DISASTER RESPONSE PLAN

February 1, 2022
Version 1.0

Structural Engineers Association of Northern California
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Outline

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2. Purpose

3. Roles and Responsibilities

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   - Triggering event in Northern California
   - Triggering event outside Northern California but within California
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1. Acknowledgement

This plan was created in response to the Surfside Condominium Building Collapse of June 24, 2021 in Miami, Florida. At the time, the SEAONC Disaster Response Plan was still a work-in-progress. The Disaster Response Plan is a reference for the Board and DES Committee in the event of a disaster. The Disaster Response Plan will be incorporated into the SEAONC Board’s Policy and Procedures.

2. Purpose

The purpose of the Disaster Response Plan is to outline a response plan for SEAONC in the event of a local, state, national, or international emergency. It also includes a plan maintenance and update schedule. This plan will serve as a minimum acknowledgement and/or response to an event and will be supplemented as required. Acting as experts in structural engineering, a response from SEAONC would inform our membership and the public of the role of the structural engineer post disaster and provide resources.
3. Roles and Responsibilities:

The following is a description of the different roles identified in this response plan. Every April, the Disaster Response Plan will be reviewed by the SEAONC Board and individuals will be designated for each role. The Disaster Response Plan will be updated based on that review with the Board and incorporated into a report to be approved in June. See Appendix A: Roles for the 2021-2022 roster and their contact information.

**Response Plan Facilitator (Facilitator):** Continuously Active  
*Suggestion: SEAONC DES Chair*  
Responsible for monitoring for triggering events and will alert the Coordinator and Comms Director when one occurs. The Facilitator will also be responsible for maintaining the Disaster Response Plan with the DES Committee, which includes:  
• Providing a yearly update and overview of the Plan with the SEAONC Board.  
• Maintaining the Disaster Response Plan Project Basecamp for all Disaster Response Plan related documents and previously issued responses per Section 7.  
• Coordinating with SEAOC & other Member Organizations (MO) for continuity between our respective response plans.

**Designated Coordinator (Coordinator):** Disaster Activated  
*Suggestion: SEAONC President with SEAONC Vice President and SEAONC Past-President as backups.*  
Responsible for creating the written media content that represents the official SEAONC responses to a triggering event. The Coordinator will oversee contacting the spokesperson. The SEAONC President will authorize the coordinator to act on behalf of SEAONC without prior Board approval for a duration of the year.

**Designated Spokesperson (Spokesperson):** Disaster Activated  
*Suggestion: SEAONC President with SEAONC Vice President and SEAONC Past-President as backups.*  
*Option to appoint a trained Communications Committee spokesperson.*  
Responsible for providing media interviews on behalf of SEAONC in response to a triggering event. The SEAONC President will authorize the Spokesperson to speak for SEAONC without prior Board approval for a duration of the year.

**Communications Director (Comms Director):** Disaster Activated  
*Suggestion: SEAONC Communications Committee Chair.*  
Responsible for assisting the Coordinator with written responses and publishing written media content on behalf of the Coordinator. The Comms Director will facilitate and oversee message scripts to be used as the basis for any written media content.

**SEAONC Office (SEAONC Office):** Continuously Active  
Responsible for being the first point of contact for members and the general public. They will consolidate all requests for responses and pass that along to the Coordinator, Comms Director or Spokesperson. The SEAONC Office in collaboration with the Coordinator will determine if SEAONC is operational if the triggering event is local.
4. Disaster Response Plan

The following is a list of potential triggering events. The Facilitator will contact the Coordinator and Comms Director should any of these triggering events occur.

- **Within California:**
  - Earthquake of magnitude 6.0 and above
  - Building (or building component) Structure Failure

- **Outside of California, but within the US:**
  - Earthquake of between magnitudes 6.5 to 7.0 that causes significant damage
  - Earthquake of magnitude 7.0 and above
  - Building Structure Failure that causes substantial hazards and/or loss of human life

The outline below is intended to help SEAONC respond to a triggering event. Suggested responses are categorized into three different types of triggering events. The roles, responsibilities and contact information were described in the previous section, Section 3: Roles and Responsibilities, and specific contact information is found in Appendix B: Contact Information.

- **Triggering event in Northern California**
  - SEAONC Office and Coordinator to confirm SEAONC is operational.
    - An operational SEAONC, in this context, would mean that the SEAONC Office, at least half of the SEAONC Board and 4 key roles identified in this document have access to internet and email capability and can maintain their commitment to SEAONC.
    - If SEAONC is not operational, the SEAONC Office will inform SEAOC as such, and request that a response be developed by SEAOC or another MO.
  - Facilitator will alert the Coordinator and Comms Director of a triggering event. The Coordinator and the Comms Director are to determine if SEAONC will issue a statement. The Coordinator may want to contact SEAOC to determine if a coordinated statement from SEAOC is forthcoming. If a SEAONC statement will be issued, refer to the Developing a Statement checklist.
  - If SEAONC is approached for a response (by members, media, or general public):
    - The SEAONC Office is generally the first point of contact for members, media and general public. If the SEAONC Board or any SEAONC Committee are contacted for a statement, they should forward all inquiries to the SEAONC Office.
    - For written statement requests, the SEAONC Office will contact the Coordinator and Comms Director with the request and they will determine if SEAONC will issue a statement. If a statement will be issued, refer to Developing a Statement checklist.
    - For interview requests, the SEAONC Office will contact the Coordinator and the Spokesperson with the request and they will determine if SEAONC will participate. Send a copy of the interview to Document Maintenance.
  - If the DES Committee is contacted by CalOES for a deployment request, see CalOES Deployment checklist.
- **Triggering event outside Northern California but within California**
  - Facilitator will alert the Coordinator and Comms Director of a triggering event. The Coordinator and the Comms Director are to determine if SEAONC will issue a statement. The Coordinator may want to contact SEAOC to determine if a coordinated statement from SEAOC is forthcoming. If a SEAONC statement will be issued, refer to the Developing a Statement checklist.
  - Coordinator to contact SEAOC to determine if SEAONC needs to act on behalf of the MO in the affected area if they are not operational.
  - If SEAONC is approached for a statement (by members, media, or general public):
    - The SEAONC Office is generally the first point of contact for members, media and general public. If the SEAONC Board or any SEAONC Committee are contacted for a statement, they should forward all inquiries to the SEAONC Office.
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  - If the DES Committee is contacted by CalOES for a deployment request, see CalOES Deployment Response checklist.

- **Triggering event outside California**
  - Facilitator will alert the Coordinator and Comms Director of a triggering event. The Coordinator and the Comms Director are to determine if SEAONC will issue a statement. The Coordinator may want to contact SEAOC to determine if a coordinated statement from SEAOC is forthcoming. If a SEAONC statement will be issued, refer to the Developing a Statement checklist.
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    - For interview requests, the SEAONC Office will contact the Coordinator and the Spokesperson with the request and they will determine if SEAONC will participate. Send a copy of the interview to Document Maintenance.
  - If the DES Committee is contacted by CalOES for a deployment request, see CalOES Deployment Response checklist
5. Developing a Statement

The following outlines the process to develop a statement.

- Confirm recipient of SEAONC statement:
  - Membership:
    - Email to membership
    - SEAONC Monthly Newsletter
  - General Public
    - Social Media Post on Linkedin
  - Local Media (Press Release)
  - Elected/City Officials
- Create written statement:
  - Coordinator and Comms Director to create a statement. Potential Message Scripts are kept within the project Basecamp.
  - Comms Director to publish written response to the identified recipient.
- Send a copy of all responses generated through this plan to Document Maintenance (see Section 7: Maintenance of Disaster Response Plan) for archiving.

6. CalOES Deployment Response

The following outlines a CalOES Deployment response.

- DES Committee to send deployment requests to DES Reserve Corps via email within 6 hours of request. Templates for deployments are kept within the project Basecamp.
- DES Committee to coordinate response with SEAOC DES Chair.
- DES Committee to inform the Coordinator of the deployment request.
- DES Committee to write a SEAONC Newsletter article for membership about the deployment and general information about the DES Committee, Reserve Corps and Urban Search and Rescue (USAR).
- Send a copy of all responses generated through this plan to CalOES Coordination (see Section 7: Maintenance of Disaster Response Plan) for archiving.
7. Maintenance of Disaster Response Plan

The Disaster Response Plan will live in the SEAOC Basecamp as a project called “SEAONC Disaster Response Plan.” Within that Basecamp project will also live associated resources, see Appendix C: Resources. At the beginning of the fiscal year, the parties named in this plan will be granted access to the Basecamp project.

The SEAONC DES Committee will maintain the Disaster Response Plan. The following is an outline of how the Disaster Response Plan will be maintained and identifies the delegation of duties.

- **Yearly Update and Overview of the Plan**
  - **Responsible Party:** *Suggest DES Committee Chair*
  - Once a year, the Disaster Response Plan will be presented and reviewed with the SEAONC Board and any persons that will be filling a role within the Disaster Response Plan.
    - Coordinate SEAONC Board meeting in April
    - Verify/Update roles in Appendix A: Roles

- **Document Maintenance**
  - **Responsible Party:** *Suggest DES Committee Secretary*
  - Verify/Update Project Basecamp prior to the Yearly Update
    - Update permissions to Project Basecamp
    - Verify/Update contact information in Appendix B: Contact Info
    - Verify/Update information in Appendix C: Resources
    - Verify/Update of Archive of Past Response Communications
    - Verify/Update Local Media Outlet Contacts
  - Maintain Project Basecamp throughout the year
    - Archive Disaster Response Plan Responses

- **Communications Coordination**
  - **Responsible Party:** *Suggest Communications Committee Chair*
  - Maintain Message Scripts on Project Basecamp
    - Verify/Update existing Message Scripts
    - Develop new Message Scripts

- **CalOES Coordination**
  - **Responsible Party:** *Suggest DES Committee Vice-Chair*
  - Verify/Update Deployment Archive prior to the Yearly Update
  - Verify/Update Reserve Corp Roster prior to the Yearly Update
  - Maintain Reserve Corp Roster throughout the year
  - Maintain Deployment Archive throughout the year
Appendix A - Roles

This appendix identifies the current designated individuals for the roles and responsibilities identified in Section 3 & 7 and their contact information. This appendix is to be updated every year at the yearly overview of the Disaster Response Plan.

Last Updated October 2021

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LAST UPDATED OCTOBER 2021

## DISASTER RESPONSE PLAN MAINTENANCE ROLES (SECTION 7)

### YEARLY UPDATE AND OVERVIEW OF PLAN

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<tbody>
<tr>
<td>Primary</td>
<td>DES Chair</td>
<td>Stefanie Rae Arizabal</td>
<td><a href="mailto:stefanie.rae.arizabal@holmes.us">stefanie.rae.arizabal@holmes.us</a></td>
<td>415-796-7183</td>
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### DOCUMENT MAINTENANCE

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<tr>
<td>Primary</td>
<td>DES Secretary</td>
<td>Jack Wegleitner</td>
<td><a href="mailto:jwegleitner@degenkolb.com">jwegleitner@degenkolb.com</a></td>
<td>310-694-1696</td>
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### COMMUNICATION COORDINATION

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<tr>
<td>Primary</td>
<td>Communications Chair</td>
<td>Megan August</td>
<td><a href="mailto:megana@zfa.com">megana@zfa.com</a></td>
<td>415-243-4091 x 206</td>
</tr>
<tr>
<td>Secondary</td>
<td>DES Vice Chair</td>
<td>Amy Kordosky</td>
<td><a href="mailto:akordosky@degenkolb.com">akordosky@degenkolb.com</a></td>
<td>503-922-9458</td>
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### CALOES COORDINATION

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<tbody>
<tr>
<td>Primary</td>
<td>DES Vice Chair</td>
<td>Jennifer Sanchez</td>
<td><a href="mailto:jaspi@stanfordalumni.org">jaspi@stanfordalumni.org</a></td>
<td>510-590-6560</td>
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# Appendix B - Contact Information

Last Updated January 2022

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROLE</th>
<th>EMAIL</th>
<th>PHONE</th>
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<tr>
<td>Kevin Moore</td>
<td>SEAONC President</td>
<td><a href="mailto:ksmoore@sgh.com">ksmoore@sgh.com</a></td>
<td>415-343-3012</td>
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<tr>
<td>Meagan Stringer</td>
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<td>415-796-7136</td>
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<tr>
<td>Emily Guglielmo</td>
<td>SEAONC Past President</td>
<td><a href="mailto:eguglielmo@martinmartin.com">eguglielmo@martinmartin.com</a></td>
<td>415-596-1789</td>
</tr>
<tr>
<td>Molly Seto</td>
<td>SEAONC Director, DES Liaison</td>
<td><a href="mailto:molly.seto@kpff.com">molly.seto@kpff.com</a></td>
<td>650-446-6272</td>
</tr>
<tr>
<td>Susan LaFore</td>
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<td>608-738-8477</td>
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<tr>
<td>Jonathan Buckalew</td>
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<td>415-392-9638</td>
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<tr>
<td>Anna Dix</td>
<td>SEAONC Director</td>
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<td>510-832-5606</td>
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<tr>
<td>Lindsey Maclise</td>
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<tr>
<td>Leo Panian</td>
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<td>Ken Miles</td>
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<td>Stefanie Rae Arizabal</td>
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<td>562-964-7966</td>
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<tr>
<td>Kelsey Parolini</td>
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<td></td>
<td>805-391-7958</td>
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<tr>
<td>Devon Lumbard</td>
<td>SEAOC President</td>
<td><a href="mailto:dlumbard@degenkolb.com">dlumbard@degenkolb.com</a></td>
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<td>Bo Kyle Jaquess</td>
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<td></td>
</tr>
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<td>Raymond Lui</td>
<td>SEAOC DES Chair</td>
<td><a href="mailto:raymond.Lui@sfdpw.org">raymond.Lui@sfdpw.org</a></td>
<td>628-271-2624</td>
</tr>
<tr>
<td>Lauren Basualdo</td>
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<td><a href="mailto:lbasualdo@degenkolb.com">lbasualdo@degenkolb.com</a></td>
<td>213-596-5002</td>
</tr>
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[www.seaonc.org](http://www.seaonc.org)
Appendix C - Resources

The Disaster Response Plan Document will live as a Basecamp Project: SEAONC Disaster Response Plan. All parties included in this document will be granted access to the Basecamp project at the beginning of the fiscal year.

Resources that are also kept at the Basecamp Project are:

- Archive of Past Response Communications
  (SEAONC Disaster Response Plan\Docs & Files\Past Response Communications)
- Message Scripts
  (SEAONC Disaster Response Plan\Docs & Files\Message Scripts)
- Local Media Outlet Contacts
  (SEAONC Disaster Response Plan\Docs & Files\Local Media Outlet Contacts)
- Archive of Deployments
  (SEAONC Disaster Response Plan\Docs & Files\Deployment Archive)