

APPENDIX A: GUIDELINES FOR RECONNAISSANCE TEAMS

Proposing a Reconnaissance:

There are many benefits that can be achieved from a reconnaissance to an earthquake site, some of which are:

- Performance of common code provisions under an actual earthquake or series of aftershocks.
- Performance of specific structural, geotechnical features within a specific environment, particularly if that environment is closely aligned to one in Canada.
- Behaviour of a type of earthquake common to or expected for Canada that would affect Canadian expectations.
- Effectiveness of event preparations, post earthquake responses and recovery strategies.
- Effectiveness and utilization of ground and structural monitoring systems and networks for alerts, field information and infrastructure response.

Any member can propose a reconnaissance to the CAEE. The submission should include:

- Size, location, type of earthquake and relevance to Canada
- An initial estimate of damage scope
- A statement of justification addressing topics as in the above bullets or other information considered relevant to lessons Canada can learn from the event.
- Any personal professional, academic, regulatory or government contacts the member may have in the effected area
- Any known information on site conditions, social or political considerations or cost implications.

Participation on Reconnaissance Teams

While there is often some urgency in viewing event consequences before they are changed by response and repair, it is essential that the team take the time to not only evaluate and understand each site but also to have discussion of the issues amongst the team members and to document the inspections and findings

The basic functions of a Reconnaissance Team are to:

- a) Collect readily available, perishable data in an effort to learn as much as possible about the nature and extent of the impacts, infrastructure damage and identify possible gaps in existing research or in the practical application of scientific, engineering, and policy knowledge;
- b) Document important lessons learned;
- c) Make recommendations regarding the need for further research and suggest possible foci.

Reconnaissance Teams should be prepared to spend several days to up to two weeks in the field, depending on the size of the region impacted, the severity of the damage and the logistics of travel and accommodations. The timing of the trip will depend upon many factors including geographical, political and resource availability. The timing should also be sensitive to the severity of the disaster and should avoid unnecessarily impeding or impacting rescue and relief efforts. Typical responsibilities include:

- Make a rapid general damage survey of the affected area.
- Participate, as applicable, in coordination meetings with other agencies/investigators and report results.

- Assess need for follow-up research and recommend specific areas, facilities, and subjects that merit further attention.
- Provide debriefings to researchers and/or funding organizations prior to subsequent in-depth investigations.
- Compare and contrast effects and impacts with typical Canadian experience.
- Contribute to required CAEE and external reports
- Participating in presentations both public and specific on the knowledge gained.

Responsibilities of Team Leader

Prior to departure:

- To develop a strategy for the reconnaissance, including a preliminary itinerary which should be provided to CAEE
- To ensure that all contacts – professional, academic and political are in place and have been contacted, that all team members are in agreement with their roles on the team and the strategy.

On site:

- To hold a brief morning meeting to confirm that day's plan and expectations.
- To hold a debriefing meeting each evening to discuss findings and collect relevant information/photos for the daily report and/or daily log.
- Where a daily report can be filed, to ensure that is done. One team member may be assigned to this task. The required daily reports can be brief in bullet form but all pictures should be titled when filed.

Post Reconnaissance

- To prepare the final report as per section 5.
 - The report may be just a few pages and prepared entirely by the team leader. One month would be a reasonable length of time for such a report.
 - It may also involve acquiring individual reports from each team member and collating the final report which should be submitted including a review by the team within 3 months.
- To ensure that all expenses are submitted as appropriate
- To arrange with the team any presentations required as conditions of funding.