



STATE OF MISSOURI

ADMINISTRATION PLAN

For The

S.A.V.E. COALITION

(STRUCTURAL ASSESSMENT & VISUAL EVALUATION)



**POST-DISASTER EMERGENCY VOLUNTEER PROGRAM
FOR THE
STRUCTURAL ASSESSMENT OF BUILDINGS**

March 2017

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Please direct questions and comments to the SEMA Earthquake Program Manager at 573-526-9232.

PURPOSE

This plan establishes policies for the registration, training, mobilization and use of volunteer architects, engineers licensed under chapter 327, any individual including, but not limited to, building officials and building inspectors employed by local governments, qualified by training and experience, who has been certified by the state emergency management agency, and who performs his or her duties under the direction of an architect or engineer licensed under chapter 327 as established in RSMo 44.023 in the event of an earthquake or other natural disaster.

PREFACE

Due to the continuing threat of disasters that cause extreme forces on building structures, such as earthquakes, tornadoes and high wind events, there is a need for a plan to assist state and local governments in assessing the safety and serviceability of buildings within their jurisdictions. Following catastrophic events, unsafe buildings of all types pose serious hazards to their occupants. Key facilities such as emergency operating centers, those who direct and coordinate emergency response organizations, police and fire stations, hospitals and shelters for displaced and homeless victims, hotels, and other high occupancy buildings are priority locations that are critical to the recovery of the community from the catastrophic event.

Under such stressful conditions, it is essential that a plan is in place to provide a quick and organized response to determine the adequacy or inadequacy of buildings for their intended use. The following material outlines a program for the provision of qualified volunteers with experience and training in building design and construction to structurally assess buildings following catastrophic events.

The Structural Assessment and Visual Evaluation (SAVE) of buildings will be performed by a group of architects and engineers licensed under chapter 327, and other qualified volunteers as established in state statutes, hereinafter referred to as qualified volunteers. Architects, engineers, and other qualified certified individuals certified under SAVE, will assist the State Emergency Management Agency (SEMA) through the SAVE Coalition which includes the following professional organizations:

- American Council of Engineering Companies/Missouri (ACEC/MO)
- American Institute of Architects/Missouri (AIA/MO)
- American Society of Civil Engineers (ASCE), St. Louis Section
- Earthquake Engineering Research Institute (EERI), New Madrid Chapter
- Missouri Society of Professional Engineers (MSPE)
- Missouri Association of Code Enforcement (MACE)

- Society of American Military Engineers (SAME), St. Louis Post
- Structural Engineers Association of Kansas/Missouri (SEAKM)

The SAVE Coalition's objective is to assist SEMA in the execution of its responsibilities with respect to the use of qualified volunteers in the emergency assessment of buildings following catastrophic events.

To provide an organization for reacting to catastrophic events, this Administrative Plan has been prepared to outline administrative procedures and personnel needed to properly assess the adequacy of buildings following such events.

The use of volunteers qualified under RSMo 44.023 is limited in scope to the assessment of buildings. In the event of a disaster, there will also be an obvious need to assess other types of structures. Those responsible for their construction and maintenance will do this. The Missouri Department of Transportation and local public works departments will inspect highways, roads and bridges. The inspection of utility lines, pipelines, sewage and water lines and systems, railroads and airports will be the responsibility of their respective owners/managers. The U.S. Army Corps of Engineers and the Missouri Department of Natural Resources will inspect dams and reservoirs.

GENERAL INFORMATION

1. This Administrative Plan is a cooperative effort involving the Missouri State Emergency Management Agency (SEMA) and various professional organizations collectively called the Structural Assessment and Visual Evaluation (SAVE) Coalition. This Plan is in response to RSMo 44.023, as stated below:

44.023. Earthquake and natural disaster volunteer program established, agency's duties - expenses - immunity from liability, exception.

1. The Missouri State Emergency Management Agency shall establish and administer an emergency volunteer program to be activated in the event of a disaster whereby volunteer architects, engineers licensed under chapter 327, any individual including, but not limited to, building officials and building inspectors employed by local governments, qualified by training and experience, who has been certified by the state emergency management agency, and who performs his or her duties under the direction of an architect or engineer licensed under chapter 327, and construction contractors, equipment dealers and other owners and operators of construction equipment may volunteer the use of their services and equipment, either manned or unmanned, for up to five days as requested and needed by the state emergency management agency.

2. In the event of a disaster, the enrolled volunteers will, where needed, assist local jurisdictions and local building inspectors to provide essential demolition, cleanup, or other related services and to determine whether structures affected by a disaster:

(1) Have not sustained serious damage and may be occupied;

(2) Must be restricted in their use pending repairs; or

(3) Are unsafe and shall not be occupied pending repair or demolition.

3. Any person when utilized as a volunteer under the emergency volunteer program will have his or her incidental expenses paid by the local jurisdiction for which the volunteer service is provided. Enrolled volunteers under the emergency volunteer program shall be provided workers' compensation insurance by the state emergency management agency during their official duties as authorized by the state emergency management agency.

4. Emergency volunteers who are certified by the state emergency management agency shall be considered employees of the state for purposes of the emergency mutual aid compact under section 44.415 and shall be eligible for out-of-state deployments in accordance with such section.

5. Architects, engineers, individuals including, but not limited to, building officials and building inspectors employed by local governments, qualified by training and experience, who have been certified by the state emergency management agency, and who perform their duties under the direction of an architect or engineer licensed under chapter 327, construction contractors, equipment dealers and other owners and operators of construction equipment and the companies with which they are employed, working under the emergency volunteer program, shall not be personally liable either jointly or separately for any act or acts committed in the performance of their official duties as emergency volunteers except in the case of willful misconduct or gross negligence.

6. Any individuals, employers, partnerships, corporations or proprietorships, that are working under the emergency volunteer program providing demolition, cleanup, removal or other related services, shall not be liable for any acts committed in the performance of their official duties as emergency volunteers except in the case of willful misconduct or gross negligence.

2. SAVE Coalition organizations offer their services to the State Emergency Management Agency with the understanding that all requests for post-disaster volunteer building assessments will be made through SEMA. Therefore, persons participating in the SEMA SAVE program will not make individual arrangements for volunteer service with local government unless coordinated with SEMA. This policy is not intended in any way to limit or restrict normal business relationships or contracts between professionals and local governments or private clients.

3. Individuals with SAVE training must be deployed by SEMA to be covered by the liability immunity clause in the state statute. For in-state deployments, SAVE members are volunteers under SEMA, who provides workers compensation insurance. SAVE members then assist local governments as deputy building inspectors. The local government reimburses all SAVE volunteer incidental expenses as requested.

4. For out-of-state deployments, SAVE members are considered employees of the state for purposes of the emergency mutual aid compact under section 44.415 and shall be eligible for out-of-state deployments in accordance with such section. SEMA provides workers compensation insurance for out-of-state deployments.

GOALS, ORGANIZATION AND PROCEDURES

1. GOALS

The goals of the Structural Assessment Visual Evaluation (SAVE) Coalition are to assist the Missouri State Emergency Management Agency (SEMA) in the following:

- a. Implement an emergency assessment of building structural conditions following catastrophic events.
- b. Prepare an operations plan for volunteers to use in performing building evaluations following catastrophic events.
- c. Develop training and certification programs for volunteers.
- d. Maintain a roster of volunteers by regions of the state.
- e. Develop and maintain an "alert system" to contact volunteers and marshal these personnel to appropriate locations.

2. ORGANIZATION

a. The SAVE Coalition is a group of professional organizations whose objective is to assist SEMA in the execution of its responsibilities with respect to the use of volunteers in the emergency assessment of buildings following catastrophic events.

b. This coalition will be comprised of professional organizations, each of which will appoint two SAVE board members. These sponsoring organizations are:

- American Council of Engineering Companies/Missouri (ACEC/MO)
- American Institute of Architects/Missouri (AIA/MO)
- American Society of Civil Engineers (ASCE) -St. Louis Section
- Earthquake Engineering Research Institute (EERI) – New Madrid Chapter
- Missouri Society of Professional Engineers (MSPE)
- Missouri Association of Code Enforcement (MACE)
- Society of American Military Engineers (SAME) – St. Louis Post
- Structural Engineers Association of Kansas & Missouri (SEAKM)

c. The Missouri Seismic Safety Commission (MSSC) will also appoint one member to actively participate on the SAVE Coalition Board.

d. Organizations may be added or removed by vote of the SAVE board. The board may also add or remove special advisors, who will serve at the discretion of the board, and will have

voting rights.

e. SEMA will be the central point of coordination for the SAVE Coalition and will handle required communications.

f. Each board member will serve a three (3) year term beginning January 1 the year after their initial appointment, and can be reappointed by their sponsoring organizations.

g. The SAVE Coalition will designate a minimum of one statewide and two alternate contacts, who will serve as the point of contact between SEMA and the SAVE members.

3. PROCEDURES

a. Each SAVE Board member and special advisor will have one vote on matters of the SAVE Coalition.

b. The SAVE Coalition Board will prepare formative, instructional, legislative and operational materials.

c. The SAVE Coalition Board will elect a Chair and a Vice-Chair to serve at the discretion of the board.

d. Regular meetings will be held quarterly, with additional meetings convened at the direction of the Chair.

e. SEMA Staff will be present at all Board meetings and the Earthquake Program Manager will serve as the Board Secretary and will keep minutes of all meetings. Record copies will be placed on file at the SEMA offices in Jefferson City.

f. The SAVE Coalition will have no fiduciary responsibilities. All costs incurred by the representatives will be the responsibility of the participating professional organizations.

4. ADOPTION

This Administrative was first adopted by the SAVE Coalition at its meeting held on February 28, 1992. Revisions to the Plan have occurred on: December 4, 1992, April 27, 2000, January 16, 2004, February 6, 2009, and June 17, 2010. Due to legislative changes, a plan re-write occurred in March 2017.

QUALIFICATIONS OF VOLUNTARY INSPECTORS

1. QUALIFICATIONS. SEMA volunteer inspectors will be architects, engineers licensed under chapter 327, any individual including, but not limited to, building officials and building inspectors employed by local governments, qualified by training and experience, who has been certified by the state emergency management agency, and who performs his or her duties under the direction of an architect or engineer licensed under chapter 327, RSMo. All volunteers must complete the required 7-hour SAVE training and an application indicating training and experience. Qualified volunteers will be designated as **Inspector I, II, III or IV** as follows:

Inspector I must have one of the following minimum qualifications:

- a. Licensed Professional Engineer (Structural)
- b. Licensed Architect (Building Design)

Inspector II must have one of the following minimum qualifications:

- a. Licensed Professional Engineer (Civil or Geotechnical)
- b. EI Engineer (Structural)

Inspector III must have one of the following minimum qualifications:

- a. Licensed Professional Engineer (other)
- b. Un-licensed Engineer & Architect (building design)
- c. Building Code Official (Structural)
- d. Carpenter or Ironworker with building experience

Inspector IV must have one of the following minimum qualifications:

- a. Certified Building Inspector / Code Official (Non-structural)
- b. Architect (Non-building design)
- c. EI Engineer (Non-structural)

Individuals not meeting any of these qualifications may still take a SAVE class (based on availability), but will not be enrolled as a SAVE member.

VOLUNTARY INSPECTORS APPLICATION PROCEDURES

1. ENROLLMENT. Potential volunteers must apply for SAVE classes online at SEMA's training web site. Once SEMA has accepted the volunteer into the class, he/she will be required to create an account in Show-Me Response, where volunteer information is compiled for future deployments and information sharing. It is the responsibility of the volunteer to keep their Show-Me Response account up to date.

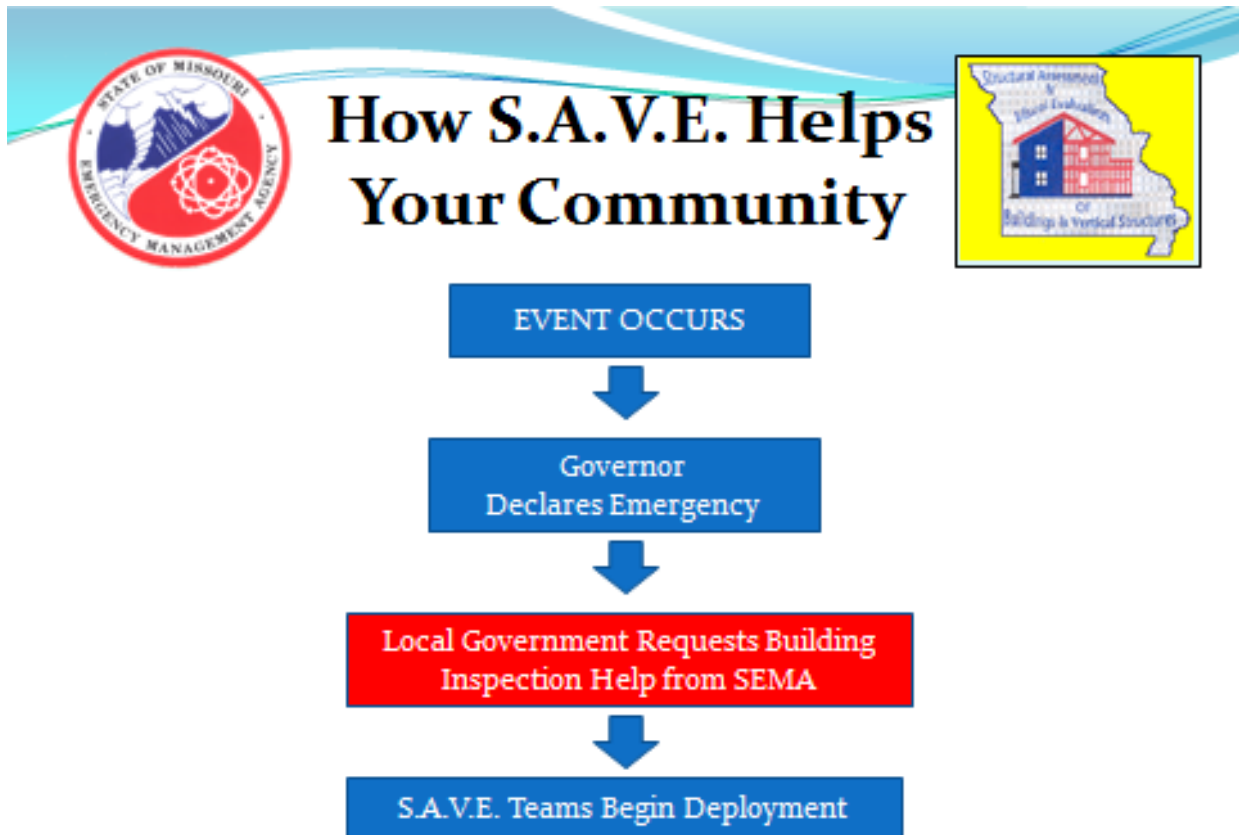
2. TRAINING AND APPLICATION. SAVE classes are taught by volunteer instructors with SAVE experience. During the class, volunteers complete an application form detailing their professional background and experience. SEMA must receive applications, as well as verifying credentials, within six months of the training date. Upon verification, SEMA issues SAVE badges to volunteers.

3. VERIFICATION. Licenses of architects and engineers will be verified through the Show-Me Response database and the Missouri Division of Professional Registration.

4. CONTINUING CERTIFICATION. SAVE certification lasts three years from the training date. Members can renew their certification by taking another SAVE class or by passing an online re-certification test available at SEMA's SAVE web site. The online renewal can be used only once before another full-day training is required.

ACTIVATION PROCEDURES

The following procedures are required to activate SAVE volunteers:



See Operations Plan for additional details.