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Go to **[www.ucpm-sops.eu](http://www.ucpm-sops.eu)**

You will find instructions for registration by clicking "Request access".

When access is granted, you will receive a login link by email.

Reset your password first by entering a new password in the password field  
(notice the password requirements).

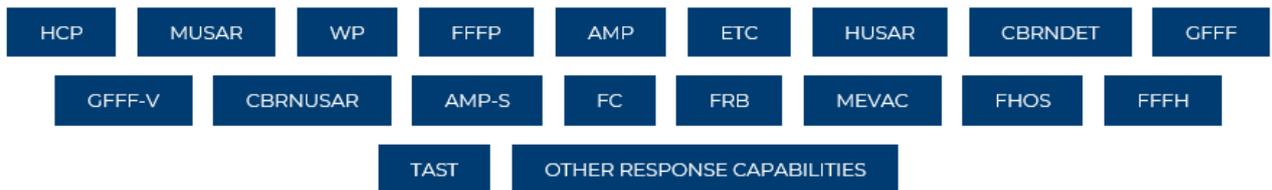
After successful logging in, choose your respective module and start writing the  
SOP. Click the name of the module and the template opens.

The main purpose of these guidelines is to create a common basis on how to write Standard Operating Procedures (SOPs) for Union Civil Protection Mechanism (UCPM) Modules, Technical Assistance and Support Teams (TAST's) and other response capacities within the UCPM.

SOPs should contain all predictable procedures during the whole deployment cycle of the module, but should also introduce the user into the general and technical context of the respective module. These SOPs guidelines should be used and respected for drafting of all UCPM SOPs.

The Guidelines will provide the SOP drafters with guidance as what to write, with the understanding that some parts may be different depending on types of modules, TAST'S and other response capacities

## FILL OUT A NEW FORM



### My Forms

Title	Author	Date	Link
Other response capabilities 1	LauraMaria Hokkanen	2019/03/21	<a href="#">View and edit</a>
Cbrndet 1	LauraMaria Hokkanen	2019/03/21	<a href="#">View and edit</a>

### Other users' forms

Title	Author	Date	Link
Tast turku 4	Turku	2019/03/15	<a href="#">View</a>
Musar tampere 4	Eahlberg	2019/03/13	<a href="#">View</a>

Here you can also access all the forms you have created and the forms created by other registered users. Please note that once you fill in your team's / module's form, other registered users can see it as well.

When you choose the form to fill, the template opens (here, MUSAR was chosen):

MUSAR 1 

- 1 Introduction
- 2 Personnel
- 3 Equipment
- 4 Training
- 5 Preparation
- 6 Alerting and mobilization
- 7 Arrival
- 8 Operations
- 9 Demobilization
- 10 Post mission

**1 Introduction**

**1.1 Description of the module's capacities and main task**  
Short description of team's capabilities and tasks. Reader should be able to understand the overall function and purpose of the team. Do not go in details, as they should be described in annexes.

**Suggested annexes: UCPM Fact sheet, Insarag Fact sheet, EMT fact sheet**

Add new annex/image 

**1.2 Team's linkage to UCPM or other international organizations**  
Describe how your module/team/other response capacity is in linkage to UCPM (registered in CECIS or registered to the Voluntary Pool) or other international organisations (e.g. WHO, INSARAG) and if it's, how? If no linkage exists, it should be mentioned also.

**1.3 Team structure**  
Describe overall structure of your team.


By clicking the pen  sign you can change the title of the form.

Template is filled simply by writing the required text in the boxes.

Annex files can be added by clicking "add file", after which you browse your folders in order to download it as an attachment.

On the right side you find "save changes", "print" and "download annexes". Please remember to save all changes manually by pressing "save changes" because your SOP is not automatically saved. The system reminds you to save changes by flashing the save changes text. Please note that changes cannot be saved when you are offline.

From the index in the upper left corner you find shortcuts to different chapters of the template.

You can also grant access to read your SOPs to someone who has not registered in the platform. He / she can only view the document, not edit it. You can only grant reading access to your own documents.

This is done by clicking "Grant read access" and filling the required information in the fields (name and email of the person access is granted to, username and password).



Fill forms

Grant read access

Log out

ETC 1 

- 1 Introduction
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- 9 Demobilization
- 10 Post mission

1 Introduction

The person will receive an email with a link and credentials to view the forms.

sop <thanh.nguyen@sst.fi>

to 21.3.2019 12:52

Sinä 

Hi UlkopuolinenTestaaja,

You have been granted read access to [sop](#).

Please reset your password on the following address:

<https://sop.dev.sst.fi/wp/wp-login.php?action=rp&key={{key}}&login=UlkopuolinenTestaaja>

Thank You!

Should you have any questions, please do not hesitate to contact us at [cp@pelastusopisto.fi](mailto:cp@pelastusopisto.fi)



## Common Standard Operational Procedures for the Union Civil Protection Mechanism Modules and Teams (UCPM SOPs)

Agreement number: 783255 – UCPM SOPs – UCPM-2017-PP-AG

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This project is co-financed by the European Commission Civil Protection Financial Instrument  
783255 – UCPM SOPs – UCPM-2017-PP-AG



**ΠΕΛΑΓΟΣΟΠΙΣΤΟ**  
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The main purpose of these guidelines is to create a common basis on how to write Standard Operating Procedures (SOPs) for Union Civil Protection Mechanism (UCPM) Modules, Technical Assistance and Support Teams (TAST's) and other response capacities within the UCPM.

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## FILL OUT A NEW FORM



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Musar Finland 2	LauraMaria Hokkanen	2019/03/26	<a href="#">View and edit</a>
Musar MUSAR Finland	LauraMaria Hokkanen	2019/03/26	<a href="#">View and edit</a>
Musar 2	LauraMaria Hokkanen	2019/03/26	<a href="#">View and edit</a>

# UCPM MODULE

- 1 Introduction
- 2 Personnel
- 3 Equipment
- 4 Training
- 5 Preparation
- 6 Alerting and mobilization
- 7 Arrival
- 8 Operations
- 9 Demobilization
- 10 Post mission

## Logo

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## Version

### Update history

Version	Date	Updated content
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[Add history](#)

### List of abbreviations

Abbreviation	Description
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[Add abbreviation](#)

## 1 Introduction

### 1.1 Description of the module's capacities and main task

Short description of team's capabilities and tasks. Reader should be able to understand the overall function and purpose of the team. Do not go in details, as they should be described in annexes.

Paragraph  **B** *I*  A           

### Suggested annexes: Terms of References and detailed table of necessary qualifications, education, certification etc.

Add new annex/image

[Add file](#)

### Add extra files

Add an extra file

[Add file](#)

## 3 Equipment

### 3.1 Equipment overview

Overall description of team's equipment. Do not go in details, as they should be in annex. Where the equipment is stored in home country and who is responsible for it?

Paragraph  **B** *I*  A           





**Suggested annexes: Personal preparation checklist, Code of conduct, Table for preparation responsibilities**

Add new annex/image

[Add file](#)

**5.2 Personal equipment and preparedness**

What items is team members expected to provide themselves (and recommended grab bag contents)?

Paragraph ▼ **B** *I* ~~S~~ A ▼            *I*

**Suggested annexes: Grab bag checklist, individual preparation checklist**

Add new annex/image

[Add file](#)

**5.3 Medical preparedness**

Describe your health monitoring and medical preparation arrangements. How physical and mental health of team members is ensured and checked before mission (excluding vaccinations)?

Paragraph ▼ **B** *I* ~~S~~ A ▼            *I*

**Mandatory vaccinations**

Mandatory vaccinations

[Add Row](#)

**5.4 Vaccinations**

Who, where and when will provide vaccination for team members? Which vaccination is seen as mandatory and who is responsible for providing them?

Paragraph ▼ **B** *I* ~~S~~ A ▼            *I*

**Add extra files**

Add an extra file

[Add file](#)

**6 Alerting and mobilization**

**6.1 Procedures for request of international assistance**

Describe how the request for International Assistance is coordinated within your organization. A flowchart or other visual form of information is preferred

Paragraph **B** *I* ~~S~~ A *I*\*

**6.2 Alerting and mobilization**

Describe alerting and mobilization procedure of your team, including key functions (HQ, team leader, liaison officer, medical personnel etc.) responsibilities. A flowchart or other visual form of information is preferred.

Paragraph **B** *I* ~~S~~ A *I*\*

**Add extra files**

Add an extra file

[Add file](#)

## 7 Arrival

### 7.1 Key coordination stakeholders

Who are the key stakeholders in coordination? Who do you anticipate to be your team's main counterparts and co-operation partners in the affected country? If there are no pre-determined counterparts, that should be mentioned also.

Paragraph  **B** *I*  A             *I*

### Suggested annexes: Template for key stakeholder contact details

Add new annex/image

[Add file](#)

### 7.2 Main tasks and responsibilities

What are the tasks for your module/team/other response capacity: who is responsible for what in arrival phase?

Paragraph  **B** *I*  A             *I*

### Add a person

[Add Row](#)

### 7.3 Reception and departure centre (RDC)

#### 7.3.1 Registration at RDC

What is your team's standard procedure when registering to RDC? For example: What documents are prepared and by who and what is the most valuable information for your team to receive from the RDC?

Paragraph  **B** *I*  A             *I*

### 7.3.2 Establishing an RDC

If you are prepared to establish an RDC, what is the procedure? Who will staff it, what equipment is ready for it, what are the key tasks for RDC personnel, how do you plan to communicate with them etc. NOTE: If the team is not prepared to establish an RDC, this should be mentioned also.

Paragraph	▼	<b>B</b>	<i>I</i>	<del>S</del>	<u>A</u>	▼		▼												<i>I</i>

### 7.4 Logistic preparations

What are your logistic preparations and what are the key issues regarding logistics that need to be addressed at the arrival phase?

Paragraph	▼	<b>B</b>	<i>I</i>	<del>S</del>	<u>A</u>	▼		▼												<i>I</i>

#### Suggested annexes: Checklist for logistic issues on arrival

Add new annex/image	<a href="#">Add file</a>
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#### Add extra files

Add an extra file	<a href="#">Add file</a>
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## 8 Operations

### 8.1 Team coordination

What are your procedures for coordination? Who do you expect to be your key counterparts in co-ordination during operational phase? How is your team prepared to communicate internally during operational phase? Do you expect to have team briefings? Who decides when they are held and is there a fixed agenda?

Paragraph	▼	<b>B</b>	<i>I</i>		<b>A</b>	▼		▼										<i>I</i>

### Suggested annexes: Team briefing agenda, Coordination overview

Add new annex/image
<a href="#">Add file</a>

### 8.2 Assessments

What is the procedure for assessments? Who will attend, with what equipment and what are preparations that should be made before an assessment? Assessment for base of operations should be addressed in details (minimum requirements, what to look for etc.), if applicable for your team.

Paragraph	▼	<b>B</b>	<i>I</i>		<b>A</b>	▼		▼										<i>I</i>

### Suggested annexes: Assessment checklist

Add new annex/image
<a href="#">Add file</a>

### 8.3 Setting up and running the module

Goal should be that the reader has very good overall understanding, what your team's operations are in practical level. Issues to be addressed could be or you can add new ones:

- Short description of the set-up and running your team
- List and description of key tasks / activities your team will take part in
- Including main reporting responsibilities of each team member (e.g. Team leader will contact HQ daily, create plan of action etc.)
- Explain your team's shifting system (if applicable) – use chart if possible
- Explain your team's information management procedures: How information is gathered, where and how it is stored and who will analyse it.
- Explain how your team will create and update logbook.
- Explain your team's tracking system for personnel working in the field
- Describe how your equipment is stored during the mission and who is responsible of it.
- Any other issues

Paragraph	▼	<b>B</b>	<i>I</i>	<del>S</del>	<u>A</u>	▼		▼											<i>I</i>

#### Suggested annexes: Logbook template, Plan of Action template, Situation report template, meeting preparation checklist

Add new annex/image	<a href="#">Add file</a>
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### 8.4 Logistics

Describe your team's logistical principles in operational phase. Do not go in details, since details should be Logistic plan (annex).

Paragraph	▼	<b>B</b>	<i>I</i>	<del>S</del>	<u>A</u>	▼		▼											<i>I</i>

#### Suggested annex: Logistic plan

Add new annex/image	<a href="#">Add file</a>
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### 8.5 Base of Operations

Describe the main functions of your base of operations. A table is preferred with some details about expected fuel/water consumption etc. Information about responsibilities of running the base of operations can be addressed here.

Paragraph ▼ **B** *I* ~~S~~ A ▼  ▼         

#### Suggested annex: Generic BoO layout

Add new annex/image [Add file](#)

### 8.6 Safety & Security

Describe your team's safety & security principles. Do not go in details, since details should be Safety & security plan.

Paragraph ▼ **B** *I* ~~S~~ A ▼  ▼         

#### Suggested annex: Safety & security plan

Add new annex/image [Add file](#)

### 8.7 Media

Describe your team's principles regarding handling media. Who will be the spokesperson, what are they allowed to say, how and where they should report after media contacts etc.

Paragraph ▼ **B** *I* ~~S~~ A ▼  ▼         

#### Suggested annexes: Team press pack, Media hand-out, Media pocket guide

Add new annex/image [Add file](#)

### Add extra file

Add an extra file

[Add file](#)

## 9 Demobilization

### 9.1 Exit strategy

Description of exit strategy and key tasks for team management during demobilization phase (e.g. reporting responsibilities, donation principles and responsibilities).

Paragraph  **B** *I*  A                              



### 10.5 Administrative issues

Describe administrative tasks and responsibilities related to post mission phase.

Paragraph ▾ **B** *I*  **A** ▾  ▾           *I*

#### Add extra files

Add an extra file

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