

APPENDIX A

**Forms**

Contained in this Appendix are the following forms:

1. EERI Release Form
2. Guidelines for Reconnaissance Team Members
3. Notification of Team Leader
4. Letter of Introduction–Team Member
5. Reconnaissance Reimbursement Policy
6. Expense Reimbursement Statement
7. Letter of Introduction–Visiting Group
8. Letter of Introduction–Contributor

**EERI Release Form**

In connection with work performed by me under the auspices or sponsorship of EERI, I represent and agree as follows:

1. I will be individually acting as an independent contractor and not as an employee of EERI.
2. I am aware of the dangers to person and property which are inherent in the investigation of earthquake areas.
3. I will make my own determination as to any precautionary health or safety measures I should undertake prior to embarking and during any activities undertaken under the auspices or sponsorship of EERI.
4. I release EERI and any of its officers, directors, and members from any liabilities for injury or damage arising out of any work undertaken under the auspices or sponsorship of EERI.
5. I agree that at no time will I perform professional services for any party on behalf of or in the name of EERI, or in any way indicate to any third party that professional services are being performed by me on behalf of EERI.

Participants in the EERI LFE Project are volunteers, and take part in investigative and presentation activities at their own risk. EERI and other agencies, organizations, and firms providing support to the LFE Project assume no responsibility for possible injury, death, property damage, or other loss resulting from earthquakes., aftershocks or other, secondary earthquake related hazards, including, but not limited to: fire, building collapse, hazardous material release, or civil disturbance.

_____	_____
Date	Your name printed
_____	_____
Affiliation	Signature
_____	
_____	
Address	

### **Guidelines for Reconnaissance Team Members**

1. Prior to departure, all team members must sign and submit the “EERI Release Form” and “Guidelines for Reconnaissance Team Members.”
2. For all earthquakes, immediately upon return and in a period not to exceed three weeks following the earthquake, each team member will submit a 2-3 page report on hard copy and disk along with 3-4 photos, as desired. This brief report must be received before travel costs will be reimbursed. A preliminary report will be issued in a non-Spectra format.
3. For earthquakes with significant impacts, a more complete Reconnaissance Report will be issued by EERI four months following the earthquake. Contributions must be received on disk from each author no later than two months after the event. Delinquent reports will be omitted and no reference will be made to individual participation. In all cases, regardless of professional affiliation, Reconnaissance Team members agree to fulfill their obligation to EERI by submitting their Reconnaissance Reports to the Team Leader before preparing reports for their own use or to meet other professional obligations.
4. All team members identified by EERI will be listed at the front of the Reconnaissance Report. The preparation of chapters will be the responsibility of the designated EERI team member(s) in the corresponding discipline. Large reconnaissance efforts may require that team members coordinate the contributions of several individuals. Specific chapters will list the responsible team members and other contributors alphabetically, as appropriated at the end of the chapter. Major contributions by specific individuals may be acknowledged at the end of a chapter, with approval of the responsible team member. Overall editorial responsibility falls to the Team Leader/Technical Editor. Large reconnaissance may have both a Team Leader and a Technical Editor, in which case the Team Leader has final authority to approve issues of content.

If participants do not abide by the above schedules, this will likely preclude their participation in future reconnaissance teams.

I have read these guidelines for Reconnaissance Team members and agree to abide by each of the conditions to the best of my ability.

_____	_____
Name (please print)	Affiliation
_____	_____
Signature	Date

**Notification of Team Leader**

Date

Dear \_\_\_\_\_ :

This letter confirms your selection as Team Leader for the EERI Earthquake Reconnaissance Team covering the \_\_\_\_\_ earthquake.

Your responsibilities as Team Leader are outlined in the attached Post-Earthquake Investigation Field Guide (Refer to Section 4, Responsibilities of LFE Project Participants: Team Leader) Please review them immediately and follow them where at all practicable.

Enclosed are copies of the “EERI Release Form” and “Guidelines for Reconnaissance Team Members.” It is important that you review each of these documents carefully before you sign them. Please ensure that each of the Reconnaissance Team members does likewise. Return signed forms for yourself and all team members to EERI before leaving for the field.

You have undertaken a critically important task—one that will place considerable demands on your time and expertise. On behalf of EERI, we thank you for assuming this vital role and wish you and your team members a safe and productive investigation. We look forward to receiving your observations.

Sincerely,

EERI President

or

EERI Executive Director

Letter of Introduction—Team Leader

Date

Subject:

To Whom It May Concern:

This is to advise and acknowledge that the Earthquake Engineering Research Institute has dispatched a team of earthquake scientists to investigate the effects of (earthquake). By means of this letter, your assistance and cooperation with (name of investigator), a member of the study team on the subject event, are requested.

Quick response field studies conducted following major natural disasters are vital to identify knowledge gaps where further research is most needed. They can also offer opportunities to make recommendations regarding mitigation measures, warnings in place, disaster preparedness, and emergency responses for better preparing communities in the event of the next disaster.

Cooperation with the members of this study team in granting them access to disaster scenes and in sharing information with them enhances their effectiveness in carrying out their critical task. These scientific investigations of earthquakes are being conducted as part of a comprehensive earthquake hazards reduction program underway in the United States. Your cooperation is most appreciated.

Sincerely,

President

## **Reconnaissance Reimbursement Policy**

Travel reimbursement will be limited to the following items:

### Transportation

1. Actual bus, coach train or coach air fare. Reimbursement will not be made unless original receipts are attached.
2. Reasonable use of personal auto at \$0.29 cents per mile.
3. Tolls and parking.
4. Necessary taxi or ground transportation.

### Meals and Lodging

1. Hotel cost at prevailing local standard rate (single). All expenditures must be supported by receipts.
2. Personal food and beverage at no more than prevailing rate. For any single expenditure in excess of \$25.00, reimbursement will not be made unless receipts are attached.

### Miscellaneous

1. Necessary telephone, fax, and telegram charges.
2. Necessary duplicating services.
3. Reasonable porter fees and gratuities.

EERI will reimburse reasonable expenses and does not wish to impose hardship on volunteers. Recognizing that EERI funds are limited, however, team members are encouraged to make use of other resources, where available.

# Expense Reimbursement Statement

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
City

State

Zip Code

Project Name

Ground

Description Date

Transport

Meals

Hotel

Misc

Subtotal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

## Letter of Introduction—Visiting Group

Date

Subject:

To Whom It May Concern:

This is to advise and acknowledge that the Earthquake Engineering Research Institute, in conjunction with the U.S. National Science Foundation, has dispatched a team of earthquake scientists to investigate the effects

of     (earthquake)    . By means of this letter, your assistance and cooperation with our colleagues of the     (name of group)     study team on the subject event, is requested.

Quick response field studies conducted following major natural disasters are vital to identify knowledge gaps where further research is most needed. They also can offer opportunities to make recommendations regarding mitigation measures, warnings in place, disaster preparedness, and emergency responses for better preparing communities in the event of the next disaster.

Cooperation with the members of this study team from     (name of country)     in granting them access to disaster scenes and in sharing information with them enhances their effectiveness in carrying out their critical task. These scientific investigations of earthquakes are being conducted as part of a comprehensive earthquake hazards reduction program underway in the United States. Your cooperation is most appreciated.

Sincerely,

EERI President

## Letter of Introduction—Contributor

Date

Subject:

To Whom It May Concern:

This is to advise and acknowledge that the Earthquake Engineering Research Institute, has dispatched a team of earthquake scientists to investigate the effects of the (name of earthquake). By means of this letter, your assistance and cooperation with (name of investigator), a contributor to the post disaster study team on the subject event, is requested.

Quick response field studies conducted following major natural disasters are vital to identify knowledge gaps where further research is most needed. They also can offer opportunities to make recommendations regarding mitigation measures, warnings in place, disaster preparedness, and emergency responses for better preparing communities in the event of the next disaster.

Cooperation with the members of this study team in granting them access to disaster scenes and in sharing information with them enhances their effectiveness in carrying out their critical task. These scientific investigations of earthquakes are being conducted as part of a comprehensive earthquake hazards reduction program underway in the United States. Your cooperation is most appreciated.

Sincerely,

EERI President