

Policy 02: Earthquake Reconnaissance

Originating/Responsible Committee:	Policy Committee (standing)
Approval Authority:	Board of Directors
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1 INTRODUCTION

The Association traditionally provides funding for selected members, at the discretion of the board, to travel to earthquake-affected regions to conduct post-disaster reconnaissance. The goal of this funding is to further the mission of the Association by collecting time-sensitive data, and reporting to members about lessons that can be learned on earthquake engineering impacts to identify opportunities for the Association and members to contribute expertise or other assistance to the affected community.

2 DETERMINATION OF A RECONNAISSANCE TRIP

After a significant earthquake event, any member of the Association may contact the vice-president of the Board regarding the potential for the Association to send a reconnaissance team to the affected area. The vice-president shall be responsible for coordinating this effort. In the absence of a vice-president, the president shall be responsible. At the vice-president's or president's discretion, they may call a special meeting of the Board to determine if the event warrants a Reconnaissance trip supported by the Association. The decision about whether or not to send a reconnaissance team will be made by the Board according to the following criteria:

- a) Availability of funding;
- b) Documentation of the lessons learned from the event will be valuable for the practice of earthquake engineering in Canada, including but not limited to risk management, geotechnical or structural practice;
- c) There is sufficient expectation of local approvals &/or assistance to facilitate access and support for the reconnaissance;
- d) Expectation of interest from the membership to conduct the reconnaissance and learn from the resulting report.

3 SELECTION OF MEMBERS

After an earthquake event of sufficient impact to warrant a reconnaissance trip, one or more teams will be assembled to make the trip. To this end, interested members are invited to provide their name, affiliation, expertise, and a brief statement to the secretary of the Association. An application form is attached as an appendix to this document. This form may also be implemented in an electronic form on the Association's website. When a team is being assembled, members on the list will be contacted by email

as to their continuing interest and availability with an immediate response required. Time permitting, other members of the association may also be recruited to participate.

Members proposed for a reconnaissance team will be selected for funding by the Board of Directors at a special meeting, considering the following:

- a) Team members must be members of the Association in good standing, except in exceptional cases;
- b) The team should be diverse, with consideration of gender, expertise, and level-of-experience;
- c) Familiarity with the community or personal connections with local experts or organizations would be an asset;
- d) The number of members in a team deemed by the Board to be suitable (which may depend on the availability and ease of securing appropriate resources at the site of the earthquake event).

A reconnaissance team should typically have five members or fewer. One of the members will be chosen to be the team leader, who will have the responsibility to coordinate trip planning and to lead and coordinate the production of the required deliverables. The team leader will preferably have participated in a previous reconnaissance trip.

Information on the make-up and schedule of the reconnaissance trip will be posted to the CAEE website.

See the Guidelines for the Reconnaissance Teams in Appendix A

4 FINANCIAL SUPPORT

The Association will provide partial support for selected members to conduct reconnaissance in earthquake affected regions. The remainder of the cost should be provided by other associations, industrial funding, research funding, or personal resources. These other funding sources may make funding conditional on subsequent presentations or articles to their organizations.

The Association will typically provide support on the order of \$2,000 per selected member for each reconnaissance trip (but could provide less or more at the discretion of the Board).

5 REQUIRED REPORTING AND DELIVERABLES

Members on reconnaissance trips will be expected to provide daily updates to the secretary of the Association about daily activities and experiences to be distributed to members for their benefit. These updates may be published on the Association website. If daily communication is not possible, members will be expected to keep a daily log in lieu of updates and submit them to the secretary when possible, and at the latest upon their return to Canada.

Reconnaissance team members will also prepare a detailed report after their return summarizing their observations, earthquake engineering lessons learned and other information learned on the trip that would be of interest to members of the Association. In order to make available critical information and useful lessons learned in a timely manner, the report shall be submitted to the Board within 3 months of the end of the reconnaissance trip. These reports will be published and distributed on the Association website, and if the timing is appropriate shall also be presented at the Association's national conference. In addition, reconnaissance team members are encouraged to publish trip findings in scholarly journals.

6 COLLABORATION AND COORDINATION

The Association and selected reconnaissance members should collaborate and coordinate reconnaissance visits with other Canadian engineering associations (for example, the Canadian Society of Civil Engineering), other national earthquake engineering associations (for example, the Earthquake Engineering Research Institute) and the national earthquake engineering association of the affected nation, if one exists, whenever possible to increase the impact of the trip and increase resource efficiency.

In addition, it is imperative that reconnaissance teams coordinate with local government and national and international non-governmental organizations to avoid having a negative impact on rescue and relief efforts and to avoid overwhelming the region's available resources.

7 RELEASE OF LIABILITY, WAIVER OF CLAIMS, AND ASSUMPTION OF RISKS

A release of liability, waiver of claims, and assumption of risks agreement is part of the application form that is attached as an appendix to this document.

APPENDIX A: GUIDELINES FOR RECONNAISSANCE TEAMS

APPENDIX B: RECONNAISSANCE TEAM APPLICATION FORM