMA informed on the operations at the incident location.

Depending on the nature and size of the disaster, there may be several incident locations. The same system applies to each incident location.



# Phased organisation, tasks and responsibilities in each phase

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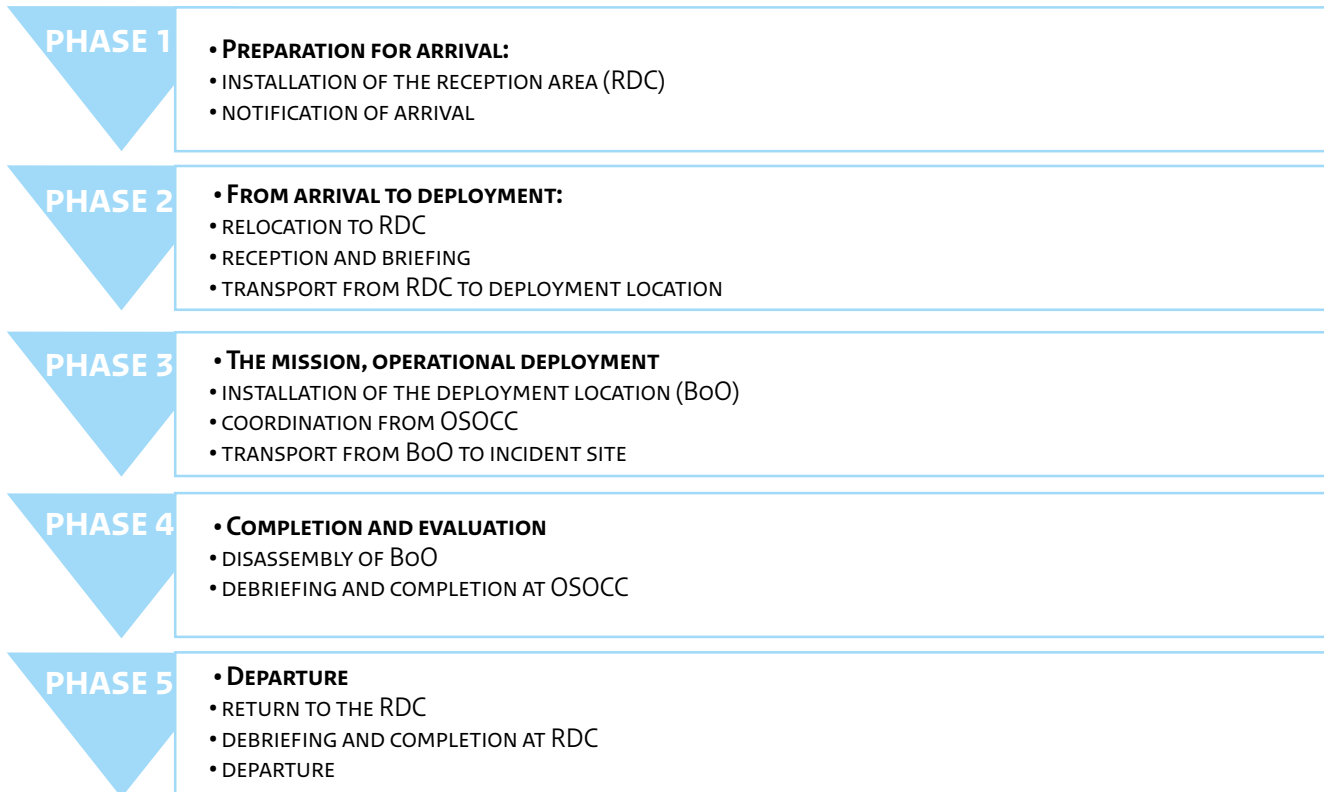
## 7.1 Introduction

From the moment that the Netherlands indicates that foreign assistance is required in the Netherlands, various organisational measures should be taken to ensure proper supervision of the assistance process (for foreign units).

Paragraph 4.1 contains a schematic diagram of the different phases which the assistance process for foreign assistance must follow. The following chart presents the steps that must be completed at each phase of the assistance process and the parties responsible for the execution of these steps. Finally, we shall provide a more comprehensive outline of the tasks and the responsibilities at each step and at each phase.

## 7.2 Phases in the assistance process

We can divide the process of foreign assistance (we have not included the application phase) into five phases:



### 7.2.1 Explanation

The phases have been listed in a logical time sequence. However, due to the varying times of arrival of the foreign assistance units, but also because of the variations in the duration of the phases, it is possible that different phases and the corresponding activities occur simultaneously.

## 7.3 Overview of the tasks and responsibilities in each phase

<b>Phases in the assistance process</b>	<b>Steps</b>	<b>Contents per step</b>	<b>Responsible body/bodies</b>
Phase 1: Preparation for arrival	Step 0	Draw up an application, set up a LEMA and prepare for installation of an RDC, OSOCC and BoO	LOCC/NCC, LOCC/Kmar/Customs and RBT/ROT or LOCC/National Authority
	Step 1	Announce the arrival location	NCC and LOCC
	Step 2	Organise customs and travel matters	Customs and Royal Netherlands Military Constabulary (Kmar)
	Step 3	Install a reception location, an RDC	LOCC and Customs/KMar
Phase 2: From arrival to deployment	Step 4	Transport the units from arrival location to the RDC and organise the frequency management	NCC, LOCC, Ministry of Defence <sup>1</sup> , Ministry of Transport, KLPD, Radiocommunications Agency and LEMA
	Step 5	Reception and briefing at the RDC	LOCC and LEMA
	Step 6	Transport the units from the RDC to the deployment location	Ministry of Transport, KLPD and LEMA
Phase 3: The mission; operational deployment	Step 7	Install a coordination centre (OSOCC) and facilitate available radio frequencies for units	ROT or LOCC jointly with representatives of the EU/UN and/or NATO and the Radiocommunications Agency
	Step 8	Set up a base camp for the various assistance units	LEMA jointly with OSOCC, LOCC and foreign assistance units
	Step 9	Reception at OSOCC	OSOCC jointly with LEMA and/or the LOCC
	Step 10	Coordinate the deployment	OSOCC, LEMA, if necessary via ROT and Radiocommunications Agency
	Step 11	Transport units from the BoO to the incident site	Ministry of Transport, KLPD and LEMA
	Step 12	Work at the incident site	LEMA, OSOCC, COPI/OSC and LSO
Phase 4: Completion and evaluation	Step 13	Operational debriefing at the OSOCC	OSOCC, LEMA jointly with LOCC (optionally with OSC/COPI)
	Step 14	Dismantle the BoO	LEMA jointly with LOCC
	Step 15	Decide on the departure location	NCC and LOCC
Phase 5: The departure	Step 16	Return the units from deployment location to RDC	Ministry of Transport and KLPD
	Step 17	Debriefing and wind up at the RDC	LOCC and foreign assistance units
	Step 18	Transport from RDC to the departure location and the customs operations at departure	Ministry of Transport, KLPD and Customs

## 7.4 Description of the tasks and responsibilities in each phase

### Phase 1: Preparation for arrival

#### *Step 0* Draw up an application, install a LEMA and prepare for installation of an RDC, OSOCC and BoO

The application should state the requirements of the Netherlands to be met by the foreign assistance units. These are discussed in more detail in section 1.4 and an example of an application form has been included in appendix 1.

The application should be accompanied by a checklist that is to be filled in by the countries rendering the assistance. Items included on the checklist are:

- a list of the units and material that need to be sent
- necessities of transport, accommodation, means of communication, interpreters, etc
- the expected means of transport to the Netherlands, and the location and time of arrival (air, sea/river, road, railway).

At the site of the disaster, the LOCC and the local authorities make an inventory of what means of assistance and what kind of units are needed. The NCC is the first point of contact for the other countries as regards the assistance applications, and, in conjunction with the Ministries involved, draws up an inventory of what assistance is needed on the national level. In this phase, the NCC is responsible for keeping the administrative line and relevant Ministries informed about the arrival of the foreign assistance units. Operational organisations are informed via the *Departementaal Crisis Coördinatiecentrum* [Ministerial Crisis Coordination Centre] (DCC) of the Ministry in question.

In theory, the LEMA is installed by the RBT/ROT, which is based on the fact that the responsibility for the management and authority pertaining to Dutch disaster relief is decentralised among the Safety Regions. The RBT and the coordinating mayor of the relevant Safety Region formally manage the operations, but the Minister may decide that the management of the disaster relief should be drawn to the national level, by means of a special designation or emergency legislation. In that case, the LEMA will be installed by the LOCC and the National Authority.

The LEMA has the overall management of the direction and coordination of the disaster relief in the inflicted area. In the Netherlands, the LEMA is the authoritative body that has the strategic and operational command of the disaster response on site.

Finally, the preparations for setting up an RDC, OSOCC and BoO are started. The LOCC, the Royal Netherlands Constabulary (KMAR) and the Customs Administration are responsible for establishing an RDC. In principle, the ROT/RBT is responsible for setting up the OSOCC and the BoO. If the management of the disaster relief is drawn to the national level, the LOCC/National Authority is charged with setting up the OSOCC and BoO.

**Execution** Step 0 is carried out by the LOCC/NCC (with respect to the application). The LOCC/Customs/Royal Netherlands Military Constabulary (setting-up of RDC) and ROT/RBT or National Authority/LOCC (with respect to the installation of the LEMA and preparations for OSOCC and BoO).

#### *Step 1* Announce the arrival location of all foreign assistance units

The preferred arrival point should be stated in the application for foreign assistance. Nevertheless, it can happen that an incoming foreign assistance team enters the country at a different point. It is essential that this is mentioned by the country providing the assistance to the NCC, if necessary through the agency of the EU MIC and/or EADRCC/UN (please see the application procedures in section 1.4)

The NCC passes on the information concerning the arrival times and the nature and size of the material and number of staff of the foreign assistance units to the LOCC. Appendix 2 contains a checklist to be used for distributing information on these matters. The LOCC is in charge of informing all the relevant organisations (the Ministries of Transport and Defence, the Ministry of Finance's Radiocommunications Agency, the Netherlands Police Agency and the Royal Netherlands Constabulary) about the arrival of foreign assistance units in the Netherlands. The NCC is the point of contact for the foreign assistance units until their actual arrival in the Netherlands.



**Execution**                      **Step 1 is carried out by the NCC and LOCC**

*Step 2*                      *Organise customs and travel matters according to the principle of “clearance for material and staff”*

The foreign assistance units and their material should be spared as much formality as possible as regards customs and travel matters. The Customs should concentrate on the admission of the material and the Royal Netherlands Constabulary on the admission of the staff of the foreign assistance units. Admission should follow the principle of “clearance for material and staff” where possible, although there should be an inventory listing which foreign units and equipment are to arrive in the Netherlands. This data should be provided by the NCC to the Customs Administration and the Royal Netherlands Military Constabulary authorities.

Sections 7.5 and 7.7 contain the complete arrangements pertaining to the Customs regulations and procedures.

**Execution**                      **Step 2 is carried out by the Customs Administration, the Royal Dutch Constabulary and the NCC**

*Step 3*                      *Installing a reception point, an RDC*

The RDC should be installed at a central point in the Netherlands, if possible in the immediate vicinity of the units’ arrival location. If several RDCs are set up, one RDC should be appointed as the main RDC.

An RDC must have the following requirements at least:

- an RDC should be clearly visible to the incoming teams by the use of signs, flags, etc
- liaison officers should be at the arrival locations to direct the units to the right location
- a waiting area should be furnished for the incoming teams to alleviate the pressure on the RDC
- there should be lines of communications between the RDC, OSOCC and the LEMA
- there should be a registration list to register all incoming foreign units and their material.

**Execution**                      **Step 3 is carried out by the LOCC (with the Customs Administration and the Royal Netherlands Military Constabulary)**

**Phase 2: From arrival to deployment**

*Step 4*                      *Transport the units from the arrival location to the RDC and organise the frequency management.*

*Transport*

The Netherlands can indicate on the application for foreign assistance whether a foreign team must be self-supporting as regards its transport in the Netherlands. However, this may not always be the case and consequently the deployment of Dutch transportation for foreign assistance units that do not have their own means of transport must be considered. The NCC arranges with the LOCC which means of transport are needed.

These means of transport can be provided by civil transport rental companies and/or the Ministry of Defence.<sup>14</sup>

The regular assistance procedures apply to the acquisition of military transportation. The LOCC requests the Ministry of Defence for the necessary transportation and makes agreements about the deployment, duration and other aspects of the coordination related to the transport when the means of transport are supplied.<sup>15</sup>

The Ministry of Defence allocates the transportation, while the LEMA will, if necessary and within the context of the agreements, makes more detailed arrangements – with organisational divisions of the Ministry of Defence providing the transportation or with a transport coordinator assigned to the task by the Ministry of Defence – about the further distribution (coordination) of the transportation among the assistance units.<sup>16</sup>

Using up-to-date information, the Ministry of Transport’s Directorate of Public Works and Water Management’s traffic headquarters can map out the available routes on the “main road network” along which the emergency units

<sup>14</sup> The Ministry of Defence is not mentioned again in steps 6, 11, 15 and 17, because requests for transports and agreements concerning deployment and coordination of the transport have already been made in step 4.

<sup>15</sup> In principle, the transportation is provided for the duration of the mission; however, it is possible that, due to the nature and scope of the disaster, there is a shortage of available transportation. In this case, the Ministry of Defence/DVVO will adapt the arrangements.

<sup>16</sup> If the available Ministry of Defence’s equipment is not sufficient, due to the scope of the incident, the Minister of Economic Affairs is authorised to oblige companies or professionals to temporarily provide certain distribution goods, including means of transport, to the State under the Requisition Act (1962).

can be transported to the RDC. The transport along the roads that are not part of the main road network (the “underlying road network”) is coordinated by the local and regional road maintenance authority. The coordination and supervision of the entire transport operation is managed by the Netherlands Police Agency in consultation with the Safety Region(s) in question.

#### Organisation of the frequency management

In this phase, the foreign assistance units will also need to be able to use frequencies via which they will communicate internally and externally during the mission. The Ministry of Economic Affairs’ (EZ) Radiocommunications Agency (AT) is charged with the organisation, scheduling, allocation and protection of the frequencies for the foreign assistance units.

**Execution**                      **Step 4 is carried out by the NCC, LOCC, the Ministry of Defence, the Ministry of Transport, the Netherlands Police Agency (KLPD), the Ministry of Economic Affairs’ Radiocommunications Agency and the LEMA.**

#### *Step 5                      Reception and briefing at the RDC*

The RDC is the first central location in the Netherlands where the various foreign assistance units assemble and from whence they will be transported to the OSOCC.

At the RDC, the following operations, at least, must be carried out:

- coordination of the reception on national level with the OSOCC. A liaison officer should be sent to the RDC from the LEMA;
- registration of all incoming foreign units and material;
- arranging files, interpreters and guides;
- providing initial information about the disaster site;
- providing initial information about the deployment location.

**Execution**                      **Step 5 is carried out by the LOCC and the LEMA**

#### *Step 6                      Transport the units from the RDC to the deployment location (incident location + BoO).*

The LEMA is responsible for ensuring that the means of transport provided by the Ministry of Defence are allocated/distributed among the units, on their arrival, as necessity dictates. Using up-to-date information, the Ministry of Transport’s Directorate of Public Works and Water Management’s traffic headquarters can map out the available routes on the “main road network” along which the emergency units can be transported to the deployment location. The transport along the roads that are not part of the main road network (the “underlying road network”) is coordinated by the local and regional road maintenance authority.

The coordination and supervision of the entire transport operation is carried out by the Netherlands Police Agency in consultation with the Safety Region(s) in question.

**Execution**                      **Step 6 is carried out by the LEMA, the Ministry of Transport and the Netherlands Police Agency.**

### **Phase 3: Mission, operational deployment**

#### *Step 7                      Installation of a coordination centre (OSOCC) for the deployment of foreign assistance teams and the facilitation of available radio frequencies for the foreign assistance units*

The OSOCC is installed by staff who can be seconded from the EU, UN and/or the NATO. In theory, for deployment in EU countries, the EU will lead the operations at the OSOCC. If a specific staff is not supplied, the OSOCC is to be installed by the first team to arrive, followed by the representatives of the foreign assistance teams present, who continue the installation and maintain its operation. In theory, the ROT will be involved in the equipment of the OSOCC for the Netherlands (see section 3.1). However, if the situation has forced the management of the disaster relief to the national level (see section 3.2), the LOCC is to assist in the installation of the OSOCC. If national disaster coordination is required, the LOCC will be involved in the installation of the OSOCC for the Netherlands.

The OSOCC maintains contact with the team leaders and/or LSOs of each individual assistance team. The teams will be deployed at the site of the incident in accordance with their availability and their skills/specialties. During the

deployment, the OSOCC will receive regular updates from the team leaders and/or LSOs on their work and progress. These updates will be immediately relayed to the local and/or national authority (LEMA).

At the LEMA's request, the OSOCC will be in charge of the allocation of the foreign assistance teams required for the disaster relief, which means that there must be continuous communication between the RDC, where the units are registered on arrival, the team leaders and/or LSOs of each individual assistance team, and the LEMA.

The OSOCC must have at least the following requirements:

- it must be clearly recognisable/visible to the incoming team by the use of signs, flags, etc
- it should be able to communicate with (connected to) the RDC, the LEMA and the team leaders and/or the LSOs of the foreign assistance units.

In this phase, the Radiocommunications Agency is assigned the task of facilitating radio frequencies for the foreign assistance units. The application should be used as a guide for the facilitation of the radio frequencies (please see step o). The information concerning the radio frequencies should be given to the Agency before the arrival of the units if possible.

**Execution**      **Step 7 is carried out by the LOCC jointly with the representatives of the EU/UN and/or NATO and/or foreign assistance teams and the Ministry of Economic Affairs' Radiocommunications Agency.**

**Step 8**      *Installation of a base camp for the various assistance units, a BoO.*

A BoO is the headquarters for each individual foreign assistance unit, from whence they can communicate with the other units and bodies. It is also the spot where the unit in question can rest, eat and sleep, and where the material of the various units is stored.<sup>17</sup>

Where possible, the Netherlands is responsible for the accommodations, that should have facilities such as water, electricity, heating, food facilities, etc. The Netherlands (in this case, the LEMA, i.e. the ROT or LOCC) is responsible for the daily management at the BoO.

However, in the event of a large-scale disaster, it is not inconceivable that these ordinary facilities cannot be supplied by the Netherlands, in which case the Netherlands should indicate this on the application for assistance (please also see section 2.1, item 5). In that event, the teams should supply their own accommodation (tents and equipment) and facilities.

The various assistance units need to have adequate logistic means and support, equipment and staff at the BoO to be able to run it. Appendix 5 includes a list of requirements for a BoO.

**Execution**      **Step 8 is carried out by the LEMA (supported by the local authority, depending on the location of BoO) jointly with the OSOCC and the foreign assistance units. If the LEMA is installed at the RBT/ROT level, the LOCC will provide support (please also see step o).**

**Step 9**      *Reception at the OSOCC*

On the units' arrival, the OSOCC organises a briefing during which the various team leaders are given information on the following items:

- the coordination of the disaster
  - up-to-date information on the incident
  - the locations from whence the various units are to be deployed
  - a map of the stricken area
  - procedures for dealing with victims, safety procedures, etc
- 
- the locations of resources and facilities such as taps (faucets), lorries and fuel that have been supplied for the teams and the procedures that these entail
  - transportation of the teams from their base camp to the site of the incident
  - access to the translators and interpreters and the procedures that are connected to this.

**Execution**      **Step 9 is carried out by the OSOCC with support from the LEMA and/or the LOCC.**

<sup>17</sup> The elementary maintenance on, and repairs to, the assistance units' equipment and material is the units' own responsibility.

**Step 10**                      *The coordination of the deployment*

From this step onwards, the various foreign assistance teams will be carrying out their work. The coordination of the foreign assistance teams' deployment is carried out by the OSOCC. The coordination is carried out in accordance with the LEMA's requirements and guidelines. The LEMA is ultimately responsible for the operational deployment of the units and is supported in this by the OSOCC, which manages the overall coordination. If the situation requires that the LEMA is installed on the national level, the operational management of the units proceeds along the LEMA-ROT-COPI (OSC) line.

The Radiocommunications Agency safeguards the radio integrity in this phase.<sup>18</sup>

On request, the Radiocommunications Agency may provide regular updates on the available public telecommunications infrastructure, while working closely with the Ministry of Economic Affairs' *Departementaal Coördinatiecentrum* [Departmental Coordination Centre] (DCC-EZ).

**Execution**                      **Step 10 is carried out by the OSOCC, the LEMA, if necessary via the ROT and the Ministry of Economic Affairs' Radiocommunications Agency.**

**Step 11**                      *Relocation of the foreign assistance units from the BoO to the site of the incident where they are to carry out their work*

Using up-to-date information, the Ministry of Transport can map out the available routes on the "main road network" along which the emergency units can be transported from the BoO to the incident site.

The coordination and supervision of the entire transport operation is managed by the Netherlands Police Agency and the LEMA.

**Execution**                      **Step 11 is carried out by the Ministry of Transport, the Netherlands Police Agency and the LEMA.**

**Step 12**                      *Work at the incident location*

Once they have arrived at the incident location, the foreign assistance units must report to the COPI/OSC from whom they will receive their orders for the deployment at the site. If the operations of the disaster relief are managed on the regional level, the COPI/OSC will be in direct contact with the LEMA (ROT/RBT). If the operations of the disaster relief are managed on the national level, the COPI/OSC will be in contact with the ROT. The lines of communication run from the ROT to the LEMA (LOCC/National Authority).

The OSOCC maintains communication with the team leaders and/or LSOs of each individual assistance team. The teams/units are deployed at an incident site on the basis of their availability and skills/specialties. During the deployment, the OSOCC receives regular updates from the team leaders and/or LSOs on their work and progress. These updates are immediately relayed to the local and/or national authority (the LEMA).

At the LEMA's request, the OSOCC will take care of the allocation of the foreign assistance teams required for the disaster relief, which means that there should be constant communication between the RDC where the units are registered on arrival, the team leaders and/or LSOs of the each individual assistance team, and the LEMA.

Please see chapter 3 for a survey of the coordination and operational management of the foreign assistance units.

**Execution**                      **Step 12 is carried out by the foreign assistance teams, the LEMA (RBT/RBT or LOCC/National Authority), OSOCC, COPI/OSC and the team leaders and/or LSOs**

#### **Phase 4: Completion, evaluation**

**Step 13**                      *Operational debriefing at the OSOCC, for which all the team leaders of the various assistance teams should be present (and the OSCs/COPIs if possible)*

Items to be discussed during the debriefing are:

- the latest state of affairs at the site of the disaster
- the operation's progress
- if any, the number of victims (civilians and professionals)
- the nature and number of wounded (civilians and professionals)
- the procedures for withdrawing the units and dismantling the BoO
- information on the departure locations, times, routes, etc

<sup>18</sup> This is done by initiating the "proactive spectrum monitor". During a crisis and/or other calamities, there is 24-hour access within the Radiocommunications Agency and online information on the electronic communication domain can be supplied in real time.

- departure schedules for all units.

**Execution**      **Step 13 is carried out by the OSOCC and the LEMA. If the LEMA is installed on the RBT/ROT level, the LOCC can, if necessary, offer support.**

*Step 14              The various BoOs need to be dismantled*

In principle, the assistance teams should take their aid equipment with them; however, this may vary in consultation with the country rendering the assistance. Aid equipment left behind may include equipment used to provide shelter for the victims or technical equipment such as generators and pumps.

**Execution**      **Step 14 is carried out by the LEMA. If the LEMA is installed on the RBT/ROT level, the LOCC can, if necessary, offer support.**

*Step 15              Determining the departure location*

The preferred arrival location should be stated on the application for foreign assistance; the departure location will, in most cases, be the same as the arrival location. Nonetheless, it is possible that, due the way in which the disaster and/or incident has evolved, another departure location may be selected.

The LOCC is charged with informing all the relevant organisations (the Ministry of Transport, the Ministry of Defence, the Radiocommunications Agency, the KLPD, the Customs Administration and the Royal Netherlands Military Constabulary) about the departure of the foreign assistance units from the Netherlands. The NCC informs the foreign authorities and the foreign assistance units about the departure locations.

**Execution**      **Step 15 is carried out by the NCC and the LOCC**

## **Phase 5: Departure**

*Step 16              Return of the foreign assistance units from the deployment location to the RDC*

Using up-to-date information, the Ministry of Transport can map out the available routes on the “main road network” along which the emergency units can be transported from the deployment location to the RDC. The coordination and supervision of the entire transport operation is performed by the KLPD.

**Execution**      **Step 16 is carried out by the Ministry of Transport and the KLPD**

*Step 17              Debriefing and completion at the RDC*

Every foreign assistance unit receives an evaluation form, an After Action Review (AAR), at the RDC. The unit in question can note down its findings, thoughts and recommendations for each phase of the assistance process. The AAR form should be filled in by the foreign assistance team’s team leader and/or LSO after the completion of the assistance work in the Netherlands, but before departing to the country of origin. Appendix 6 includes a standard AAR form.

**Execution**      **Step 17 is carried out by the LOCC and the foreign assistance unit.**

*Step 18              Return from the RDC to the departure location and the Customs operations at the departure*

Using up-to-date information, the Ministry of Transport maps out the available routes on the “main road network” along which the emergency units can be transported from the RDC to the departure locations. The coordination and supervision of the entire transport operation is carried out by the KLPD.

In this phase, the Customs Administration should focus on the export of the material and the Royal Netherlands Military Constabulary should concentrate on the departure of the staff of the foreign assistance units. The arrangements in section 7.7 of the Manual apply to the Customs operations.

**Execution**      **Step 18 is carried out by the Ministry of Transport, the Netherlands Police Agency, the Customs Administration and the Royal Netherlands Military Constabulary**



# Tasks and responsibilities of the partners involved, in each phase

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This chapter indicates the tasks and responsibilities of each body during the assistance process. These tasks and responsibilities are linked to the various steps and phases as defined in chapter 3.

## 8.1 The National Operations Centre (LOCC)

### Phase 1

- Step 0: the LOCC is responsible for determining the need for foreign assistance if the national capacities are depleted. In addition, it is responsible for setting and equipping the LEMA, if it is to be installed on the national level.<sup>19</sup> The LOCC will set up an RDC jointly with the Royal Netherlands Military Constabulary and the Customs Administration. If the operations are managed on the national level, the LOCC will work with the National Authority to prepare the installations of the OSOCC and BoO.
- Step 1: the LOCC must inform the relevant organisations about the imminent foreign assistance (the Ministry of Transport, the Ministry of Defence, the Radiocommunications Agency, the KLPD, the Customs Administration and the Royal Netherlands Military Constabulary).
- Step 3: the LOCC is to install the RDC, the reception and departure location for all foreign assistance units at a central point in the Netherlands.

### Phase 2

- Step 4: the LOCC and the NCC must arrange the transportation that is needed for the transport of the foreign assistance units. If necessary, the LOCC can apply to the Ministry of Defence for transport capacities for foreign assistance units.
- Step 5: the LOCC, in conjunction with the (liaison officer from the) LEMA, is responsible for the organisation/

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<sup>19</sup> In principle, management of disaster relief in the Netherlands is the responsibility of the regional authorities. However, the Minister can draw the management of the disaster relief to the national level by means of a special designation or emergency legislation. In that case, the LEMA will be installed by the LOCC and the National Authority.

facilitation of the reception and briefing at the RDC. If the LEMA is installed on the national level, it is the LOCC itself, jointly with the National Authority. If the LEMA is installed on the regional level, it is done by (a liaison officer from) the ROT/RBT.

### Phase 3

- Step 7: if the LEMA is installed on the national level, it should assist in the installation of OSOCC. If the LEMA is installed on the regional level, the LOCC can assist the ROT to install an OSOCC.
- Step 8: if the LEMA is installed on the national level, the LOCC, if necessary supported by the local authority, will set up the BoO jointly with the OSOCC and the foreign assistance units. If the LEMA is installed on the RBT/ROT level, the LOCC will provide support for setting up a BoO.
- Step 9: if the LEMA is installed on the national level, the LOCC, in conjunction with the national Authority, will take care of the reception at the OSOCC.
- Step 10: if the LEMA is installed on the national level, the LOCC and the National Authority will be responsible for the coordination of the deployment of the assistance units; in this case, the coordination will follow the LEMA–ROT-COPI (OSC) line.
- Step 11: if the LEMA is installed on the national level, the LOCC is in charge of the relocation of the foreign assistance units from the BoO to the point where they are to carry out their work. The LEMA will work closely with the Ministry of Transport and the KLPD.
- Step 12: if the LEMA is installed on the national level, the LOCC and the National Authority are responsible for the coordination of the deployment of the assistance units during their work at the incident location.

### Phase 4

- Step 13: the LOCC is to support the LEMA and the OSOCC if necessary during the operational debriefing of the various units, if the LEMA is installed on the RBT/ROT level. If the LEMA is installed on the national level, the LOCC and the National Authority will take care of the operational debriefing.
- Step 14: the LOCC is to support the LEMA if necessary when the various BoOs are dismantled, if the LEMA is installed on the RBT/ROT level. If the LEMA is installed on the national level, the LOCC will contribute to the dismantlement of the various BoOs.
- Step 15: the LOCC is to inform the relevant organisations of the departure of the foreign assistance (the Ministry of Transport, the Ministry of Defence, the Radiocommunications Agency, the KLPD, the Customs Administration and the Royal Netherlands Military Constabulary).

### Phase 5

- Step 17: the LOCC is to organise the debriefing at the RDC.

## 8.2 The National Crisis Centre (NCC)

### Phase 1

- Step 0: the NCC is to communicate the application for assistance abroad, to the EU MIC/EADRCC/UN/other countries and to inform the administrative line and the relevant Ministries of the arrival of the foreign assistance units.
- Step 1: the NCC is to announce all the arrival locations of the different foreign assistance units and coordinate the operations between the international bodies and the involved parties in the Netherlands.
- Step 2: the NCC is to send the inventory of foreign assistance units' resources and staff to the Customs Administration and the Royal Netherlands Military Constabulary.



#### Phase 2

- Step 4: the NCC is to determine with the LOCC which transportation is needed for the foreign units.

#### Phase 4

- Step 15: the NCC is to announce all the departure locations of the different foreign assistance units.

### 8.3 The Customs Administration, the Immigration and Naturalisation Service (IND) and the Royal Netherlands Military Constabulary

#### Phase 1

- Step 0: Customs, IND and Kmar are to prepare to install an RDC, in conjunction with the LOCC.
- Step 2: Customs, IND and Kmar are to organise undisturbed admission of foreign assistance to the Netherlands; the Customs Administration is to concentrate on allowing the material to pass unhindered and the IND and the Royal Netherlands Military Constabulary are to focus on the admission of the foreign assistance units' staff. Wherever possible, admission should be allowed in accordance with the principle "clearance for material and staff". If possible, the information relating to the incoming staff and material should be given to the Customs Administration and the IND/Royal Netherlands Military Constabulary before the arrival of the foreign assistance units.

#### Phase 5

- Step 18: Customs, IND and Kmar are to organise the export and the departure of the foreign assistance units and their staff.

### 8.4 The Ministry of Defence

#### Phase 2

- Step 4: the Ministry of Defence is to supply the necessary transportation for the foreign assistance units from the time of their arrival. Depending on the agreements pertaining to the deployment and coordination of the transport, the Ministry of Defence may also be asked to play a part in the coordination of the scheduling of the deployment of (Defence) transportation. Considering the knowledge and experience of the DVVO, it is plausible that the DVVO could assume this role. Within the context of the agreements with the Ministry of Defence, the LEMA will, if necessary, make more detailed arrangements (with divisions of the Ministry of Defence that are supplying the transport or with a transport coordinator assigned by the Ministry of Defence) for the further distribution (coordination) of the transportation among the assistance units.

### 8.5 The Netherlands Police Agency (KLPD)

#### Phase 2

- Step 4: the KLPD (in as far as necessary) is to organise and supervise the relocation of the foreign assistance units from the arrival location to the RDC.
- Step 6: the KLPD (in as far as necessary) is to organise and supervise the relocation of the foreign assistance units from the RDC to the deployment location (incident location + BoO).

### Phase 3

- Step 11: the KLPD (in as far as necessary) is to organise and supervise the relocation of the foreign assistance units from the BoO to the incident location.

### Phase 5

- Step 15: the KLPD (in as far as necessary) is to organise and supervise the relocation of the foreign assistance units from the deployment location to the RDC.
- Step 18: the KLPD (in as far as necessary) is to organise and supervise the relocation of the foreign assistance units from the RDC to the departure locations.

## 8.6 The Ministry of Transport, Public Works and Water Management

### Phase 2

- Step 4: using up-to-date information, the Ministry of Transport is to map out the available routes on the “main road network” along which the emergency units can be transported to the RDC.
- Step 6: using up-to-date information, the Ministry of Transport is to map out the available routes on the “main road network” along which the emergency units can be transported to the deployment location.

### Phase 3

- Step 11: using up-to-date information, the Ministry of Transport is to map out the available routes on the “main road network” along which the emergency units can be transported from the BoO to the incident location.

### Phase 5

- Step 16: using up-to-date information, the Ministry of Transport is to map out the available routes on the “main road network” along which the emergency units can be transported from the incident location to the RDC.
- Step 17: using up-to-date information, the Ministry of Transport is to map out the available routes on the “main road network” along which the emergency units can be transported from the RDC to the departure location.

## 8.7 The Ministry of Economic Affairs’ Radiocommunications Agency

### Phase 2

- Step 4: the organisation, scheduling, allocation and protection of the frequencies for the foreign assistance units so that they are able to communicate internally and externally during their mission.

### Phase 3

- Step 7: the facilitation of radio frequencies for the foreign assistance units during the mission.
- Step 10: the safeguarding of the radio integrity.

## 8.8 The Regional Operational Team (ROT)

In principle, the responsibility for the management of, and authority concerning, Dutch disaster relief lies decentrally with the Safety Regions. The RBT and the coordinating mayor of the regions formally manage the direction. On the operational level, ROT is charged with the management. This means that, in theory, the LEMA is set up by the ROT

and the RBT. However, there are conceivable situations (please see step 0) in which the Minister of Security and Justice will draw the management of the disaster relief to the national level. In that event, the ROT is in charge of the operational management and is supported and directed in this from the LEMA on the national level.

**Phase 1:**

- Step 0: the ROT is responsible for the installation and maintenance of the LEMA, if it is installed by the ROT/RBT at the regional level. In addition, it is to prepare the installation of an OSOCC and BoO if the responsibility for the management of the disaster relief lies with the regional authorities.

**Phase 2:**

- Step 5: the ROT is in charge of organising the reception and briefing at the RDC if the LEMA is installed by the ROT/RBT. Support from the LOCC is possible.

**Phase 3:**

- Step 8: if the LEMA is installed up by the ROT/RBT, a BoO should be installed jointly with the OSOCC and the foreign assistance units. Support from the LOCC is possible.
- Step 9: the organisation for the reception at the OSOCC if the LEMA is set up by the ROT/RBT.
- Step 10: if the LEMA is installed by the ROT/RBT, the ROT is in charge of the coordination of the assistance units. If the LEMA is installed on the national level, the operational management of the assistance units runs via the LEMA – ROT – OSC/COPI line.
- Step 11: if the LEMA is installed by the ROT/RBT, the relocation of the foreign assistance units from the BoO to the location of their operations should be coordinated by the ROT. The LEMA works closely with the Ministry of Transport and the KLPD.
- Step 12: if the LEMA is installed at the regional level, the ROT and the RBT are responsible for the coordination of the deployment of the assistance units during their work at the incident location.

**Phase 4**

- Step 13: if the LEMA is installed on the RBT/ROT level, the ROT does the operational debriefing with the OSOCC; if necessary, the LOCC will provide support.
- Step 14: if the LEMA is installed on the RBT/ROT level, the ROT must assist with the dismantlement of the various BoOs; it is possible that the LOCC will provide support.

## 8.9 Regional Policy Team (RBT)

In principle, the responsibility for the management of, and authority concerning, Dutch disaster relief lies decentrally with the Safety Regions. The RBT and the coordinating mayor of the regions formally manage the direction. On the operational level, ROT is charged with the management. This means that, in theory, the LEMA is installed by the ROT and the RBT. However, there are conceivable situations (please see step 0) in which the Minister of Security and Justice will draw the management of the disaster relief to the national level. In that event, the ROT is in charge of the operational management and is supported and directed in this from the LEMA on the national level.

**Phase 1:**

Step 0: the ROT is responsible for the installation and maintenance of the LEMA, if it is installed by the ROT/RBT at the regional level. In addition, it is to prepare the installation of an OSOCC and BoO if the responsibility for the management of the disaster relief lies with the regional authorities.

**Phase 2:**

- Step 5: the ROT is in charge of organising the reception and briefing at the RDC if the LEMA is installed by the ROT/RBT. Support from the LOCC is possible

**Phase 3:**

- Step 8: if the LEMA is installed by the ROT/RBT, a BoO should be installed jointly with the OSOCC and the foreign assistance units. Support from the LOCC is possible.
- Step 9: the organisation for the reception at the OSOCC if the LEMA is installed by the ROT/RBT.
- Step 10: if the LEMA is installed by the ROT/RBT, the ROT is in charge of the coordination of the assistance units. If the LEMA is installed on the national level, the operational management of the assistance units runs via the LEMA – ROT – OSC/COPI line.
- Step 11: if the LEMA is installed by the ROT/RBT, the relocation of the foreign assistance units from the BoO to the location of their operations should be coordinated by the ROT. The LEMA works closely with the Ministry of Transport and the KLPD.
- Step 12: if the LEMA is installed on the regional level, the ROT and the RBT are responsible for the coordination of the deployment of the assistance units during their work at the incident location.

**Phase 4**

- Step 13: if the LEMA is installed at the RBT/ROT level, the ROT does the operational debriefing with the OSOCC; if necessary, the LOCC will provide support.
- Step 14: if the LEMA is installed on the RBT/ROT level, the ROT must assist with the dismantlement of the various BoOs; it is possible that the LOCC will provide support.

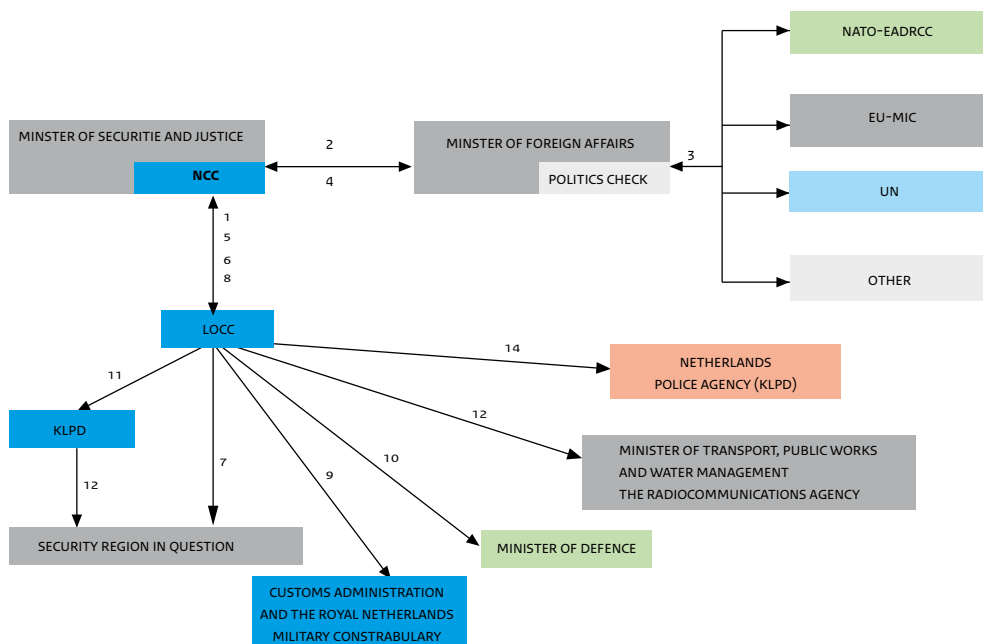




# Network diagram

When it becomes known that the foreign assistance units are coming to the Netherlands, the Dutch bodies involved must take all sorts of measures to guarantee a good reception and completion. In this chapter, we shall present a network diagram which indicates precisely which body should be informed at what time by whom.

## 9.1 Network diagram



### 9.1.1 Explanation of the diagram

- 1 The LOCC realises that there is a shortage of assistance capacity and requests the NCC to apply for foreign assistance.
- 2 The NCC relays the request to the Ministry of Foreign Affairs.
- 3 The Ministry of Foreign Affairs checks the application and passes it on to the NATO, EU, UN or other foreign counterparts.
- 4 The Ministry of Foreign Affairs informs the NCC that it has been passed on and reports the responses to the application from the other countries.
- 5 The NCC notifies the LOCC that an international request has been made for assistance to the Netherlands.
- 6 The NCC contacts the LOCC about the arrival locations and arrival times of the foreign assistance units.
- 7 The LOCC coordinates the arrival times of certain foreign assistance units in the disaster area with the Safety Region(s) in question.
- 8 The NCC contacts the LOCC and keeps them constantly informed about the incoming foreign assistance (arrival location and time, composition, necessary (transport) support, etc).
- 9 The LOCC contacts the Customs Administration and the Immigration and Naturalisation Service/Royal Netherlands Military Constabulary and notifies them of the arrival times and locations of the foreign assistance units. The LOCC also submits an inventory to Customs Administration and the Immigration and Naturalisation Service/Royal Netherlands Military Constabulary describing the units and resources that are heading to the Netherlands. Lastly, the LOCC and the Customs Administration and the Immigration and Naturalisation Service/Royal Netherlands Military Constabulary make arrangements for the installation of a RDC.
- 10 The LOCC contacts the Ministry of Defence, informs them of the state of affairs regarding the incoming foreign assistance and requests that they take potential transport support into account. The moment that transportation is actually needed, an application for assistance will be submitted to the Ministry of Defence and will be aligned with the time/duration and other specifications of the transport capacity in mutual consultation.
- 11 The LOCC contacts the KLPD, informs them of the state of affairs regarding the incoming foreign assistance and requests that they take a possible role in the coordination and supervision of the transport operation of the foreign assistance units into consideration. The moment that coordination and supervision of the transport operation is actually needed, the LOCC and the KLPD will make arrangements for it.
- 12 The LOCC contacts the Ministry of Transport, informs them of the state of affairs regarding the incoming foreign assistance and requests that they take a possible role into account in the supply of information on the available routes along the main road network for the transport of the foreign assistance units. The moment the foreign assistance units are transported, the LOCC arranges with the Ministry of Transport which access routes and detours are available on the main road network for the transport of the foreign assistance units.
- 13 The KLPD contacts the Safety Region(s) involved to make arrangements about the transport operation.
- 14 The LOCC contacts the Ministry of Economic Affairs' Radiocommunications Agency, informs them of the state of affairs regarding the incoming foreign assistance and requests that they take the organisation, scheduling, allocation and protection of frequencies for the foreign assistance units into account.

Appendix 3 contains the contact details of the abovementioned organisations and bodies.





10

# Other organisational matters

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In this chapter, we shall discuss a few more important organisational matters that may be relevant to the process of foreign assistance, i.e. the EU modules, which are part of the EU civil protection mechanism, the way in which the frequency management is organised, the statutory arrangements for liability for medical care provided by foreign professionals, how cost allocation is arranged between the country rendering the assistance and the country receiving the assistance, the EU regulations on international police assistance in border regions and the procedures and statutory arrangements for customs operations in the event of incoming foreign assistance.

## 10.1 EU Modules

A system of civil protection modules has been established within the EU; a civil protection module is a self-sufficient operational unit that has been set up on a voluntary basis by one or more of the EU Member States, equipped and trained (in accordance with recognised international standards) for specific tasks and, in the event of a crisis, can be deployed abroad at very short notice (usually within 12 hours after the request for assistance). This arrangement has arisen from the EU civil protection mechanism, as laid down in the European Commission Decisions 2001/792/EC, 2004/277/EC and 2007/779/EC.

A separate implementation decree has been drawn up for these modules (2008/73/EC), which, among other matters, formulates the requirements to be met by a civil protection module. If a request for assistance is submitted in the EU, it should match the current civil protection modules if possible, as they are easier and quicker to deploy than one-off teams.

The modules can be submitted to one of thirteen different categories:

- High Capacity Pumping;
- Water Purification;
- Medium Urban Search and Rescue;
- Heavy Urban Search and Rescue;
- Aerial Forest Fire Fighting;
- Aerial Forest Fire Fighting Module using Airplanes;

- Advanced Medical Post;
- Advanced Medical Post with Surgery;
- Field Hospital;
- Medical Aerial Evacuation of Disaster Victims;
- Emergency Temporary Shelter;
- Chemical, Biological en Radiological and Nuclear Detection and Sampling (CBRN);
- Search and Rescue in CBRN Conditions;

Appendix 4 contains a comprehensive list of the different categories of EU modules, with precise descriptions of the modules and the organisational conditions to be met by the different teams.

## 10.2 The organisation of frequency management

### 10.2.1 The Radiocommunications Agency's tasks and responsibilities

In the Netherlands, all frequencies are, in principle, managed by the Ministry of Economic Affairs' Radiocommunications Agency, although there is another sub-manager: the Ministry of Defence. This latter has set up the National Allied Radio Frequency Agency (NARFA NL).

In the event of a calamity or a disaster, the Radiocommunications Agency has a service desk which is the point of contact.

The tasks and responsibilities of the Radiocommunications Agency are laid down in the Telecom Agency Statute in the Ministry of Economic Affairs' Handboek Crisisbeheersing [Manual for Disaster Management]:

- supervision of frequency use (Chapter 3 jo. 10.16 and 15.1 of the Telecommunications Act)
- frequency allocation during exceptional circumstances
- supervision of public electronic communications (Article 8.3 of the Telecommunications Act)
- supervision of licence-free use (Article 3.4 in conjunction with 15.1 of the Telecommunications Act).

The Radiocommunications Agency has a national monitoring station, radio-transmitting vehicles, and its own crisis organisation for maintaining radio integrity, i.e. to protect the allocated radio frequencies. For crisis management purposes, the Radiocommunications Agency has investigation powers for tracing and disconnecting non-legal frequency users, seizing (illegal) transmitting equipment, requisitioning equipment and information, and enforcing administrative order.

### 10.2.2 Application procedures

#### *Regular procedure.*

Requests for the use of a frequency must be submitted via the Ministry of Security and Justice/NCC. The NCC passes on these requests to the Radiocommunications Agency's crisis coordinator on duty, and sends a copy to the LOCC. The LOCC contacts the Radiocommunications Agency's crisis coordinator and discusses the nature, scope and times of the frequency management support. In the event of large-scale foreign assistance, it will take a few days before the support is actually in place. In addition, there is a watch desk with the 24-hour availability, set up to deal with failures, but in a limited number of cases, it may also provide a solution in the event of acute, small-scale foreign assistance.

The regular application procedure can be schematically presented as below:

incoming request → Ministry of Security and Justice /LOCC → Radiocommunications Agency's crisis coordinator → Ministry of Security and Justice /LOCC → Radiocommunications Agency's service point → frequency management support.

*NATO procedure.*

If the foreign assistance consists of the secondment of NATO troops, a different procedure is to be followed. These troops are accustomed to working according to their regular procedures, which, in this case, means that they will direct any applications to the NARFA NL; however, this should be avoided as much as possible as it is preferable that one service point is used. Nevertheless, if the foreign assistance is composed exclusively of troops, the Radiocommunications Agency may decide to delegate the service point to NARFA NL.

The application procedure for (NATO) military assistance can be schematically presented as below:

request for NATO → NARFA NL → frequency management support.

### 10.3 Arrangements pertaining to medical care from foreign professionals

In a normal situation, foreign holders of certificates, i.e. health care professionals, must register before doing any work in Dutch health care; of course, this is impossible in an acute situation.

If an acute situation arises, Article 35 of the Individual Health Care Professions Act (Wet BIG) stipulates that non-registered persons may not perform any qualified acts if they are not necessary. The Explanatory Memorandum to the Individual Health Care Professions Act states:

“No criminal proceeding will be brought against professionals if they perform qualified acts in acute situations, even if this is unauthorised according to the law. Such a situation may arise if sudden emergency assistance is required and the required assistance cannot immediately be rendered and/or ordered by an independent authorised person. For instance: in an emergency situation where no doctor is present and the ambulance staff act” (Memorandum of Reply, Parliamentary Papers II 19 522, no. 7, p. 116).

Other relevant stipulations are:

- the inflicted country is liable for the damage caused during the performance of the operation by special intervention teams
- if any damage is caused as a consequence of not following the correct instructions, the victims of the inflicted Member State will be compensated. The Member State whose unit caused the damage will repay the costs to the inflicted Member State
- every Member State pays its own expenses, unless otherwise arranged.

Lastly, the national authority of the Member State that assembled the assistance unit must ensure that the participants have the correct certificates/diplomas.

### 10.4 Cost allocation for assistance between the country providing assistance and the country receiving it

In the EU, the receiving country pays the costs of the assistance. However, in practice, a country supplying assistance usually wants to declare its sympathy and will bear the cost of the rendered assistance. The budget for rendering assistance to another country is controlled by the Ministry of Foreign Affairs.

#### 10.4.1 Financial Instrument (Article 4.2)

The Financial Instrument provides that, in the event of a crisis, the European Commission will advance the costs of transportation so that the aid can be sent quickly. The country providing the assistance and that has asked for the advance, must repay the European Commission 50 per cent of the costs within 180 days. To be eligible for this funding, the transport must be demonstrably essential and impossible to solve in any other way (such as acquisition

in the region).

This Article also states that the Commission shall help the Member States to find transport and equipment, for example by pooling the transport (several Member States could use one aeroplane). The deployment of EU Expert Teams is also funded.

#### 10.4.2 NATO arrangement

The NATO states that the costs are always borne by the country rendering the assistance, a consequence of military operations. There is, however, one exception and that is the request for expertise and the secondment of a Rapid Reaction Team (RRT). The costs of the experts (whether or not in an RRT) will be borne by the NATO.

## 10.5 Procedures and statutory arrangements for customs activities concerning incoming foreign assistance

#### 10.5.1 Incoming foreign assistance from EU Member States

The Customs Administration controls and supervises the security of goods traffic that crosses the outer borders of the EU. As the internal borders between the EU Member States have been abolished within the Customs Union, goods can be entered freely from the Member States without any customs formalities being needed.

#### 10.5.2 Incoming foreign assistance from non-EU countries

Customs formalities are required for goods from non-EU countries entering Customs territory of the EU as part of the incoming foreign assistance. The following customs procedure has been drawn up so that these goods require as few customs formalities as possible and to advance the assistance as quickly and efficiently as possible.

#### 10.5.3 Competent Customs Office and coordination by the Customs Information Centre (DIC)

##### *The Customs Information Centre*

The Customs Information Centre (DIC) is the information centre for national and international customs and for government services that work with the Customs Administration. Considering the importance that is attached to the proper application of this arrangement, the DIC will appoint a coordinator (contact). This contact coordinates the services involved and ensures that the customs procedure described in this paragraph is followed as required.

##### *Competent customs office (location for submitting the customs declaration)*

The customs declaration for the goods must be submitted to the competent customs office. If the goods enter the Netherlands by air, the competent customs office will be the office at Schiphol (Amsterdam Airport) [NL]. Goods entering the Netherlands by sea are to be declared to the office in Rotterdam [NL]. These competent offices have various locations, where the declaration will be handled.

Any uncertainty in the required procedure must not cause any delay in the goods supply. If the competent customs office is confronted with any uncertainty in the procedure, the customs officer in charge is to contact the DIC's coordinator immediately. If necessary, this contact may take place afterwards.

#### 10.5.4 Customs procedure for temporary import

In principle, the goods for the assistance are to be returned to the country of origin after the assistance is completed, and consequently the import is only temporary.

##### 10.5.4.1 Procedure

The NCC will contact the DIC's coordinator well before the temporary import of the goods. The coordinator will notify the competent customs office of the method and will notify the LOCC of the location for the declaration.

Considering the logistic issues and the urgent nature of the incoming foreign assistance, the goods should be allowed to be transported to the RDC before the declaration, without requiring customs formalities. The customs

formalities can be dealt with in more detail at the RDC.

The customs declaration for the arrangement of temporary import is submitted by, or by order of, the LOCC to the customs office, in duplicate, with an inventory of the incoming material. The description should allow the goods to be easily identified. The model of the inventory is free. The declaration is handled by the customs office, in accordance to the DIC's coordinator's instructions.

As the import is temporary, the goods are exempt from all import duties. The period of the temporary import may be fixed at six months, but can be extended if necessary.

The Customs Administration will provide a stamped copy of the inventory to the LOCC as proof of the declaration. The goods can then be transported from the RDC to their next destination.

In some particularly urgent cases, the DIC's coordinator may decide that the goods can continue their journey even sooner.

The customs officer in charge is to send the second copy of the inventory to a central archive location, appointed by the DIC's coordinator.

#### *10.5.5 Customs procedure for re-export*

The LOCC will contact the DIC's coordinator well before the re-export of the goods (see appendix 3, item 7). The LOCC will announce the time and location of the arrival of the goods that are to be re-exported.

The coordinator notifies the competent customs office about the method to be followed and notifies the LOCC of the location where the customs formalities will be handled (specifically the declaration of the re-export).

The declaration of the re-export of the goods and the clearance of the arrangement is submitted by, or by order of, the LOCC to the customs office, in duplicate, with an inventory of the returning material. The description should allow the goods to be easily identified.

The model of the inventory is free.

The declaration is handled by the customs office, in accordance to the DIC's coordinator's instructions.

The Customs Administration will provide a stamped copy of the inventory to the LOCC as proof of the declaration. The goods can then be transported from the RDC to their next destination (re-export).

The customs officer in charge is to send the second copy of the inventory to a central archive location, appointed by the DIC's coordinator, where the inventory is kept which was submitted for the declaration during the arrangement of the temporary import and accordingly, the re-export of the goods can be supervised.

#### *10.5.5.1 Goods that are not re-exported*

A customs debt is created when the goods are not re-exported within the fixed period, and the debt must be paid by the submitting party (LOCC). The DIC's coordinator will contact the Ministry of Finance, the Directorate General of the Tax Administration, for settling this debt.

#### *10.5.6 Statutory arrangements*

The intended material may be imported and completely exempted from import duties. This exemption is based on Article 565 of the Implementation Regulation of the Community Customs Code (Regulation (EEC) number 2913/92). The material is also exempt from turnover tax pursuant to Article 18, second paragraph under c of the Turnover Tax Act 1968.

More information concerning the exemption as defined in Article 565 Implementation Regulation of the Community Customs Code is to be found in the Handboek Douane, [Customs Manual] part 18.00.00, paragraph 12.

By submitting the inventory of the material that is to be imported, both at the time of the import and the re-export, the customs declaration is submitted and the required license is granted (Article 205-3-3e dash Community Customs Code /Article 497-3-c Implementation Regulation of the Community Customs Code).

The statutory arrangements pertaining to customs for entering, import and re-export of equipment apply without prejudice to the entering, import or re-export of equipment unless departed from in this part of the Manual for Incoming Foreign Assistance or if the DIC's coordinator has given written authorisation for departure.

## 10.6 The organisation of interpreters

In certain cases, it may be necessary for the Netherlands to supply some interpreters so that the communication with the foreign assistance units proceeds smoothly. In principle, as described in paragraph 1.5 and in appendix 1, the application procedure will assume that the LSO and Team Leader both are capable of speaking and understanding English sufficiently. If, however, it emerges that the Netherlands urgently requires a certain form of foreign assistance, but the units rendering it do not speak English, it may be necessary to call in interpreters.

In theory, the Ministry of Security and Justice is charged with the request for interpreters. There is no fixed protocol for the way in which this is to be done; the NCC Risk and Crisis Communications Cluster provides urgent advice on placing translations requests. In practice, these requests are submitted to Linguistlink or via Congrestolken-Conference Interpreters.

Another option is that the relevant organisation contacts, or draws up a framework agreement with, a translation and interpreters agency to guarantee their availability during a disaster or crisis situation. In this case, please contact Tolken- en Vertaal Centrum Nederland.

### 10.6.1 Address details:

#### **NCC**

Tel.: +31(0)70-4265151  
Incident number: +31(0)70-4265000  
Fax: +31(0)70-3614464

#### **Linguist Link Europe**

Tel: +31(0)725895259  
Fax: +31(0)725899551  
<http://www.linguistlink.nl>

#### **Congrestolken- Conference Interpreters**

Tel: +31 20 6252535  
Fax: +31 20 6265642  
<http://www.conferenceinterpreters.com>

#### **Tolken- en Vertaal Centrum Nederland**

Tel: +31 T. 088 - 255 52 50  
F. +31(0) 88 - 255 52 51  
<http://www.tvcn.nl>



## 10.8 Situation reports (Sitrap)

The foreign assistance teams will be asked by both the countries supplying the assistance and the international organisation coordinating the assistance (EU/NATO/UN) to write situation reports. For instance, if the assistance is rendered through the agency of the EU, the assistance team will be required to hand in a daily sitrap, written according to the prescribed format, to the EU MIC. We recommend that these situation reports are also submitted to the LEMA. In addition, the LEMA may request the OSOCC to supply sitraps from both the foreign assistance teams and the OSOCC itself. At present, no formats or frequencies have been prescribed for this (as yet).



# Appendix 1

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## Standard Application Form for Foreign Assistance.<sup>20</sup>

*1. Required capacities, types and amount/numbers*

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*2. Description of the circumstances of the disaster site in relation to the available facilities and the facilities that are no longer in operation*

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*3. Estimated duration of the deployment; teams are requested to indicate when they can be operational and the maximum duration of their deployment*

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*4. Preferred arrival location*

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*5. Please state which arrangements apply to the cost allocation between the country supplying the assistance and the country requesting the assistance, and whether there are any requirements in relation to if and how the units should be armed*

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<sup>20</sup> This list is based on the standard checklist from CECIS, supplied by the NCC.

**6. Other requirements to be met by the assistance teams:**

- the LSO and Team Leader speak English fluently:
- 

- self-sufficiency of the teams in respect to transport, internal communications (connections to LSO and IT resources), equipment for setting up accommodation, food, sanitary facilities and medical facilities for the teams' staff
-





# Appendix 2

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## Checklist units and equipment<sup>21</sup>

### *A. Information about the team and the composition of the team/unit*

#### *1. Name and origin of the unit/team*

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#### *2. Capabilities*

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#### *3. Tasks*

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#### *4. Main components of the unit*

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<sup>21</sup> This list is based on a similar checklist used by USAR NL as an information leaf for the Embassy/Consulate.

5. Self-sufficiency

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6. Period of deployment (time of availability after the request, time needed for becoming operational after arrival and maximum time of deployment)

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7. Notes

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B. The organizational planning

1. Origin of the team

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2. Place of departure (airport, seaport, train station, other)

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3. Time of departure

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4. Flight numbers or other relevant information about the journey

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5. Estimated time and place of arrival

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6. Composition of the team/unit  
The team/unit consists of:

- persons
- tons of gear
- other components



**7. Names and contact details of the team leaders**

**Commander:** Phone:

**Liaison Officer:** Phone:

**Deputy commander:** Phone:

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**8. Required support**

**Interpreter:**

**Map of the area:**

**Fuel, amounts of:**

**Modes of transport:**

**Medical Support**

**Other requirements**

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**9. Other**

**Does your country have insurance arrangements for foreign intervention?**

**If yes, for which situations?**

**Please email or fax this list to:**

**Email:** [ncc@crisis.minbzk.nl](mailto:ncc@crisis.minbzk.nl) and C.C. to [LOCC@minbzk.nl](mailto:LOCC@minbzk.nl)  
**Fax:** +31 (0)70 3614464 and copy to +31 (0)343 53 6750

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# Appendix 3

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## Contact details of the bodies and organisations involved

### 1. The National Crisis Centre (NCC)

Availability:	manned 24 hours per day, seven days per week.
Address:	Nationaal Coördinatiecentrum, Ministry of Security and Justice, Schedeldoekshaven 100, 2511 EX The Hague, the Netherlands
Postal address:	P.O. Box 20301, 2500 EH The Hague, the Netherlands
Telephone (general):	+31 (0)70-4265151
Incident number:	+31 (0)70-4265000
Emergency telephone network:	17188 (only in the Netherlands)
Fax:	+31 (0)70-3614464
Emergency fax network:	17164 (only in the Netherlands)
Email:	ncc@crisis.minbzk.nl

### 2. The National Operations Centre (LOCC)

Availability:	manned 24 hours per day, seven days per week
Address:	KLPD/LOCC, Hoofdstraat 54, 3972 LB Driebergen, the Netherlands
Postal address/P.O. box:	Ministry of Security and Justice/LOCC, P.O. Box 20301, 2500, EA The Hague, the Netherlands
Telephone (general):	+31 (0)343 53 6700
In the event of a calamity/operation:	
Telephone:	+31 (0)343 53 6953 (24 hours per day)
Emergency telephone network:	30166 (only in the Netherlands)
Fax:	+31 (0)343 53 6750

Emergency fax network: 30167 (only in the Netherlands)  
Email: LOCC@minbzk.nl

### 3. Ministry of Transport (including the Directorate of Public Works and Water Management (Rijkswaterstaat))

Availability: request for the actual deployment of divisions of Transport, Public Works and Water Management via the DCC-V&W Piket, available by telephone 24 hours per day

Address: Koningskade 4, 2596 AA The Hague, the Netherlands

Postal address/P.O. box: Ministry of Transport, P.O. Box 20901, 2500 EX The Hague, the Netherlands

Telephone during office hours: +31 (0)70-351 8555, preparation and questions concerning planning via DCC-V&W and, after consulting DCC-V&W, with the regional or national traffic management centre(s) in question. Or via +31(08)00 – 3228369 or +31(0)800 - 351 8700.

Email: info@dccvenw.nl (messages sent during office hours are read immediately). Out of office hours: first report to duty officer at DCC-V&W, via +31(0)800 351 8700.

### 4. The Ministry of Economic Affairs/Radiocommunications Agency (AT)

Availability: The handling of requests for frequency management assistance is coordinated by the AT crisis coordinator, available on +31 (0)33 4600782 (24-hour availability).  
The requests are then relayed to the service point at the Radiocommunications Agency, available on workdays during office hours (08.00 – 17.00 hours) via +31(0)50-5877 444 (telephone) and +31 (0)50-5877 400 (fax).  
The Agency also has a 24-hour watch desk for reports of failures, but this is intended for solving failures; however, it may also offer, in a limited number of cases, solutions in the event of acute, small-scale foreign assistance. The watch desk is available all day via +31(0)900 899 1151 (telephone).

Address: Radiocommunications Agency, Emmasingel 1 9726AH Groningen, the Netherlands

Postal address/P.O. box: Radiocommunications Agency, P.O. Box 450, 9700 AL Groningen, the Netherlands

Telephone: Customer Contact Centre: +31 (0)50-5877 444

NARFA NL, a division of the Ministry of Defence, will coordinate the requests for frequency management assistance if the assistance is provided solely by (NATO) military. NARFA NL is available via +31(0)346-335395 (telephone).

### 5. The National Police Agency (KLPD)

Availability: 24-hour availability, manned seven days per week

Address: Lookant 1, 3971 PP, Driebergen, the Netherlands

Postal address/P.O. box: KLPD, P.O. Box 202, 3970 AE Driebergen, the Netherlands

Telephone: General number 0900 8844, +31 (0)343 535555

Fax: +31 (0)343 514620

Staff and equipment support is organised by the Operations Coordination Unit.

### 6. The Ministry of Defence, Defensie Operatie Centrum [Defence Operation Centre]

Availability: 24-hour availability for requests for transportation capacity, via Defensie Operatie Centrum; availability seven days a week.  
Postal address/P.O. Box: P.O. Box 20701, 2500 ES, The Hague, the Netherlands.  
Telephone: +31 (0)70-3188550, Fax: +31(0)70-3188555  
Email: doc@mindef.nl

Defensie Verkeers- en Vervoers Organisatie [Defence Transportation Organisation]  
Commando DienstenCentra/ Bedrijfsgroep Transport/Defensie Verkeers- & Vervoers  
Organisatie / Bureau Order Entry en Voortgangscontrole. Information concerning  
Transportation Capacity.

Availability: 24-hour availability, seven days per week (outside office hours: via the Officer on  
Duty)  
Address: Dolderseweg 34, 3712 BR Huis ter Heide, the Netherlands  
Postal address/P.O. Box: P.O. Box 109, 3769 ZJ Amersfoort, the Netherlands  
Telephone: +31 (0)346 - 335601 (office hours)  
Semadigit: +31 (0)6-65113191 (outside office hours, Officer on Duty)  
Fax: +31 (0)346 338668  
Email: BureauOrderEntry.BUROE&V.COGPPGV&P.CDOGROEP.BGTRANSP.CDC@mindef.nl  
(office hours)

#### **7. Dutch Customs Administration/Customs Information Centre (DIC)**

Availability: 7x24-hours availability for the DIC  
Address: Westzeedijk 387, 3024 EK Rotterdam, the Netherlands  
Postal address/P.O. Box: P.O. Box 70002, 3000 KC Rotterdam, the Netherlands  
Telephone: +31 (0)10-2442020  
Fax: +31 (0)10-2442006  
Email: Frontoffice.DIC@belastingdienst.nl



# Appendix 4

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## The EU modules<sup>22</sup>

Various EU modules have been established as part of the EU civil protection procedure. A civil protection module is a self-supporting operational unit, assembled on a voluntary basis and equipped and trained by one of the EU Member States (according to recognised international standards) for specific tasks, to be deployed abroad in the event of a crisis at very short notice (generally within 12 hours after the request for assistance).

### Requirement and essentials for the EU modules

The EU modules are assumed to be self-sufficient for a certain period, and accordingly, a list of specific requirements and essentials has been drawn up with which the individual modules must comply:

- accommodation suitable for different types of weather
- electricity needed for the equipment and for staff so that they can carry out the mission
- sanitary facilities
- water and food for the staff
- medical and paramedic staff, facilities and equipment
- storage for material
- communication equipment for communications with relevant partners
- local transport
- logistic equipment, material and staff for installing a base

The various EU modules should be self-sufficient for at least 96 hours. In addition, some of the EU modules are required to be self-sufficient for more specifically defined periods

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<sup>22</sup> COMMISSION DECISION of 29 July amending Decision 2004/277/EC, Euratom, amending Decision 2007/779/EC, Euratom as regards rules for the implementation of Council Decision 2010/481/EU, Euratom establishing a Community civil protection mechanism

## The different sorts of EU-modules<sup>23</sup>

<b>1. High-capacity pumps</b>	
Tasks	<ul style="list-style-type: none"> <li>Pumping operations: <ul style="list-style-type: none"> <li>- in flooded areas,</li> <li>- to supply water for fire fighting.</li> </ul> </li> </ul>
Capacities	<ul style="list-style-type: none"> <li>Pumping operations with medium-high and high-capacity pumps: <ul style="list-style-type: none"> <li>- with a total capacity of at least 1,000 m<sup>3</sup>/hour; and</li> <li>- that can bridge a difference in height of 40 m with reduced pumping capacity.</li> </ul> </li> <li>These pumps have the following facilities: <ul style="list-style-type: none"> <li>- they can be deployed in areas and terrain that are difficult to access,</li> <li>- they can pump muddy water containing a maximum of 5 % of solid elements with pieces up to 40 mm in size,</li> <li>- they can be used to pump water to up 40° C during long periods of operation,</li> <li>- they can carry water across a distance of 1,000 m.</li> </ul> </li> </ul>
Most important components	<ul style="list-style-type: none"> <li>Pumps with medium-high and high capacity</li> <li>Hoses and couplings that are compatible to other standards, including the Storz standard</li> <li>Sufficient staff to carry out the work, if necessary, without breaks</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>The provisions a) to i) of Article 3b, under l), apply</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>Ready for departure within 12 hours after offer has been accepted</li> <li>Deployable for up to 21 days</li> </ul>
<b>2. Water Purification</b>	
Tasks	<ul style="list-style-type: none"> <li>To supply drinking water from surface water sources, that complies with the applicable minimal standards of the WHO</li> <li>Water quality control at the exit of water purification installations</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>Purifies 225,000 l water per day</li> <li>Storage capacity equivalent to the production of half a day</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>Mobile water purification unit</li> <li>Mobile water tank</li> <li>Mobile field laboratory</li> <li>Couplings that are compatible to the different standards, including the Storz standard</li> <li>Sufficient staff to carry out the work, if necessary, without breaks</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>The provisions a) to i) of Article 3b, under l), apply.</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>Ready for departure within 12 hours after offer has been accepted</li> <li>Deployable for up to 12 weeks</li> </ul>
<b>3. Medium Urban Search and Rescue Operations</b>	

<sup>23</sup> The list of civil protection modules recorded in this Decision may, considering the experience with this mechanism, be supplemented with other types of civil protection modules.



Tasks	<ul style="list-style-type: none"> <li>To search for, localise and rescue victims<sup>2</sup> who are lying under debris (for instance, under collapsed buildings and in traffic accidents).</li> <li>To offer essential, life-saving first aid until the victims are transferred for further care</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>The module should be capable of the following tasks, in accordance with recognised international guidelines, such as the INSARAG guidelines: <ul style="list-style-type: none"> <li>- tracking with search and rescue dogs, and/or technical search equipment</li> <li>- rescuing, including lifting,</li> <li>- cutting concrete,</li> <li>- rope rescue</li> <li>- making straightforward shores</li> <li>- detecting and neutralising hazardous substances<sup>3</sup></li> <li>- advanced life-support care<sup>4</sup>.</li> </ul> </li> <li>- Capacity to work on location for 7 days, 24 hours per day</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>Commanders (orders, contact/coordination, scheduling, media/reporting, assessment/analysis, safety of persons and material).</li> <li>Detection (technical search and/or search with search and rescue dogs; detection and neutralisation of hazardous substances).</li> <li>Rescue (breaking, clearing passage ways, cutting, lifting, transporting, shoring, rope rescue).</li> <li>Medical care of the victims, personnel and search and rescue dogs.</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>At least for the duration of a 7-day operation</li> <li>The provisions a) to i) of Article 3b, under l), apply.</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>Operational in the inflicted country within 32 hours</li> </ul>

#### 4. Heavy Urban Search and Rescue Operations

Tasks	<ul style="list-style-type: none"> <li>To search for, localise and rescue victims<sup>5</sup> lying under debris (for instance under collapsed buildings and in traffic accidents)</li> <li>To offer essential, life-saving first aid until the victims are transferred for further care</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>The module should be capable of the following tasks in accordance with recognised international guidelines, such as the INSARAG guidelines: <ul style="list-style-type: none"> <li>- searching with search and rescue dogs and technical equipment</li> <li>- rescue, including lifting heavy loads</li> <li>- cutting ferroconcrete and construction steel</li> <li>- rope rescue</li> <li>- advanced shoring</li> <li>- detection and neutralisation of hazardous substances<sup>6</sup></li> </ul> </li> <li>Providing advanced life-support<sup>7</sup></li> <li>Capacity to work for 10 days, 24 hours per day at more than one location.</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>Commanders (orders, contact/coordination, scheduling, media/reporting, evaluation/analysis, safety of persons and material)</li> <li>Search (technical search, search with search and rescue dogs, detection and neutralisation of hazardous substances)</li> <li>Rescue (breaking, clearing passage ways, cutting, lifting, transportation, shoring, rope rescue)</li> <li>Medical care of victims, personnel and search and rescue dogs<sup>8</sup></li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>At least for the duration of a 10-day operation</li> <li>The provisions a) to i) of Article 3b, under l), apply</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>Operational in the inflicted country within 48 hours</li> </ul>

<b>5. Module for Aerial Forest-Fire Fighting with Helicopters</b>	
Tasks	<ul style="list-style-type: none"> <li>To assist in fire-fighting operations fighting large forest fires and vegetation fires by means of fire extinguishing from the air</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>Three helicopters with a capacity 1,000 l each</li> <li>Continual deployment</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>Three helicopters with staff, of which at least two helicopters can be operational simultaneously</li> <li>Technical staff.</li> <li>4 buckets or 3 pieces of water-dropping equipment</li> <li>1 maintenance set</li> <li>1 set of spare parts</li> <li>2 rescue hoists</li> <li>Communications equipment</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>The provisions f) and g) of Article 3b , under l), apply.</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>Ready for departure within 3 hours after offer has been accepted</li> </ul>
<b>6. Module for Aerial Forest-Fire Fighting with Aeroplanes</b>	
Tasks	<ul style="list-style-type: none"> <li>To assist in fire-fighting operations fighting large forest fires and vegetation fires by means of fire extinguishing from the air</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>Two aeroplanes with a capacity of 3,000 l each</li> <li>Continual deployment</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>Two aeroplanes</li> <li>At least four crews</li> <li>Technical staff</li> <li>Field maintenance equipment</li> <li>Communications equipment</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>The provisions f) and g) of Article 3b, under l), apply</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>Ready for departure within 3 hours after offer has been accepted</li> </ul>
<b>7. Advanced Medical Post</b>	
Tasks	<ul style="list-style-type: none"> <li>To assign a degree of urgency to patients (triage) at the site of the disaster</li> <li>To stabilise patients' conditions and prepare the patients for transport to the most suitable medical facility for definite treatment</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>Triage of at least 20 patients per hour</li> <li>Medical team that can stabilise 50 patients in 24 hours, working in two shifts</li> <li>Medical supply for the treatment of 100 light casualties per 24 hours</li> </ul>

Most important components	<ul style="list-style-type: none"> <li>• Medical team for 12-hour shifts: <ul style="list-style-type: none"> <li>- triage: 1 nurse and/or 1 doctor</li> <li>- intensive care: 1 doctor and 1 nurse</li> <li>- serious but non-life threatening injury: 1 doctor and 2 nurses</li> <li>- evacuation: 1 nurse</li> <li>- specialised auxiliary personnel: 4 persons.</li> </ul> </li> <li>• Tents: <ul style="list-style-type: none"> <li>- tent(s) with connected rooms for triage, medical care and evacuation</li> <li>- tent(s) for the staff.</li> </ul> </li> <li>• Command post</li> <li>• Storage space for logistic and medical supply</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>• The provisions a) to i) of Article 3b, under l), apply.</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>• Ready for departure within 12 hours after offer has been accepted</li> <li>• Operational at the site 1 hour after arrival</li> </ul>
<b>8. Advanced Medical Post with Surgery</b>	
Tasks	<ul style="list-style-type: none"> <li>• To assign a degree of urgency to patients (triage) at the site of the disaster</li> <li>• To perform life-saving surgical operations</li> <li>• To stabilise patients' conditions and prepare the patients for transport to the most suitable medical facility for definite treatment</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>• Triage of at least 20 patients per hour</li> <li>• Medical team that can stabilise 50 patients in 24 hours, working in two shifts</li> <li>• Medical team that can perform life-saving surgical operations on 12 patients per 24 hours, working in two shifts.</li> <li>• Medical supply for the treatment of 100 light casualties per 24 hours.</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>• Medical team for 12-hour shifts: <ul style="list-style-type: none"> <li>- triage: 1 nurse and/or 1 doctor</li> <li>- intensive care: 1 doctor and 1 nurse</li> <li>- surgery: 3 surgeons, 2 theatre nurses, 1 anaesthetist, 1 anaesthesia assistant</li> <li>- serious but non-life threatening injury: 1 doctor and 2 nurses</li> <li>- evacuation: 1 nurse</li> <li>- specialised auxiliary personnel: 4 persons</li> </ul> </li> <li>• Tents: <ul style="list-style-type: none"> <li>- tent(s) with connected rooms for triage, medical care and evacuation</li> <li>- tent(s) for surgery</li> <li>- tent(s) for the staff</li> </ul> </li> <li>• Command post</li> <li>• Storage space for logistic and medical supply</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>• The provisions a) to i) of Article 3b, under l), apply.</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>• Ready for departure within 12 hours after offer has been accepted</li> <li>• Operational at the site 1 hour after arrival</li> </ul>
<b>9. Field Hospital</b>	
Tasks	<ul style="list-style-type: none"> <li>• To provide elementary and/or advanced medical care, in accordance with the recognised international guidelines for the use of field hospitals abroad, such as the guidelines of the World Health Organisation and the Red Cross</li> </ul>

Capacities	<ul style="list-style-type: none"> <li>• 10 beds for patients with serious trauma with optional extension of the capacity</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>• Medical team for: <ul style="list-style-type: none"> <li>- triage</li> <li>- intensive care</li> <li>- surgery</li> <li>- serious but non-life threatening injury</li> <li>- evacuation</li> <li>- specialised auxiliary staff</li> </ul> </li> <li>- and the following members of staff: GP, urgent care physicians, orthopaedist, paediatrician, anaesthetist, chemist, obstetrician, medical director, laboratory technician, radiology technician</li> <li>• Tents: <ul style="list-style-type: none"> <li>- tents suitable for the medical operations</li> <li>- tents for the personnel</li> </ul> </li> <li>• Command post</li> <li>• Storage space for logistic and medical supply</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>• The provisions a) to i) of Article 3b, under l), apply.</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>• Ready for departure within 7 days after call-up</li> <li>• Operational at location within 12 hours after arrival</li> <li>• Deployable for up to 15 days</li> </ul>

#### 10. Medical Aerial Evacuation of wounded disaster victims.

Tasks	<ul style="list-style-type: none"> <li>• Transportation of the victims of the disaster to health care institutes for medical care</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>• Capacity for the transportation of 50 patients per 24 hours — deployable day and night</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>• Helicopters/aeroplanes with stretchers</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>• The provisions f) and g) of Article 3b, under l), apply.</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>• Ready for departure within 12 hours after offer has been accepted</li> </ul>

#### 11. Temporary Emergency Shelter

Tasks	<ul style="list-style-type: none"> <li>• To provide emergency shelter, including the essential services, mainly at the initial stage of a disaster, in coordination with the existing structures, local authorities and international organisations, until the moment of transfer to the local authorities or humanitarian organisations if the capacity should be necessary for longer</li> <li>• In the event of a transfer, the personnel (local and/or international) in question should be trained before the module is withdrawn</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>• Encampment for the shelter of a maximum of 250 persons</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>• In accordance with the international guidelines, such as the SPHERE guidelines: <ul style="list-style-type: none"> <li>- tents with heating (for winter conditions) and field-beds with sleeping bags and/or blankets</li> <li>- generators and lights</li> <li>- sanitary and hygiene facilities</li> <li>- drinking water supply, in accordance with WHO standards</li> <li>- meeting area for the most essential social activities.</li> </ul> </li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>• The provisions a) to i) of Article 3b, under l), apply.</li> </ul>

Ready for deployment	<ul style="list-style-type: none"> <li>• Ready for departure within 12 hours after offer has been accepted</li> <li>• In general, the intervention should last a maximum of 4 weeks, or the transfer should be begun within that period</li> </ul>
<b>12. Chemical, Biological, Radiological and Nuclear Detection and Sampling (CBRN)</b>	
Tasks	<ul style="list-style-type: none"> <li>• To do /confirm initial evaluation, including: <ul style="list-style-type: none"> <li>- to describe the hazards or risks</li> <li>- to mark off the contaminated area</li> <li>- to evaluate or confirm the protective measures that have already been taken</li> </ul> </li> <li>• Taking qualified samples</li> <li>• To designate the contaminated area</li> <li>• To assess the situation, monitor, make a dynamic risk assessment, including recommendations for warnings and other measures</li> <li>• To assist in immediate risk reduction.</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>• Identification of the chemical substances and detection of the radiological hazards with a combination of portable, mobile and laboratory equipment for: <ul style="list-style-type: none"> <li>- detection of alpha, beta and gamma radiation and identification of known isotopes</li> <li>- identification and, if possible, performance of semi-quantitative analyses of known toxic industrial chemical substances and known means for chemical warfare</li> </ul> </li> <li>• Collection, application and preparation of biological, chemical and radiological samples for further analysis elsewhere</li> <li>• Application of a suitable scientific model for risk prognosis and confirmation of the model by means of continual monitoring</li> <li>• Rendering of assistance for immediate risk reduction: <ul style="list-style-type: none"> <li>- risk management</li> <li>- risk neutralisation</li> <li>- technical assistance to other teams or modules</li> </ul> </li> </ul>
Most important components	<ul style="list-style-type: none"> <li>• Mobile chemical and radiological field laboratory</li> <li>• Portable or mobile detection equipment</li> <li>• Equipment for field sampling</li> <li>• Systems for dispersion models</li> <li>• Mobile weather station</li> <li>• Marker equipment</li> <li>• Reference documents and access to relevant scientific expertise</li> <li>• Secure and safe locked storage of samples and waste</li> <li>• Decontamination facilities for the personnel</li> <li>• Skilled personnel and protective gear that stand up to work in a contaminated and/or low-oxygen area, if necessary including gas-tight suits</li> <li>• Technical equipment for risk management and neutralisation</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>• The provisions a) to i) of Article 3b, under l), apply</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>• Ready for departure within 12 hours after offer has been accepted</li> </ul>
<b>13. Search and Rescue Operations in CBRN conditions</b>	
Tasks	<ul style="list-style-type: none"> <li>• Special search and rescue operations during which the personnel wear protective suits</li> </ul>

Capacities	<ul style="list-style-type: none"> <li>• Special search and rescue operations in protective suits, in accordance with the requirements for the modules for medium-heavy and seriously heavy urban search and rescue operations</li> <li>• Three persons working simultaneously in the critical area</li> <li>• Continuous intervention for 24 hours</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>• Marker equipment</li> <li>• Secure and safe locked storage of waste</li> <li>• Decontamination facilities for personnel and rescued victims</li> <li>• Skilled personnel and protective gear stand up to search and rescue operations in a contaminated area in accordance with the requirements for modules for medium-heavy and seriously heavy urban search and rescue operations, respectively.</li> <li>• Technical equipment for risk management and neutralisation</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>• The provisions a) to i) of Article 3b, under l), apply</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>• Ready for departure within 12 hours after offer has been accepted</li> </ul>
<b>14. Module for Forest-Fire Fighting on the Ground</b>	
Tasks	<ul style="list-style-type: none"> <li>• To assist in fire-fighting operations fighting large forest and vegetation fires with equipment on the ground</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>• Capacity to work for 7 days, 24 hours per day</li> <li>• Capacity to work in areas that are difficult to access</li> <li>• Capacity to install lines of fire hoses with pumps measuring at least 2 km or to install continuous lines of defence</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>• Fire fighters trained to carry out aforementioned tasks, having followed a supplemental course, in accordance with the various types of fire for which the module can be deployed</li> <li>• Mobile equipment for laying lines of defence</li> <li>• Fire hoses, portable tanks and pumps for installing fire-fighting lines</li> <li>• Adjustable pieces for connecting fire hoses, in accordance with the Storz standard</li> <li>• Rucksacks for water transport</li> <li>• Equipment that can be let down from a helicopter by means of a rope or windlass</li> <li>• Evacuation procedures for the fire department must be discussed with the country receiving the assistance</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>• The provisions a) to i) of Article 3b, under l), apply</li> </ul>
Ready for	<ul style="list-style-type: none"> <li>• Ready for departure within 6 hours after offer has been accepted</li> <li>• Continually deployable for up to 7 days</li> </ul>
<b>15. Module for Forest-Fire Fighting on the Ground with Vehicles</b>	
Tasks	<ul style="list-style-type: none"> <li>• To assist in fire-fighting operations fighting large forest and vegetation fires with fire engines on the ground</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>• Sufficient personnel and vehicles for continuous deployment of at least 20 fire fighters simultaneously</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>• Fighters trained to carry out aforementioned tasks.</li> <li>• 4 all-terrain vehicles</li> <li>• All vehicles with a tank capacity of at least 2,000 l.</li> <li>• Adjustable pieces for connecting fire hoses, in accordance with the Storz standard</li> </ul>

Self-sufficiency	<ul style="list-style-type: none"> <li>The provisions a) to i) of Article 3b, under l), apply</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>Ready for departure within 6 hours after offer has been accepted</li> <li>Continually deployable for up to 7 days.</li> <li>Deployable on land or sea. Deployment from the air only in well-reasoned cases</li> </ul>
<b>16. Modules for fighting floods</b>	
Tasks	<ul style="list-style-type: none"> <li>To reinforce existing structures and construct new dams to prevent further flooding of rivers, reservoirs and waterways with rising water levels</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>Capacity to dam water to a height of at least 0.8 m by means of: material for dam construction with a length of at least 1,000 m other material provided at the location.</li> <li>Capacity to fortify existing dykes</li> <li>Capacity to operate in at least 3 different locations in an area accessible to lorries</li> <li>Deployable 24/7</li> <li>Monitoring and maintenance of dams and dykes</li> <li>Capacity to work with local personnel</li> </ul>
Most important components	<ul style="list-style-type: none"> <li>Material for the construction of watertight dams over a total distance of 1,000 m (sand must be supplied by local authorities)</li> <li>Layers of foil/plastic (if necessary to make an existing dam watertight, depending on the construction of the dam)</li> <li>Machine for filling sandbags</li> </ul>
Self-sufficiency	<ul style="list-style-type: none"> <li>The provisions a) to i) of Article 3b, under l), apply</li> </ul>
Ready for deployment	<ul style="list-style-type: none"> <li>Ready for departure within 12 hours after offer has been accepted</li> <li>Deployable on land or sea. Deployment from the air only in well-reasoned cases</li> <li>Capacity for at least 10 days of operation</li> </ul>
<b>17. Rescue of Flood Victims using Boats</b>	
Tasks	<ul style="list-style-type: none"> <li>Search and rescue operations and assistance to people trapped by flooding conditions by means of boats</li> <li>Offering life-saving aid and where necessary to deliver essential aid supplies</li> </ul>
Capacities	<ul style="list-style-type: none"> <li>Capacity to search for people in urban and rural areas</li> <li>Capacity to rescue people in a flooded area, including first medical aid</li> <li>Capacity to work with search operations from the air (helicopters and aeroplanes)</li> <li>Capacity to provide vital necessities in flooded areas: <ul style="list-style-type: none"> <li>transportation of physicians, medicines, etc.</li> <li>food and water.</li> </ul> </li> <li>The module should have at least 5 boats and be able to transport at least 50 people, not including the module's personnel</li> <li>The boats should be able to withstand cold weather conditions and should be able to get up a speed of at least 10 knots upstream</li> <li>Deployable 24/7</li> </ul>

Most important components	<ul style="list-style-type: none"> <li>• Boats designed for: <ul style="list-style-type: none"> <li>- shallow, running water (&gt;0,5 m)</li> <li>- use in windy weather</li> <li>- day and night use</li> <li>- use in accordance with international safety standards, including life jackets for the passengers</li> </ul> </li> <li>• Rescue workers for rapid response in the event of emergencies in the water (no diving operations, only rescue at surface level)</li> </ul>
Self-sufficiency	The provisions a) to i) of Article 3b, under l), apply
Ready for deployment	<ul style="list-style-type: none"> <li>• Ready for departure within 12 hours after offer has been accepted</li> <li>• Deployable on land or sea. Deployment from the air only in well-reasoned cases</li> <li>• Capacity for at least 10 days of operation.”</li> </ul>







# Appendix 5

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## Base of Operations

The BoO must be at least equipped with the following facilities.

- It should be in the immediate vicinity of the incident location if possible
- It should be large enough
- It should offer appropriate shelter for the weather conditions
- Electricity and light
- Sanitary facilities
- Food and drink
- Medical facilities
- Storage for luggage
- Security and accessibility of the location and the terrain
- Communications facilities
- Transport between the BoO and the disaster site.



# Appendix 6

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## After Action Review

Name of unit/team: .....

Commander/Leader: .....

Deployment location: .....

Period of deployment: .....

### Explanation

- The After Action Review (AAR) form should be completed by the commander/leader of a foreign assistance unit/team after the assistance operations in the Netherlands have been completed, but before the unit/team's departure.
- Please only fill in the items that are applicable.
- If you do not have any remarks on certain aspects, because these aspects were well arranged, please mention this.

	FINDINGS	THOUGHTS	RECOMMENDATIONS
<b>Phase 1: Preparations for arrival</b>			
Were you notified of the manner of reception and location? How were the border crossing and customs arrangements?			
Do you have any other remarks concerning the arrival/reception?			
<b>Phase 2: From arrival to deployment</b>			
How was the reception arranged?			
Were you informed of any restrictions/customs in the Netherlands that you must take into consideration during your stay?			
Were you informed about the (disaster) situation?  <ul style="list-style-type: none"> <li>• Accessibility of the disaster area and the operational utility services?</li> <li>• Victims?</li> <li>• Security situation?</li> <li>• Where and when you were to be deployed?</li> <li>• Who is your Point of Contact (POC)?</li> </ul>			
How was the transport arranged?			
<b>Phase 3: Mission, operational deployment</b>			
Were you briefed about the deployment?			
Who gave the orders for your work? Were the orders clear?			
Were you able to carry out the orders satisfactorily? If not, what was the reason?			
Was the "chain of command" clear?			
Did you have the right equipment, and sufficient equipment, to carry out the work?			
Did you have the right means of communication? Were you in contact with the necessary bodies/ persons when carrying out your work?			
What arrangements were made for accommodation, food and general support?			

	FINDINGS	THOUGHTS	RECOMMENDATIONS
<b>Phase 4: Completion / Evaluation</b>			
Were you notified of the termination of your deployment in time?			
Did you receive any information about the results of your work/deployment?			
Were you debriefed immediately after your deployment at the deployment location? By whom?			
Will there be an operational and/or psychological debriefing in your own country?			
Do you have any other remarks or suggestions concerning the completion/evaluation/debriefing?			
<b>Phase 5: Departure</b>			
Did you receive the information about your departure on time? From whom?			
Had the transport for your departure been arranged? By whom?			
Do you have any other remarks or suggestions concerning the departure?			
<b>OTHER REMARKS</b>			
How do you feel about your deployment?			
Other remarks			





# Appendix 7

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## List of sources

### 1. Documents, legislation and regulations on the global level

#### 1.1 *Forms of 'soft law' and documents within the United Nations framework*

- Guidelines on the Use of Military and Civil Defence Assets in Disaster Relief (“1994 Oslo Guidelines”) and their update, drawn up by the Civil-Military Coordination Section of UN OCHA. Framework for the formalisation and improvement of the effectiveness of the use of foreign Military and Civil Defence Assets (MCDA) in the event of a disaster (2006).  
Deployment of persons/material/services by the international community in the event that the Netherlands should be hit by a disaster in peacetime. Organisation, terminology, parties involved, responsibilities and recommendations relevant to this deployment, whether it is under the UN flag or not. Model application form and model agreement for the status of the deployed resources.
- INSARAG Guidelines and Methodology  
Manual of the Field Coordination Support Section (UN OCHA) with recommendations for the (future) Urban Search and Rescue Teams, arising from UN resolution 57/150 (2008).  
Information concerning the installation of OSOCC, RDCs, etc, and the responsibilities of the country receiving the assistance and the USAR team as to preparedness, mobilisation and operations.
- UN resolution 57/150: Strengthening the Effectiveness and Coordination of International Urban Search and Rescue Assistance, Resolution of the General Assembly on assistance from international Urban Search and Rescue Teams (2003).  
Emphasises the importance of USAR and incites countries to remove any barriers so that the USAR teams can do their work more effectively.

### 1.2 Documents pertaining to aid rendered by the International Red Cross

- Guidelines for the Domestic Facilitation of International Relief and Initial Recovery Assistance (2007).  
Non-binding document by the International Committee of the Red Cross that provides guidelines for improving national policies/regulations/institutional frameworks so that countries are better prepared for a disaster. Guidelines for the inflicted country's responsibilities, applications for and termination of international aid, legal facilities, personnel, goods, transport and costs.
- Law and Legal Issues in International Disaster Response: a Desk Study (including a summary, 2007).  
Publication by the International Federation of Red Cross and Red Crescent Societies that provides a survey of the (international, regional, national) structure of the regulations and basic principles that are currently in place worldwide concerning disaster response. Survey of the international, regional and national regulations that affect international aid workers when offering aid to a country: immunity, customs law, transport law, telecommunications law, insurance, liability, etc.

### 1.3 Host Nation Support

- Contingency Plan Host Nation Support, Contingency Plan HNS Operations C-LAS.  
Application on the Ministerial level, survey of all possible (foreign) military parties involved, locations for installation.
- INA non-paper on Host Nation Support, drawn up in February 2008.  
Non-paper by the Norwegian Directorate for Civil Protection and Emergency Planning with focal points /bottleneck items connected to the Host Nation Support and a "proposed way forward".
- NATO's concept for Host Nation Support.  
Presentation by the NATO on HNS, concept for cooperation between EU bodies, Member States and non-EU Troop Contributing Nations.
  - Basic principles and policy pertaining to HNS, responsibilities of the parties involved/Host Nation, link between HNS and EU Crisis Management Procedures, logistic framework (flowchart), drafting procedures.
- NTC guidelines National Annex the Netherlands, 2007.  
Annex with a survey of the Dutch defence structure and activation of Host Nation Support Arrangements in the Netherlands, from a document drawn up by the forum of National Territorial Commanders of some twenty countries, including the Netherlands.

### 1.4 Other

- Measures to strengthen international cooperation in nuclear, radiation and waste safety including nuclear safety review for the year 1999.  
Document discussed at the General Conference of the International Atomic Energy Agency on 17 August 2000. Report of relevant developments that arose in the year 1999 in relation to nuclear, radiation and waste safety, survey of legal instruments concerning the cooperation in this area and preview (2000)
- Memorandum of Understanding, Facilitation of Vital Civil Cross Border Transport (NATO/EAPC) + release.  
Non-binding NATO document by the Senior Civil Emergency Planning Committee (in EAPC-format) dating from 19 June 2006 on the facilitation of vital civil cross-border transport by means of improved coordination, logistics, etc. (2006).  
Guidelines for the transport of "relief personnel and material." Each nation that signed the document is to install a national contact point for transport and is to provide the countries rendering the aid every possible logistic and administrative facility. Guidelines for border formalities and stay.
- Tampere Convention on the Provision of Telecommunication Resources for Disaster Mitigations and Relief Operations.  
Treaty between 60 nations on the use, availability and transport of "life-saving" telecommunication facilities in the event of a disaster (1988).

- Agreements on “telecommunication assistance” to the Netherlands if the Netherlands were to have problems with telecommunication facilities as a consequence of a disaster. Immunity for personnel in question, costs, barriers.
- The Helsinki Convention (+ Lower House paper).  
Convention on transboundary consequences of industrial accidents. International convention within the framework of the Economic Commission for Europe of the United Nations drawn up between the United States, among others, and all EU countries. The convention aims to protect people and the environment against industrial accidents that have transboundary effects and to encourage active international cooperation between Parties to the convention and to prevent and respond to such accidents (1992)  
- Agreements on (mutual) assistance in the event of “non-controlled developments during activities involving hazardous substances”.

## 2 Documents, legislations and regulations on the European level

- Agreement for cooperation in dealing with pollution of the North Sea by oil and other harmful substances.  
Excerpt from the Bonn Agreement Counter-Pollution Manual. Agreement between Belgium, Denmark, France, Germany, the Netherlands, Norway, Sweden, the United Kingdom and the EEC to cooperate in the event of serious pollution of the North Sea and the surrounding waters (1983).  
On the grounds of this agreement, the Netherlands can call in the assistance of the Parties to the Agreement in the event of (imminent) pollution of the Dutch coast.
- Council Decision establishing a Community Civil Protection Mechanism 2007/779/EC.  
Decision by the Council of the European Union of 8 October 2007 on establishing a community mechanism for civil protection (recast) for the facilitation of reinforced cooperation between the EC and Member States in the event of assistance interventions for civil protection (2007).  
Decision on the funding of crisis management within the European Union; establishment of role of the EU Monitoring and Information Centre, development of intervention teams, European application and information lines.
- Council Decision on the Improvement of Coordination between the Special Intervention Units of the Member States of the European Union in Crisis Situations.  
Decision by the Council of the European Union in which regulations and conditions are proposed to make the deployment of special intervention units of a Member State in the territory of another Member State possible if the latter has requested assistance during a crisis (2006).  
Agreements on foreign assistance by means of providing expertise or knowledge and physical deployment of special intervention units (law enforcement authorities specialised in the control of a crisis situation), liability and costs.
- Commission Decision 2010/481/EU, Euratom :  
Commission Decision of 29 July 2010 amending Decision 2004/277/EC, Euratom as regards rules for the implementation of Council Decision 2007/779/EC, Euratom establishing a Community civil protection mechanism (notified under document C(2010) 5090). Text with EEA relevance.
- Convention on Temporary Admission.  
Multilateral Convention on the agreements concerning the import of equipment, including means of transportation, so that normal procedures need not apply in the event of a crisis (1990).  
Customs regulations in the event of a disaster, formalities, model document for temporary admission, regulations on animals (search and rescue dogs).
- Document with important agreements on arms, equipment, costs and liability.  
Survey of relevant Articles from the Treaty of Enschede and the Treaty of Senningen on arms, equipment, costs, liability.

- **Emergency Management Plan Cross Boarding Flooding of Belgium-the Netherlands.**  
Document drawn up by the Belgium Expertise Centre CEMAC to contribute information to the General Emergency and Intervention Plan of the provinces East and West Flanders concerning the management of emergency situations caused by imminent flooding of the coast of Zeeland, etc. (2008).  
Cross-border procedures for crisis management in the event of flooding of the coast of Zeeland by the sea. Joint declaration by the Netherlands, Belgium, Flanders and the Walloon provinces of Belgium on cross-border cooperation.
- **Decisions on police cooperation and cooperation concerning disasters and serious accidents. Foundations for the Treaty of Senningen drawn up in 2004 on cross-border police intervention (2002).**  
Belgian-Dutch declaration of intent for cross-border cooperation in the event of a disaster.
- **Agreement between the Kingdom of the Netherlands and the Federal Republic of Germany on mutual assistance for disaster response, including serious accidents.**  
Bilateral agreements on mutual assistance (1988). Mutual border formalities, the use of aircraft, costs and compensation for damage.
- **Agreement between the Kingdom of the Netherlands and the Kingdom of Belgium on mutual assistance for disaster and accident response.**  
Bilateral agreements on mutual assistance (1984). Mutual border formalities, the use of aircraft, costs and compensation for damage.
- **Public Protection and Disaster Relief Spectrum Requirements, report 102 by the Electronic Communications Committee of the European Conference of Postal and Telecommunications Administrations.**  
The aim is to describe the present situation and the development of requirements for implementing wide and broadband frequencies for Public Protection and Disaster Relief (2007) – recommendations for the selection of emergency frequencies.
- **Resolution of the Council of European Union (1991): improvement of mutual assistance of Member States in the event of natural or technological disasters.**
- **Cooperation between Belgium, Denmark, France, Germany, the Netherlands, Norway, Sweden, Great Britain, Northern Ireland and the European Economic Community in the event of a disaster or pollution of the North Sea.**
- **The Host Nation Support Concept for EU-led Management Operations.**  
Document by the Council of the European Union on the cooperation in Host Nation Support between EU bodies, Member States, non-European nations supplying assistance and Host Nations in the event of a crisis management operation managed by the EU. The document builds on the guidelines of the “Military Logistic Support Concept of EU-led crisis Management Operations” from 2000.  
Basic principles and policy for HNS, course of Crisis Response Military Strategic Planning.
- **Treaty of Enschede.**  
Treaty between the Netherlands and Germany on cross-border police cooperation and criminal matters, to encourage the cooperation for maintaining public order and safety and the prevention and detection of criminal acts including the execution of sentences (2005).  
Article on mutual assistance in the event of a disaster or serious accident, by means of the secondment of (police) officials, specialists and advisors, and the supply of equipment. Use of (aircraft) vehicles, use of uniforms and arms, authority and liability of officials, costs.
- **Treaty of Prüm.**  
Treaty between the Kingdom of Belgium, the Federal Republic of Germany, the Kingdom of Spain, the Republic of France, the Grand Duchy of Luxembourg, the Kingdom of the Netherlands and the Federal Republic of Austria on the strengthening of cross-border cooperation, specifically for combating terrorism, cross-border crime and illegal

migration. The Treaty provides foremost for a number of arrangements for the simplification of information exchange between the participating countries. In addition, it is to lead to the improvement of operational cooperation (2005).

Article on mutual assistance in the event of a disaster or serious accident by means of the secondment of (police) officials, specialists and advisors and the supply of equipment. Use of uniforms, authority and liability of officials, costs (based on the Treaty of Enschede).

- Schengen Agreement.  
Agreement between the governments of the States of the Benelux Economic Union, the Federal Republic of Germany and the French Republic on the gradual abolition of checks at the common borders (1995).  
Abolition of the common internal borders of the European Parties to the Agreement.
- Treaty of Senningen.  
Agreement between the Kingdom of the Netherlands, the Kingdom of Belgium, the Grand Duchy of Luxembourg on cross-border police intervention (2004).  
Authority for (general) police assistance; relationship of authority; costs; liability.
- Resolution of the Council of the European Union (1991): improvement of mutual aid of the Member States in the event of natural or technological disasters.
- Cooperation between Belgium, Denmark, France, Germany, the Netherlands, Norway, Sweden, Great Britain, Northern Ireland and the European Economic Community in the event of disaster or pollution of the North Sea.

### 3 Documents, legislation and regulations on the national level

- Royal Decree on Government contributions for costs of assistance and relief.  
Royal Decree on government contributions for the costs of rendering assistance and relief of a disaster or serious accident in the Netherlands, Germany or Belgium (2002).  
Procedures concerning potential Dutch contribution to the costs of assistance in the Netherlands, Belgium or Germany.
- Explanatory notes on the Requisition Act and the Distribution Act.  
Distribution Act: Minister of Economic Affairs' option to lay down rules for the efficient distribution of goods in exceptional circumstances.  
Requisition Act: Ministers' option to requisition (im)movable objects in exceptional circumstances, Ministry of Economic Affairs' power of veto.
- Een maatje te groot? Onderzoek naar het ontvangen van internationale bijstand bij rampen in Nederland. [One size too large? Study into the reception of international assistance in the event of disasters in the Netherlands]  
Thesis by Fransen, Liebe, Slob, Verhage for the completion of Master Programme in Crisis and Disaster Management. Discusses the question of whether the Netherlands is prepared, and how, for the reception of international assistance in the event of a large-scale disaster (2001). Role of the NCC and the Dutch embassies in the application for incoming foreign assistance. Role of UN, EU and NATO. Weak spots in the reception of incoming foreign assistance in the Netherlands.  
Manual for Assistance Part 1: national  
National assistance procedures. Revised version 2010.
- Handboek Crisisbeheersing: [Manual for crisis management]  
Manual written by the Ministry of Traffic and Water Management's Departmental Coordination Centre; provides a survey of the national and departmental structure of crisis management. 4th version (2005). Short survey of crisis structure on the national level. Method, organisation and authority of (sectors of) Ministry of Traffic and Water

Management's Departmental Coordination, legislation specifically relevant to the Ministry of Traffic and Water Management.

- International agreements on evacuations (short international study commissioned by the Project Nationale Veiligheid [National Security Project] by the Werkgroep Evacuaties [Evacuations Working Group]. Inventory within the Project Nationale Veiligheid of the agreements the Netherlands has concluded with (surrounding) countries on floods (2007). Accelerated EU crisis decision-making process "Crisis Coordination Arrangements". Crisis structure in Germany and Belgium.
- Memo on frequency management by the Radiocommunications Agency  
Explanatory Memorandum to the Treaty of Enschede  
Approval of this Treaty concerning cross-border police cooperation and cooperation in criminal matters.  
Explanation per Article on regulations (some of which are relevant to the Manual).
- Explanatory Memorandum to the Treaty of Prüm.  
Approval of this Treaty concerning the intensification of cross-border police cooperation (2006-2007). Explanation per Article on regulations (some of which are relevant to the Manual).
- Explanatory Memorandum to the Treaty of Senningen.  
Approval of this Treaty that regulates the cross-border police cooperation between the Netherlands, Belgium and Luxembourg (2004-2005). Explanation per Article on regulations (some of which are relevant to the Manual).
- Ratification of the Treaty of Prüm.  
Ratification of this Treaty concerning the strengthening of cross-border cooperation (2008).
- Flowcharts used by the Province of Limburg.  
Surveys of the procedures for applications for assistance from and to Belgium and Germany, for bordering and non-bordering areas. Flowcharts for applications for assistance from Belgium and Germany.
- "Structuur USAR kan veel efficiënter" ["Structure of USAR could be more efficient"].  
Interview with Ralf Beerens in Alert to discuss his research (Urban Search and Rescue: preparedness and coordination when structures collapse)(2008).
- Urban Search And Rescue: preparedness and coordination when structures collapse. An analysis for preparedness and coordination for receiving USAR-assistance in the Netherlands, Sweden, and Estonia.  
Study by Ralf Beerens as part of his Masters degree in Disaster Management into the preparedness and coordination of the deployment of USAR in the Netherlands (2007). Procedures, roles of UN and EU, affected country's responsibilities (installation of OSOCC, LEMA, etc.), national and international organisation.
- Use of Force in the Netherlands.  
Survey of regulations concerning the use of violence ("coercive force of more than minor magnitude") by foreign troops in the Netherlands. Use of violence, whether by means of firearms or not, by foreign military assistance troops (in the event of self-defence).
- Safety Regions Act  
Organisation and survey of tasks, responsibilities and powers of the Safety Regions. Article 51 and following describe the method of acquiring and providing assistance. The Safety Regions Act replaces the Act on Medical Assistance in the event of Disasters concerning the care of the wounded at or near the site of disaster and the Act on Disaster and Serious Accidents concerning exceptional arrangements for exceptional circumstances. The Safety Regions Act provides for the tasks, responsibilities and powers of the mayor, chairperson of the Board of the Safety Region, the Queen's Commissioner and the Minister of Security and Justice for disaster relief and response to serious accidents and other large-scale incidents.







# Appendix 8

## List of abbreviations

<b>AAR</b>	After Action Review
<b>ACO</b>	Ambtelijk Crisisoverleg [Administrative Crisis Meeting]
<b>AT</b>	Radiocommunications Agency
<b>BZ</b>	Foreign Affairs
<b>BZK</b>	(Ministry of) the Interior and Kingdom Relations
<b>BoO</b>	Base of Operations
<b>CBNR</b>	Chemical, biological, nuclear and radiological
<b>CCB</b>	Conflict en Crisisbeheersing [Conflict and Crisis Management]
<b>CdK</b>	Queen's Commissioner
<b>CECIS</b>	Common Emergency communication and Information System
<b>CEPT</b>	European Conference of Postal and Telecommunications Administrations
<b>COPI</b>	On-site Commander
<b>DCC</b>	Departementaal Coördinatiecentrum [Departmental Coordination Centre]
<b>DIC</b>	Customs Information Centre
<b>DVI</b>	Disaster Victim Identification
<b>DOC</b>	Defensie Operatie Centrum [Defence Operation Centre]
<b>DVVO</b>	Defensie Verkeers- en Vervoersorganisatie [Defence Traffic and Transport Organisation]
<b>EADRCC</b>	Euro Atlantic Disaster Response Coordination Centre / NATO –coordinates international aid in the event of a disaster in conjunction with UN-OCHA
<b>EADRU</b>	Euro-Atlantic Disaster Response Unit
<b>EAPC</b>	Euro-Atlantic Partnership Council
<b>ECC</b>	Electronic Communications Committee
<b>EU</b>	European Union

<b>EU MIC</b>	EU Monitoring en Information Centre
<b>EZ</b>	(Ministry of) Economic Affairs
<b>GHOR</b>	Medical Emergency Preparedness and Planning Office
<b>HNS</b>	Host Nation Support
<b>ICCb</b>	Interdepartementale Commissie Crisisbeheersing [Interdepartmental Commission for Crisis Management]
<b>IND</b>	Immigration and Naturalisation Service
<b>IT</b>	Information Technology
<b>ITU</b>	International Telecommunication Union
<b>KLPD</b>	Netherlands Police Agency
<b>KMAR</b>	Royal Netherlands Military Constabulary
<b>LEMA</b>	Local Emergency and Management Authority
<b>LNV</b>	(Ministry of) Agriculture, Nature and Food Quality
<b>LOCC</b>	National Operations Centre
<b>LOS</b>	Landelijk Operationele Staf [National Operational Staff]
<b>LSO</b>	Liaison Officer
<b>MCCb</b>	Ministeriële Commissie Crisisbeheersing [Ministerial Commission for Crisis Management]
<b>MCDA</b>	Military and Civil Defence Assets
<b>MvT</b>	Explanatory Memorandum
<b>NARFA</b>	National Allied Radio Frequency Agency
<b>NATO</b>	North Atlantic Treaty Organisation
<b>NCC</b>	National Crisis Centre
<b>NCTb</b>	National Coordinator for Counter-terrorism
<b>OCHA</b>	Office for the Coordination of Humanitarian Affairs
<b>OSC</b>	On-Site-Commander
<b>OSOCC</b>	On Site Operations and Coordination Centre
<b>OvD</b>	Duty Officer
<b>RBT</b>	Regionaal Beleidsteam [Regional Policy Team]
<b>RDC</b>	Reception and Departure Centre
<b>POC</b>	Point of contact
<b>PPDR</b>	Public Protection Disaster Relief
<b>ROT</b>	Regionaal Operationeel Team [Regional Operational Team]
<b>RRT</b>	Rapid Reaction Team
<b>RWS</b>	Dutch Directorate for Public Works and Water Management [Executive organisation of the Ministry of Transport]
<b>SOP</b>	Standing Operating Procedures
<b>USAR</b>	Urban Search and Rescue
<b>UN OCHA</b>	United Nations Office for the Coordination of Humanitarian Affairs
<b>VCNL</b>	Verkeerscentrum Nederland [Netherlands Traffic Centre] (Ministry of Transport's national traffic management centre)
<b>UN</b>	United Nations
<b>V en W</b>	(Ministry of) Transport, Public Works and Water Management
<b>VMC</b>	Verkeersmanagementcentrale [Traffic Management Centre](Dutch Directorate for Public Works and Water Management's traffic management centre)
<b>Wet BIG</b>	Individual Health Care Professionals Act
<b>WHO</b>	World Health Organisation



