Annex I - Debris Management

Purpose

This annex defines responsibilities and provides procedures for management of debris removal operations including: sorting, collecting, and disposing of debris from public and private property; establishing emergency routes for debris movement; disposing of debris that contains hazardous materials, disposing of carcasses, and using contractors. It will also indicate possible locations/facilities for temporary storage and final disposition of debris.

The overall responsible party for implementing and amending this annex is Environmental Services.

STANDARD OPERATING GUIDELINES

Debris management is coordinated mostly through the Houston County Environmental Services Department, with assistance from the Highway Department. During a disaster which produces debris, these parties are responsible for implementing this annex and performing all relative tasks.

a. Current agencies used in everyday trash removal to a landfill in Wisconsin will continue to be utilized during a debris management situation. Environmental Services has made agreements with hauling companies to assist when there is excess debris after a disaster due to previous disaster situations.
b. There are many locations in Houston County which can be utilized for temporary storage of debris. In previous disasters, there were multiple locations spread throughout the county which housed debris until such a time as the debris could be taken away. Most of these locations are on county property, with the exception of two locations which are currently rented as county property.
c. All debris will eventually end up in the La Crosse Landfill in Wisconsin as currently recognized by Houston County and La Crosse.
d. Debris will be sorted by type and disposal method. Environmental Services and the Highway Department both have methods of sorting debris.
e. Debris will be collected from public infrastructure using highway department vehicles and mutual aid trucks if necessary. Individuals and private property will need to make their own debris removal plans with a company of their choosing.
f. Priority routes will include state highways, single access point roads county roads, and city roads for responders to maneuver.
g. Private debris will be disposed of after it arrives at a drop-off location via private contractor. From there, the debris will be sorted and either burned or taken to a landfill.
h. Any hazardous material waste will be handled by a hazmat team with training on how to handle hazardous material and will not be included with regular debris.
i. Animal carcasses will be disposed of in accordance with recommendations from public health and the extension office.

j. Contractors will be supervised by the county personnel whenever necessary.
k. Any health related issues will be addressed by public health including emergency vaccinations and other potential issues.

SITUATION AND ASSUMPTIONS

SITUATION

- Natural and man-made disasters precipitate a variety of debris that would include, but not limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc.
- The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. This will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
- In order to provide debris removal in the event of a large disaster, Houston County will need to pool resources of not only county and municipalities but also private companies and possibly resources from other counties in order to deal with a large incident.
- Severe damage may be caused to homes, businesses, public buildings, bridges, and other infrastructure.
- Streets and major transportation routes may be obstructed with large amounts of debris and impassable for long periods. Access may be restricted to damaged areas and only accessible by air.
- Public and Private utilities, water and sewer systems usage may be curtailed or otherwise cease to operate due to damage or other emergency conditions.
- Electric outages and capacity shortages may be caused by the disruption of transmission and distribution of power, unexpected high usage rates, power plant outages, or a region-wide power shortage.
- The disruption of fuel distribution, unexpected high usage rates, or a slowdown of fuel production may cause local fuel shortages. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum fuels for automotive transportation and other industrial uses, may result from extreme weather conditions, strikes, or international embargoes.

ASSUMPTIONS

- A natural or man-made disaster that requires the removal of debris from public or private lands and waters could occur in Houston County at any time.
- The amount of debris resulting from an event or disaster could exceed the local or county's ability to dispose of it.
- If the event or disaster requires, the Governor would declare a state of emergency that authorizes the use of State resources to assist in the removal and disposal of debris. In the event Federal resources are required, the Governor would request Federal

assistance in accordance with standard procedures established in the Federal Response Plan (FRP).

- Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process under the guidance of state agencies and local governments.
- The debris management program implemented by state agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery and land-filling, respectively.
- All systems and organizations would need to come together to provide maximum response and recovery capabilities.
- Following a catastrophic event, most roads and streets may be impassable due to debris.
- Volunteers will be available and willing to assist with emergency debris movement for emergency vehicles.
- Interruption of some, or all-essential services is an expected consequence of an emergency or disaster, resulting in large numbers of people without essential services.
- Critical facilities will receive priority in the restoration of essential services.
- Environmental waivers and legal clearances may be needed for the disposal of material from debris clearance and demolition sites.
- Large numbers of skilled personnel, engineers, construction workers, utility personnel, and laborers will be needed from outside the disaster area. Support service will be required for the personnel and equipment provided from outside the disaster area until repairs can be made. Crews will be encouraged to arrive fully self-contained so as not to tax the already drained local resources.
- Both communications and surface movement may be impaired, if not impossible due to impassable roads, loss of public works, utilities, and energy sources. Loss of these services gravely affects public health and safety services by hampering, or in some cases completely disrupting fire-fighting, emergency medical, and rescue, and law enforcement efforts. Outside assistance and critically needed resources may not be able to reach the County by ground transportation.
- With impassable roads, and the loss of public works, utilities, and energy sources, communications and surface movement may not be possible or will at least be overloaded. This loss of services could also gravely impact other public health and safety services, and hamper fire fighting, emergency medical, rescue, and law enforcement efforts. Outside assistance and badly needed resources may not be able to reach the County by ground transportation.
- The County and municipal governments have a limited capability and an immediate requirement to provide emergency services for debris removal, and restitution of public

works, utilities, and energy, and may become quickly overwhelmed following a major disaster.

- Assistance from private support agencies, volunteers, and other County, State, and Federal agencies will be required.
- Public and private utility and energy organizations will perform tasks on their own authority to restore their essential services to the jurisdiction.
- Centralized coordination of the countywide response and recovery activities to include damage assessment and repairs, and requests for outside assistance will be necessary for an overall uniform and efficient joint effort.

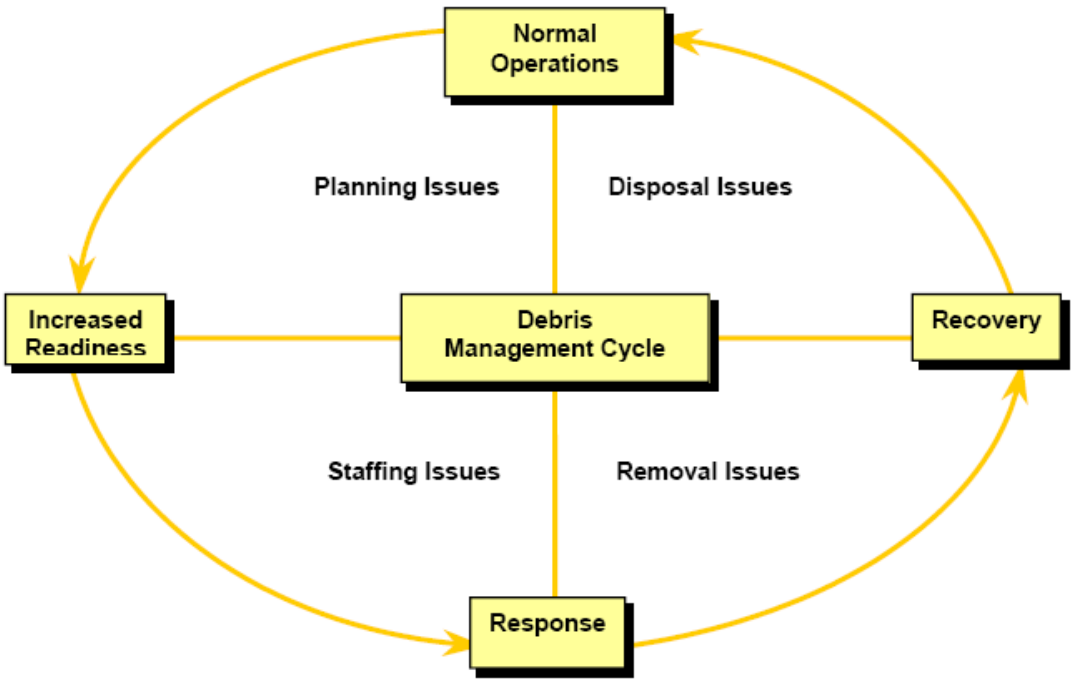
CONCEPT OF OPERATIONS

Engineering and public utilities activities will include emergency clearance of debris, cleaning, repairing, or construction of damaged emergency access routes; emergency restoration of critical public services and facilities; emergency demolition of damaged structures and facilities; and technical assistance and damage assessment of private utility operations.

INITIAL ACTIONS

When an event occurs that has generated a significant amount of debris, the Emergency Management Director will activate the Emergency Operations Center (EOC) according to its standard operating procedures. This annex will be implemented and the Debris Management Task Force (DMTF) will be assembled to assist in the coordination and management of the debris removal and disposal process. The EOC Director or designated representative in conjunction with the DMTF will determine the functions that are required to support removal and disposal efforts.

Debris Management Cycle



Normal operations

Prior to an emergency/disaster the county, the Environmental Services Director will have contracts with companies to handle debris management during a disaster. The director will also designate drop-off sites to be staffed by county personnel during a disaster.

The Environmental Services Director will have and maintain the county plan. This plan is located in the office of Environmental Services and will also be available online on the county's website.

Increased Readiness

In some instances there is a warning that a disaster may occur. This section covers actions taken in the event of a potential debris-generating event. Actions for consideration include:

- Alerting personnel either through the EOC or through pre-established departmental means.
- Ensure personnel understand roles and responsibilities for plan implementation. Review existing contracts, list of qualified contractors, sample contracts, right of entry/hold-harmless agreements, and other contracts necessary to conduct debris management activities.
- Ensure pre-selected temporary debris storage and reduction sites are currently available for use. Identify alternative locations if necessary. Ensure authorized waste transfer or disposal facilities are currently operational. Identify alternative facilities if those used during normal operations have been impacted by the disaster.

Response

Response to a disaster is a very important step for setting the tone on how the recovery will go.

This section covers the response phase of a debris-generating event. The debris management staff will be a component of the Emergency Operations Center (EOC) and will coordinate and manage debris removal operations.

- Establishment of debris removal priorities: When a debris-generating event occurs, there is an immediate need for prioritization of actions. Debris will include fallen trees, limbs, trash, furniture, food waste, scrap tires, utility poles and wires, vehicles, building materials, hazardous materials, infectious materials, animal carcasses, silt and mud, etc.
  - Develop and implement a priority system for debris removal. These should take into account major evacuation/emergency personnel routes and critical facilities within the county.
- Activate standby contracts with companies that make the company available for assistance in the event of a debris-generating event. When possible, it is a good practice to have standby contracts in place before a disaster occurs.
- Procedures for tracking resources are available in the County EOP. The level of detail in the tracking system will be dependent upon the size and magnitude of the disaster.

- Hold meetings to brief EOC staff on current and future debris management activities. Debris management staff should participate in all EOC meetings and provide briefings as necessary.
- Evaluate when and why decisions were made to perform certain actions. Examples may include site selection for temporary debris storage location sites, debris removal priorities and demolition of public/private structures.

Recovery

This phase of the debris management cycle covers actions necessary to complete the debris removal, reduction, and disposal activities, based on damage assessment of the disaster. Actions necessary for recovery from debris-generating events include:

- Public property/rights-of-way debris removal: Debris deposited on public lands including the right-of-way will be the responsibility of local government. In some cases, where a health and/or safety threat exists, private property owners may move event-related debris to the public right-of-way for removal by government forces.
- Private property debris removal: Debris deposited on private property is the responsibility of the property owner.
  - Any debris removal planning must include procedures for notifying the public of debris removal schedules. The key is to provide all information regarding pickup times and locations for private property owners so that debris removal activities proceed efficiently. The county should also provide instructions to the property owners for separation of debris and steps to follow if they are unable to put debris from their property on the curbside for pickup. The county, township, or municipality may utilize volunteers or voluntary groups to assist property owners. Debris removal operations will usually include curbside pickup service, which will be conducted either by the local public works or by a contractor. Contractors operate under contracts described earlier such as time and material, unit price or lump sum. Public works employees and contractors will pick up debris and haul it to either a temporary debris removal site or to a regulated waste facility.
- Hazardous waste removal: The plan will include procedures for handling hazardous waste removed from commercial operations as well as from private property. The jurisdiction will work closely with Federal and State environmental protection agencies to ensure proper removal and disposal of hazardous waste. The plan also includes procedures for establishing a separate staging area for hazardous waste, to include lining with an impermeable material so chemicals do not leak into the groundwater and soil.

Contract Monitoring

In the event contracts are in place for debris removal, monitoring of contractors is a very important issue. The county Environmental Services Director will designate a person or persons for contract monitoring. Contract monitoring verifies that the following actions are taking place:

- Debris being picked up is a direct result of the disaster.
- Trucks hauling debris are fully loaded.
- Debris pick-up areas are being managed properly.
- Trucks are sticking to debris routes.
- Inspection of temporary storage sites to ensure operations are being carried out according to contract.
- Verification of security and control for temporary debris storage and reduction sites.

Public Information

The public information officer is responsible for providing information and guidance to the public regarding debris management activities. The public information officer's duties include development of informational bulletins, hotline responses, radio and television announcements, handbills and door hangers, and newspaper notices.

Information that can help expedite the cleanup process includes:

- Segregating hazardous waste.
- Placing debris at the curbside.
- Keeping debris piles away from fire hydrants and valves.
- Reporting illegal dumping.
- Segregating recyclable materials.
- Debris pick-up schedules.
- Location of TEMPORARY DEBRIS STORAGE LOCATION's.
- Disposal methods and compliance with Environmental Protection Agency Regulations.
- Restrictions and penalties for illegal dumps.

Pre-Designated Sites

The Environmental Services Director has pre-identified areas for collection and processing sites. These general areas are identified on county maps located in Attachment 5. The information includes exact location, size, available ingress and egress routes, results of an environmental assessment, initial data samples, etc. Baseline data should include videotapes, photographs, documentation of physical features, and soil and water samplings. This list of sites will be reviewed annually and updated as necessary as part of the normal plan maintenance.

There are no sanitary landfills in Houston County. Standard procedure of debris removal and waste removal is done through contractors to drive all generated debris to a landfill in La Crosse, Wisconsin. Transportation of debris and solid waste to this location has proven to be the most effective route for debris removal within Houston County.

There are five drop-off sites in Houston County. Two of these sites are leased to the county per five-year contracts, and three are on property owned by the county. All five sites are guaranteed to be available for county use during a debris situation should the sites not be affected by a disaster. The solid waste officer is in charge of drop site operations.

Debris Removal

Tornadoes and other natural disasters can generate unprecedented amounts of debris in a few hours or a few minutes. The debris may be equally heavy in both city and rural areas depending on the magnitude of the tree blow-down and associated structural damage such as homes, businesses, utilities, signs, etc. This section provides guidelines on debris removal issues including emergency roadway clearance, public right-of-ways removal, mobile home park removal, private property removal, navigation hazard removal and household hazardous waste (HHW) removal.

Debris removal, regardless of source, becomes a high priority following a disaster as it is a visible sign of action and helps to restore a sense of normalcy to a shocked and stunned population. Removal often represents the first visible step towards recovery. In developing a management strategy for a large-scale debris removal operation, the operation should be divided into two phases. Phase I consists of the clearance of the debris that hinders immediate life saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety. Phase II operations consist of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to health and safety.

Debris will include tree blow-down and broken limbs; yard trash such as outdoor furniture, trash cans, etc.; utility poles, power, telephone and cable TV lines, transformers and other electrical devices; building debris such as wood, insulation, shingles and glass; and personal property such as clothing, appliances, boats, cars, trucks and trailers.

Emergency Roadway Debris Removal (Phase I)

There is an immediate need to open emergency access routes into devastated areas following any type of major natural disaster. MNDOT and local governments must identify routes within their jurisdiction that are essential to emergency operations. This information is essential for directing the efforts of local assets and for identifying areas that State and Federal assistance can target.

Roadway debris removal involves the opening up of arterial roads and collector streets by moving debris to the shoulders of the road. There is no attempt to physically remove or dispose of the debris, only to clear key access routes to expedite to allow:

- Movement of emergency vehicles
- Law enforcement
- Resumption of critical services

The requirement for government services will be increased drastically following a major natural disaster. Therefore, after emergency access has been provided to clinics, police, and fire stations, the next priority is to open access to other critical community facilities such as municipal buildings, water treatment plants, wastewater treatment plants, power generation units and airports.

Damaged utility systems, structurally unstable buildings and other heavily damaged public facilities must be expeditiously repaired, deactivated, barricaded, or removed. Activities involving these facilities should be closely coordinated with their owners and/or operators. Demolition of unsafe structures, which constitute a public health and safety threat in most situations, may be deferred if access to the area can be controlled.

Emergency management and/or the DMTF should be aware of local, State and Federal capabilities to provide service for emergency roadway debris removal. Available resources should include:

- Local and State Governments:
  - Municipal workers and equipment
  - Local and State DOT workers and equipment
  - Minnesota Incident Support Team (MIST)
  - Minnesota National Guard
  - Local contractors hired by local and/or State governments
- Federal Assistance
- US Department of Agriculture (USDA) Forest Service chainsaw crews
- Local US Army Corps of Engineers (USACE) workers and equipment
- Department of Defense (DOD)
  - Regional contractors hired by the Federal Emergency Management Agency (FEMA) or the USACE

Local personnel using all available resources should supervise immediate debris removal actions. Requests for additional assistance and resources should be made through the County EOC to the State EOC. Requests for Federal assistance will be requested through the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO). The request will be directed to the Federal assistance debris coordinator (if on site and operational), or the USACE district authorized to contract services for FEMA.

Special crews equipped with chain saws may be required to cut up downed trees. This activity is hazardous and common sense safety considerations are necessary to reduce the chance of injury and possible loss of life. Before chainsaw crews are sent out they should receive a safety briefing. When live electric lines are involved, work crews should coordinate with local utility companies to have power lines de-energized for safety reason.

Front end loaders and dozers should be equipped with protective cabs. Driveway cutouts, fire hydrants, valves, and storm water inlets should be left unobstructed. All personnel should wear protective gear such as hard hats, gloves, goggles, and safety shoes.

The USDA Forest Service and other State and Federal land management agencies are equipped for fast responses to forest fires. In recent years, they have been called upon to respond to other emergencies such as earthquakes, tornadoes, and hurricanes. Assistance would be requested through the State EOC/SCO to the FCO according to standard procedures.

Assessment of the amounts and types of debris to be removed from key routes is very difficult. This drawback slows the development of the right mix of equipment and manpower, especially when contracting for additional resources. Therefore, the equipment rental contract is recommended for this type of debris removal. It will allow the flexibility to respond to local hot spots.

Public Right-of-Way Debris Removal (Phase II)

Debris is simply pushed to the shoulders of the roadway during the emergency opening (Phase I) of key routes. There is little time or concern for sorting debris at that time. The objective is to provide for the safe movement of emergency and support vehicles into and out of the disaster area.

As removal operations progress, the initial road side piles of debris become the dumping location for additional yard waste and other storm generated debris such as construction material, personal property, trash, white goods (refrigerators, washers, dryers, hot water heaters, etc.), roofing, and even household, commercial, and agricultural chemicals.

The DMTF will be faced with the monumental task of coordinating debris removal that represents a significant health and safety hazard to the community. There will be requests from all sectors of the community to remove the debris so that residents can start putting their lives and property in order.

Local and State government force account employees will transition from opening roadways to clearing rights-of-way. State DOT forces from other districts and other community work forces (mutual aid agreements) may become available as will locally hired contractors who normally have limited resources. For large scale/catastrophic disasters, direct Federal assistance, if required, will be provided by FEMA, USACE, DOD and large regional contractors with resources, experience, short mobilization times, and an understanding of Federal contracting procedures.

The emergency management and/or the DMTF will be required to provide accurate information about the magnitude of the debris removal mission. Providing information to FEMA Region V headquarters and coordinating with other agencies may require an independent means to assess debris removal progress. This void can be filled using local or State personnel to create independent field inspection teams. The teams become the “eyes and ears” for the debris staff.

The county Environmental Services Director and/or the DMTF should be prepared to take the following actions:

- Coordinate through local agencies to establish a contracted work force capable of expeditious removal of the debris.
- Develop an independent team using the local and State personnel to monitor the removal activities.
- Conduct daily update briefings with key debris managers, as needed. Ensure that all major debris removal and disposal actions are reviewed and approved by the local debris manager.
- Ensure that a representative of the DMTF attends all briefings to resolve any coordination problems between State and Federal debris removal efforts and local debris removal and disposal efforts
- Coordinate with local and State DOT and law enforcement authorities to ensure that traffic control measures expedite debris removal activities.

The public should be kept informed of debris pick-up schedules, disposal methods and ongoing actions to comply with State and Federal Environmental Protection Agency (EPA) environmental regulations, disposal procedures for self-help and independent contractors, and restrictions and penalties for creating illegal dumps.

Agency PIOs should be prepared to respond to questions pertaining to debris removal from the press and local residents. If required, a Joint Information Center (JIC) may be established to ensure a coordinated response is made to the public. The following questions are likely to be asked:

- What is the pick-up system?
- When will the contractor be in my area?
- Who are the contractors and how can I contact them?
- Should I separate the different debris materials and how?
- How do I handle Household Hazardous Waste (HHW)?
- What if I cannot pay?
- What if I am elderly?

Mobile Home Park Debris Removal

Tornadoes can cause almost complete destruction to mobile homes. This results in extensive amounts of mixed debris confined to relatively small areas. The mixed debris will include: tree blow-down, out buildings, screened porches, trailer frames, personal property such as clothing, food, furniture, etc.; appliances such as stoves, refrigerators, washers, dryers, etc.; household chemicals, commercial chemicals, propane and oxygen tanks, gasoline, oil, lubricants, automobiles, trucks, bicycles, lawn mowers, and utility hookups.

A catastrophic disaster may require temporary housing that cannot be provided by local or State agencies. If Direct Federal Assistance is requested and approved, FEMA may provide

mobile homes on a temporary basis under the Individual Assistance (IA) Program. FEMA's IA managers must obtain suitable locations to place FEMA mobile homes to provide temporary shelter expeditiously. Local mobile home parks will be surveyed and arrangements made with park owners for FEMA to clear the parks of debris in return for the park to lease pads for FEMA mobile homes. The local emergency manager and/or the DMTF will need to closely coordinate with his/her counterpart in the FEMA IA office to assist in possible clean-up activities and to enforce condemnation procedures. The debris removal mission must strive to retain the existing undamaged utility hookups. Legal aspects as well as health and safety concerns will have an important impact on the debris removal activities.

Documentation Needed Prior to Contract Issuance

Local officials should:

- Obtain copies of the local ordinance authorizing condemnation of mobile home parks. Condemnation due to health issues is associated with prolonged exposure of trailer contents to the natural elements.
- Provide a copy of the local government resolution with appropriate recitals required to support adoption/enactment of ordinances to condemn, demolish and remove mobile home park contents.
- Provide all applicable permits necessary for demolition of the mobile home park.
- Provide access to all lands, easements and rights-of- way necessary for the accomplishment of the approved work.
- Acquire documentation signed by the mobile home park owner that will hold and save the local, State or Federal Government free from damages due to the requested work, and shall indemnify the local, State or Federal Government against any claims arising from such work.
- Provide documents allowing right-of-entry to the mobile home parks.
- Provide notice to individual mobile home owners to remove items of personal property in accordance with local ordinances.
- Provide the names of mobile home parks to include the names of mobile home park owners, complete addresses and legal descriptions of the property, and limits, if any, of debris management to occur within the parks. Additional materials should include plats of the mobile home parks and any information about existing utilities.
- Ensure that the mobile homes are unoccupied.
- Ensure that the property is posted in accordance with local regulations and that mobile home owners have removed their personal property.
- Ensure that any agreement made with the mobile home park owner is in writing to avoid subsequent disputes.
- Obtain photographic documentation of trailer sites prior to commencement of work.

Utilities:

Local officials should:

- Ensure that utilities are installed according to local code.
- Ensure that trailer tie down straps do not conflict with utility placement.
- Be responsible for turning off utility services such as water, sewer, electrical, natural gas.
- Have septic tank locations flagged prior to debris removal and special care given to protect them during debris removal operations.
- Evaluate existing utilities as to the feasibility of using them. Consideration should also be given to whether using heavy equipment would cause further damage to existing utilities.
- Provide standards for capping of all utilities.

Contracts:

The contract should:

- Provide that all private automobiles be stored in a specific location within the park to be retrieved later by the private owner.
- Provide salvage rights to the contractor for materials remaining on site at the time of debris removal.
- Require flagging of existing utilities prior to debris removal. Rubber tire vehicles and backhoe with grapple attachments should be used to protect existing utilities.
- Require the contractor to phase debris removal operations to allow utility repair/replacement to begin immediately after an area has been cleared.
- Provide a signed letter to the contractor/FEMA identifying the park and stating that all notices have been issued and the park is released for debris removal.

Inspection Prior to Contract Issuance:

Local officials should:

- Should determine the extent of repairs required to use existing utilities or if full replacement of utilities will be required. These actions require close coordination with IA officials responsible for the temporary housing operations.
- Ensure that the mobile home park will be vacated prior to removing any debris from the site.
- Describe clearly and completely the extent of debris removal required within the mobile home park. Specify any structures, other than mobile homes, that are to be removed. This information will be utilized in developing the contract scope of work.
- Locate and estimate any HHW within the park and ensure that appropriate procedures are established for separation and removal of such materials prior to debris removal. County HHW staff or HHW contractors under contract with the local government should be utilized for this task via FEMA's Damage Survey Report (DSR) process or the USACE could award a separate contract for this purpose. HHW items typically found on site include propane tanks, paint cans, paint thinners, pesticides, refrigerators, freezers, etc.

- Conduct initial inspections of the mobile home park. This should be done in conjunction with representatives from public health office, building and zoning office, County Assessors Office, real estate office, USACE, and FEMA.
- Notify the mobile home park owner of the pending inspections.
- Ensure that the "Notice to Proceed" contract scope of work reflects findings of the field inspection.

Private Property Debris Removal

Major natural disasters may create health and safety concerns with respect to severely damaged private property. Remaining dangerous structures should be the responsibility of the owner or local government to demolish to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain due to lack of insurance, absentee landlords, or under-staffed and under-equipped local governments.

This issue will require the complete cooperation of numerous local and State government officials and may require resources from any or all of the following: real estate offices; local law and/or code enforcement agencies; state historic preservation office; qualified contractors to remove HHW, asbestos, and lead-based paint; and field teams to photograph the sites before and after demolition.

Demolition of private property will present significant coordination problems. Therefore, a checklist has been developed to identify key tasks that local officials must address before the structure is approved for demolition. To expedite the overall effort, many of the tasks can be conducted concurrently. The "Demolition of Private Property" checklist is shown in Attachment 9.

Communities in disaster-prone areas should have copies of the checklist and samples of required ordinances as part of the community's emergency management plan. The ordinances should be activated when a "state of emergency" is implemented, eliminating any unnecessary waiting period. All of these pre-planning actions should be accomplished prior to a disaster.

The most significant building demolition problem will be that local governments do not have proper ordinances in effect to handle emergency condemnation procedures. Moreover, structures will be misidentified or have people or belongings in them when the demolition crews arrive. Buildings may be occupied by drug users or homeless people who will necessitate removal by local law enforcement. Close coordination is essential and it is recommended that at least one FEMA staff person be on site to work directly with the local government staff to ensure that all required legal actions are taken.

Navigation Hazard Removal

The emergency manager and/or the DMTF will need to coordinate with the USACE, the U.S. Coast Guard, State DNR, local government agencies, legal counsel, marine salvage contractors, commercial divers, and certified surveyors to ensure that navigation hazards are removed safely and efficiently.

A checklist has been developed to ensure that all aspects of removing navigational hazards are considered. The "Removal of Navigational Hazards" Checklist is shown on Attachment 9.

Household Hazardous Wastes (HHW) Removal

HHW may be generated as a result of a major natural disaster. HHW may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process.

Pre-Disaster

The emergency manager and/or DMTF should be aware of the problems that HHW will have on the overall debris removal and disposal mission. Consider HHW response teams to be assigned and respond ahead of any removal efforts. Consider preparing draft emergency contracts with generic scopes of work. Coordinate with regulatory agencies concerning possible regulatory waivers and other emergency response requirements.

Removal Operations

Where possible, separate hazardous materials from other debris before removal. Arrange for salvageable hazardous materials to be collected and segregated based on their intended use. Removal of hazardous waste should be accomplished by properly trained personnel or emergency response HHW contractors. Coordinate with regulatory agencies to ensure cleanup actions meet local, State, and Federal regulations.

Building Demolition

Complete HHW identification and segregation before building demolition begins. HHW debris should be removed by qualified contractors. Uncontaminated debris can be removed by regular demolition contractors.

Disposal Sites

A separate staging area for HHW materials, contaminated soils, and contaminated debris should be established at each site. The staging area should be lined with an impermeable material and burned to prevent contamination of the groundwater and surrounding area. Materials should be removed and disposed of using qualified HHW personnel/contractors in accordance with local, State and Federal regulations.

Debris Collection and Reduction Sites

Once the debris is removed from the damaged area, it will be taken to temporary collection and reduction sites. These reduction sites have been pre-identified and are shown on county maps located in Attachment 5. Removal and disposal actions will be handled at the lowest level possible based on the magnitude of the event. It follows the normal chain of responsibility, i.e. local level, county level, state level and when resources are exceeded at each level of responsibility, and then Federal assistance may be requested according to established procedures. Due to the limited debris removal and reduction resources, the establishment and operation of these temporary sites are generally accomplished by contracts.

Emphasis is placed on local government responsibilities for developing debris disposal contracts under FEMA Damage Survey Report (DSR) procedures. Removal and reduction activities may be handled locally or assigned to the USACE by FEMA pursuant to CFR 44, Section 206.5 and 206.8. Mission assignment may be used instead of DSRs when responding to a catastrophic natural disaster. This allows FEMA and the USACE more flexibility in responding to specific debris removal and disposal tasks.

Local/county and/or State governments may be responsible for developing and implementing these contracts for debris removal and disposal under most disaster conditions that are not catastrophic. The costs associated with preparing, implementing, and monitoring contracts are covered under FEMA DSR procedures. The county Environmental Services Director and/or the DMTF (based on magnitude of event) should review all debris disposal contracts. There should be a formal means to monitor contractor performance in order to ensure that funds are being used wisely.

Site Preparation

The topography and soil conditions should be evaluated to determine best site layout. Consider ways to make remediation and restoration easier when planning site preparation.

Site Operations

Site preparation and operation are usually left up to the contractor but guidance can help avoid problems with the ultimate closeout.

Lined temporary storage areas establish for ash, HHW, fuels, and other materials that can contaminate soils and groundwater. Set up plastic liners when possible under stationary equipment such as generators and mobile lighting plants. Include this as a requirement of the contract scope of work.

If the site is also an equipment staging area, monitor fueling and equipment repair to prevent and mitigate spills of petroleum products, hydraulic fluids, etc. Include clauses in contract scope of work to require immediate cleanup by the contractor.

Not In My Back Yard (NIMBY) Concerns. Be aware of and mitigate things that will irritate the neighbors such as:

- Smoke - proper construction and operation of burn pits. Don’t overload air curtains
- Dust - employ water trucks
- Noise - construct perimeter berms
- Traffic - proper layout of ingress and egress procedures to help traffic flow

Debris Reduction Methods

This section provides guidelines on debris volume reduction methods including burning, grinding and chipping, and recycling. The DMTF should have an understanding of each method. Ideally, all methods should comply with local ordinances and environmental regulations.

Volume Reduction by Burning

There are several burning methods available including uncontrolled open burning, controlled open burning, air curtain pit burning, and refractor lined pit burning. The DMTF should consider each burning method before selection and implementation as part of the overall volume reduction strategy.

Uncontrolled Open Burning

Uncontrolled open burning is the least desirable method of volume reduction because it lacks environmental control.

Controlled Open Burning

Controlled open burning is a cost-effective method for reducing clean woody tree debris in rural areas. This option must be terminated if mixed debris (treated lumber, poles, nails, bolts, tin, aluminum sheeting, etc.) enters the waste flow. Clean woody tree debris presents little environmental damage and the resulting ash can be used as a soil additive by the local agricultural community. Minnesota Department of Agriculture and Houston County agricultural extension personnel should be consulted to determine if and how the resulting ash can be recycled as a soil additive.

Air Curtain Pit Burning

Air curtain pit burning offers an effective means to expedite the volume reduction process by substantially reducing the environmental concerns caused by open burning. Specifications and statements of work should be developed to expedite the proper use of the systems since experience has shown that many contractors and subcontractors are not fully knowledgeable of the system operating parameters.

River & low lying areas may present contractors with unique problems when they start using the air curtain burner systems. Existing soil conditions and a high water table may prevent the digging of pits to meet manufacturers' specifications. Initially pits may be constructed by pushing up the existing topsoil. This procedure is unsatisfactory because the pit sides will erode. Controls should be implemented to prevent contamination of the ground water. An acceptable but very expensive solution is to use compacted limestone fill placed over an impervious clay layer.

Controls

Local officials, environmental groups, and local citizens should be thoroughly briefed on the type of burning method being used, how the systems work, environmental standards, health issues, and the risk associated with each type of burning. PIOs should take the initiative to keep the public informed. A proactive public information strategy to include press releases, media broadcasts, etc. should be included in any operation that envisions burning as a primary means of volume reduction.

Environmental controls are essential for all burning methods and should include:

- A setback of at least 200 feet should be maintained between the debris piles and the burn area. Keep at least 200 feet between the burn area and the nearest building. Contractors should use fencing and warning signs to keep the public away from the burn area.
- The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches two feet below the lip of the burn pit.
- The burn area should be placed in an above ground or below ground pit that is no wider than eight feet and between nine and 14 feet deep.
- The burn pits should be constructed with limestone and reinforced with earth anchors, or wire mesh in order to support the weight of the loaders. There should be a one-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.
- The ends of the pits should be sealed with dirt or ash to a height of four feet.
- A twelve-inch dirt seal should be placed on the lip of the burn pit area to seal the blower nozzle. The nozzle should be three to six inches from the end of the pit.
- There should be a one-foot high, unburnable, warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the burn pit.
- Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.
- The airflow should hit the wall of the pit about two feet below the top edge of the pit and the debris should not break the path of the airflow except during dumping.
- The pit should be no longer than the length of the blower system and the pit should be loaded uniformly along the length.

Dead Animals

The Houston County Feedlot Officer maintains procedures for disposal of animal carcasses as outlined through the MPCA. Transportation of dead animals will be a coordinated effort of the Feedlot Officer and the Highway Department, with informational assistance from the Houston County Extension Office.

Volume Reduction by Grinding and Chipping

Tornadoes may present the opportunity to employ large scale grinding and chipping operations as part of the overall debris volume reduction strategy. Tornadoes can blow away scarce topsoil in the agricultural areas and cause extensive tree damage and blow-down. This two-fold loss, combined with local climatic conditions may present an excellent opportunity to reduce clean woody debris into suitable mulch that can be used to replenish the topsoil and retain soil moisture.

Grinding and chipping woody debris is a viable reduction method. Although more expensive than burning, grinding and chipping is more environmentally friendly and the resulting product,

mulch, can be recycled. In some locations the mulch will be a desirable product due to shallow topsoil conditions. In other locations it may become a landfill product.

Grinding and chipping woody debris reduces the large amounts of tree blow-down. Chipping operations are suitable where streets are narrow or in groves of trees where it is cheaper to reduce the woody vegetation to mulch than to move it to a central grinding site and then returning it to the affected area. This reduces the costs associated with double handling.

The county Environmental Services Director and/or the DMTF should work closely with local environmental and agricultural groups to determine if there is a market for mulch. Another source for disposal of ground woody debris may be as an alternative fuel for industrial heating or for use in a cogeneration plant.

There are numerous makes and models of grinders and chippers on the market. When contracting, the most important item to specify is the size of the mulch. If the grinding operation is strictly for volume reduction, size is not important. However, mulch to be used for agricultural purposes must be of a certain size and be virtually free of paper, plastic, dirt, etc.

The following specifications should provide a mulch product that is suitable for agricultural purposes.

- The average size of wood chips produced should not exceed four inches in length and one half inch in diameter. Production output should average 100 to 150 cubic yards per hour when debris is moderately contaminated and slow feeding operations, and 200 to 250 cubic yards per hour for relatively clean debris. Note, this is not machine capability; this is contractor output or performance capabilities.
- Contaminants are all materials other than wood products and should be held to ten percent or less for the mulch to be acceptable. Plastics are a big problem and should be eliminated completely. To help eliminate contaminants, root rake loaders should be used to feed or crowd materials to the grapplers. Bucket-loaders tend to scoop up earth, which is a contaminant, and cause excessive wear on the grinder or chipper. Hand laborers should remove contaminants prior to feeding the grinders. Shaker screens should be used when processing stumps with root balls or when large amounts of soil are present in the woody debris.

Chippers are ideal for use in residential areas, orchards, or groves. The number of damaged and uprooted trees present significant problems if they are pushed to the right-of-ways for eventual pick-up and transport to staging and reduction sites. The costs associated with chipping are reasonable since the material does not need to be transported twice.

Grinders are ideal for use at debris staging and reduction sites due to their high volume reduction capacity. Locating the grinders is critical from a noise and safety point-of-view. Moreover, there is a need for a large area to hold the woody debris and an area to hold the resulting mulch. Ingress and egress to the site is also an important consideration.

Volume Reduction by Recycling

Recycling reduces mixed debris volume before it is hauled to a landfill. A portable Materials Recovery Facility (MRF) could be set up at the site. Metals, wood, weed and soils are prime candidates for recycling. The major drawback is the potential environmental impact of the recycling operation. In areas where there is a large usage of chemical agricultural fertilizer the recovered soil may be too contaminated for use on residential or existing agricultural land.

Tornadoes and earthquakes may present opportunities to contract out large-scale recycling operations and to achieve an economic return from some of the prime contractors who exercise their initiative to segregate and recycle debris as it arrives at the staging and reduction sites. Recycling has significant drawbacks if contracts are not properly written and closely monitored.

Specialized contractors should be available to bid on disposal of debris by recycling if it is well sorted. Contracts and monitoring procedures should be developed to ensure that the recyclers comply with local, State, and Federal environmental regulations.

Recycling should be considered early in the debris removal and disposal operation since it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling.

Metals

Tornadoes may cause extensive damage to mobile homes, sun porches, and green houses. Most of the metals are non-ferrous and suitable for recycling. Trailer frames and other ferrous metals are also suitable for recycling. Metals can be separated using an electromagnet. Metals that have been processed for recycling can be sold to metal recycling firms.

Soil

Cleanup operations using large pieces of equipment pick up large amounts of soil. The soil is transported to the staging and reduction sites where it is combined with other organic materials that will decompose over time. Large amounts of soil can be recovered if the material is put through some type of screen or shaker system. This procedure can produce significant amounts of soil that can either be sold or recycled back into the agricultural community. It is more expensive to transport and pay tipping fees at local landfills than to sort out the heavy dirt before moving the material. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with chemicals.

Wood

Woody debris can be either ground or chipped into mulch. (See Volume Reduction by Grinding and Chipping)

Construction Material

Concrete block and other building materials can be ground and used for other purposes if there is a ready market. Construction materials and wood can also be shred to reduce volume. This construction material could also be used at landfills for cover.

Residue Material

Residue material that cannot be recycled, such as cloth, rugs, and trash can be sent to a landfill for final disposal.

Site Close-Out Procedures

Each temporary debris staging and reduction site will eventually be emptied of all material and be restored to its previous condition and use. If the size of event required mission tasking from the USACE, then the mission tasking may include requirements to cleanup contractor-operated staging and reduction sites. Contractors would be required to remove and dispose of all mixed debris, construction and demolition debris, and debris residue to approved landfills. Quality Assurance inspectors should monitor all closeout and disposal activities to ensure that contractors complied with contract specifications. Additional measures will be necessary to meet local, State, and Federal environmental requirement due to the nature of the staging and reduction operation.

The county Environmental Services Director and/or DMTF must be assured by the contractor that all sites are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site remediation will go smoothly if baseline data collection and site operation procedures are followed.

The basic close-out steps are:

- Remove all debris from the site
- Conduct an environmental audit/assessment
- Develop a remediation/restoration plan, approved by the appropriate environmental agency
- execute the plan
- Get acceptance from the landowner
- Terminate lease payments, if applicable

The key to timely closeout of the mission is the efficient scheduling of the above activities for multiple sites. Therefore, critical path scheduling of all the activities as far in advance as possible will minimize down time between steps.

Environmental Restoration

Stockpiled debris will be a mix of woody vegetation, construction material, household items, and yard waste. HHW and medical wastes should be segregated and removed prior to stockpiling. Activities at the debris disposal sites will include some, or a combination of the following activities: stockpiling, sorting, recycling, burning, grinding, and chipping. Burning is done in pits fed by an air curtain and generally only woody debris is burned; however, the efficiency of the burn and the quality of burn material is highly variable. Contamination may occur from petroleum spills at staging and reduction sites or runoff from the debris piles, burn sites, and ash piles.

Site Remediation

During the debris removal process and after the material has been removed from each of the debris sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.

The monitoring of the ash should consist of chemical testing to determine the suitability of the material for land filling.

Monitoring of the soils should be by portable methods to determine if any of the soils are contaminated by volatile hydrocarbons. This may be done by the contractors if it is determined that they dumped hazardous material, such as oil or diesel fuel spills on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.

The monitoring of the groundwater should be done on selected sites in order to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.

A recommended format for a closure checklist has been developed. The closure checklist is shown on Attachment 10. Consider the following requirements to closeout a temporary staging and reduction site(s).

- Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and counsel regarding requirements and support for implementation of a site remediation plan
- Establish a testing and monitoring program. The contractor should be responsible for environmental restoration of both public and leased sites. Contractors will also be required to remove all debris from sites for final disposal at landfills prior to closure
- Reference appropriate and applicable environmental regulations
- Prioritize site closures
- Schedule closeout activities
- Determine separate protocols for air, water, and soil testing
- Develop cost estimates
- Develop decision criteria for certifying satisfactory closure based on limited baseline information
- Develop administrative procedures and contractual arrangements for closure phase
- Inform local and State environmental agencies regarding acceptability of program and established requirements
- Designate approving authority to review and evaluate contractor closure activities and progress
- Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist

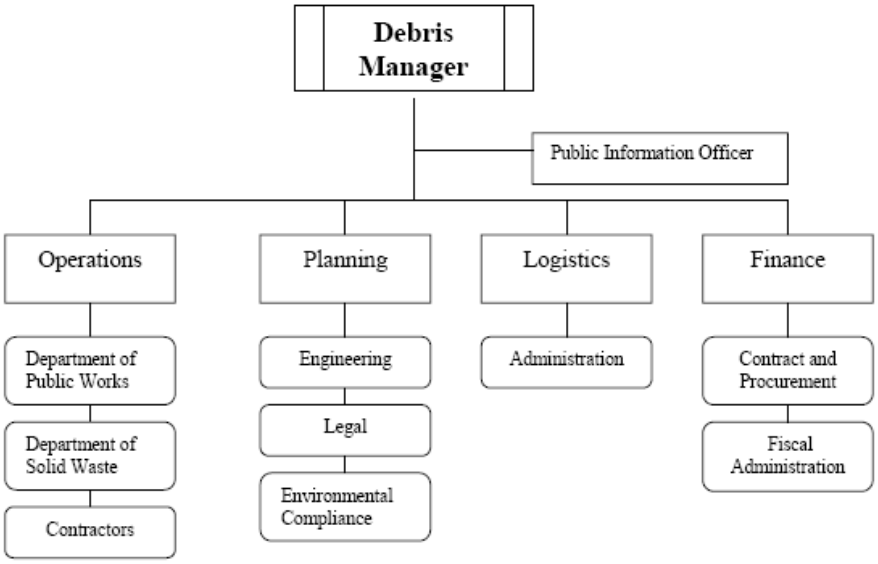
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

The purpose of this section is to provide a structured approach to debris removal operations using the Incident Command System.

In a debris-generating event, the size of the debris management staff is dependent upon the magnitude of the disaster as well as the geographic size of the area. During response phase, the debris manager will be part of the operations section. During the Recovery phase, incident command may be transferred to the Debris Manager. The debris manager will then have overall responsibility for the operations, planning, logistics, and finance of all recovery activities. The key staff positions are either designated in the EOP or are appointed by the debris manager.

Debris Management Staff Organizational Chart



The Board of Commissioners will:

- Declare a State of Emergency if required
- Issue supplementary declarations and orders, as the situation requires
- Request Federal assistance as necessary
- Make public safety/evacuation recommendations to the public

The county Environmental Services Director will:

- Act as the lead agency in the Debris Management Task Force
- When activated, report to the County EOC or send a liaison to local EOC to assist response and recovery operations
- Implement the Damage Assessment Annex, if necessary, to assess and evaluate the damage and debris removal requirements
- Conducting debris assessments
- Evaluate/select locations for temporary debris storage locations

- Evaluate options for recycling/reducing/disposing debris
- Coordinate transporting debris to temporary debris storage locations
- Managing and monitoring operations at the temporary debris storage locations
- Keep the County EOC informed on other current and impending emergency issues involving County infrastructure
- Deploy supplies and track equipment
- Developing debris removal priorities
- Developing strategies for debris removal
- Operating debris reduction sites
- Ensuring all debris is transported to the appropriate temporary debris storage locations or regulated waste facility

The County Highway Department/County Engineer will:

- Perform as a core agency in the Debris Management Task Force
- Identify routes, in conjunction with local jurisdictions that are essential and critical to emergency operations
- Be responsible for coordinating the emergency roadway clearance and public right-of-way clearance plan of action
- Ensure emergency workers wear protective clothing such as hard hats, gloves, goggles and safety shoes. Supervisors must emphasize safety practices and procedures
- Coordinate the removal of debris from public property
- Coordinate with local utility companies during emergency roadway clearance operations
- Work with the County EOC and the DMTF to develop strategies and priorities of response and recovery efforts to damages or disruption of infrastructure and energy services
- Advise the Environmental Services Director on debris management requirements
- Coordinate county-wide efforts, including outside assistance, to maintain and/or restore infrastructure
- Develop and maintain relations with representative from other Counties, surrounding municipal, private and other agencies supporting and servicing infrastructure and energy within the County (to include local electric, gas, telephone, water, utilities, and industry contacts)

The county Finance Department/EOC Finance Branch Director will:

- Develop cost estimates and scopes of work for public employees and contractors

Contractors are responsible for:

- Removing debris from public/private property
- Transporting debris to TEMPORARY DEBRIS STORAGE LOCATION’s
- Operating debris reduction sites

- Ensuring all debris is transported to the appropriate temporary debris storage locations or regulated waste facility

County Attorney is responsible for:

- Developing and reviewing all contracts
- Securing all authorizations necessary for debris removal activities
- Ensuring compliance with all environmental and historical preservation laws/regulations/policies
- Reviewing rights-of-entry and hold harmless agreements
- Reviewing private property insurance information and other assets to ensure benefits and resources are fully utilized

Safety Officer is responsible for:

- Coordinating with State and Federal agencies, such as EPA and the MN Historic Preservation Office to ensure compliance with environmental and historic preservation laws/regulations/policies
- Determining environmental monitoring and reporting requirements for temporary debris storage locations
- Maintaining safety records for historical purposes

The Emergency Management Director will:

- Activate the Emergency Operations Center (EOC) when necessary using established Standard Operating Procedures (SOP). Partial activation may be necessary during early phases of an event. Full activation will be required when a catastrophic event is imminent or has occurred. DMTF representatives responding to the EOC must have the knowledge of their department and their resources and have full authority to commit those resources for response and recovery operations
- Monitor the weather and make distribution of National Weather Service advisories to appropriate agencies if weather conditions are a factor to debris removal efforts

Houston County Public Health will:

- Be responsible for identifying potential health issues related to the debris removal process (e.g., mosquitos/flies)

Public Information Officer will:

- Provide information and guidance to the public regarding debris management activities
- Develop informational bulletins, hotline responses, radio and television announcements, handbills and door hangers, and newspaper notices

ADMINISTRATION AND LOGISTICS

All agencies will document personnel and material resources used to comply with this annex. Documentation will be used to support any federal assistance that may be requested or required.

Requests for support and/or assistance will be sent from the local level to the county level EOC and then up to the state EOC. Requests for federal assistance will be made by the state EOC through established procedures as outlined in the Federal Response Plan.

All agencies will ensure 24-hour staffing capability during implementation of this annex if the emergency or disaster requires.

The county Environmental Services Director will be responsible to initiate an annual update of this annex. It will be the responsibility of each tasked agency to update their respective portion of the annex and ensure any limitations and shortfalls are identified, documented, and work-around procedures developed if necessary.

CONTINUITY OF GOVERNMENT

Line of Succession: 1. County Environmental Services Director 2. County Engineer 3. County Highway Maintenance Supervisor

Line of Succession – Other Organizations Supporting this annex: Lines of Succession for other organizations that support this annex are in accordance with that organization's established policy.

Logistics

The County GIS and the Highway Engineer will maintain updated data and maps pertaining to the County's infrastructure to include facilities, streets, roads, and utility systems.

PLAN DEVELOPMENT AND MAINTENANCE

The county Environmental Services Director is primarily responsibility for coordinating the development and maintenance of this annex. A periodic review of this annex will be conducted for revalidation and necessary changes in accordance with the basic plan. Appropriate signatures and approval dates will identify revisions to this plan.

All organizations that support this annex will develop and maintain their own organization's updated Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this annex. This information will be coordinated with and provided to the county Environmental Services Director, or the county EMD, as necessary.

Individual organizations that support this annex are the responsibility for training and exercising their SOPs relating to this annex.

AUTHORITIES AND REFERENCES

44 CFR Part 206

Minnesota Rules Chapters 7001, 7045, AND 7046

Minn. Stat. § 35.82 and Minn. R. chs. 1719.0100 to 1719.4600 and 7011.1215

ATTACHMENT 1

Forms

RIGHT OF ENTRY / HOLD HARMLESS AGREEMENT

RIGHT OF ENTRY PERMIT NO._____ DATE_____
PROPERTY ADDRESS / DESCRIPTION
NAME (OWNER'S OR OWNER'S AUTHORIZED AGENT)
RIGHT OF ENTRY: I certify that I am the owner or the owner's authorized agent of the above-described property. I grant freely and without coercion the right of access and entry to said property to representatives of the Federal Emergency Management Agency (FEMA), the U.S. Army Corps of Engineers (USACE) and the USDA Forest Service to inspect the property for purposes of determining whether disaster-generated debris is eligible for removal under FEMA'S programs and to monitor that removal, and to (eligible applicant) _____, its agents, contractors and subcontractors for the purpose of removing and/or clearing that disaster-generated debris from that property.

HOLD HARMLESS: I understand that this permit is not an obligation upon the government to perform debris removal. I agree to hold harmless the United States Government, FEMA, USACE, the USDA Forest Service, (eligible applicant) _____ and any of their agencies, agents, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property, or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities while removing disaster-generated debris from the property. I will mark sewer lines, septic tanks, water lines and utilities located on the property.

DUPLICATION OF BENEFITS: Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that federal law (42 U.S. C. 5155 *et seq*.) requires me to reimburse (eligible applicant)_____ the cost of removing the storm- generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to (eligible applicant)_____. If I have received payment, or when I receive payment, for debris removal from my insurance company or any other source, I agree to notify and send payment and proof/statement of loss to (eligible applicant)_____. I understand that all disaster-related funding, including that for debris removal from private property, is subject to audit.
SWORN & ATTESTED WITNESSED:
All owners/agents must sign below.

Printed Name:_____ Printed Name:_____

Signature:_____ Signature:_____

Name of Insurance Co. Policy No.

_____

SCOPE OF WORK FOR UNIT PRICE CONTRACT FOR DEBRIS REMOVAL

RELATED TO [NAME/NATURE OF DISASTER]

AT, IN, OR NEAR [LOCATION OF RECOVERY EFFORTS]

1. 0 **GENERAL** 1.1 The purpose of this contract is to provide debris clearing and removal response assistance to [LOCATION; i.e. “North Carolina counties” or “Mobile and Baldwin Counties in Alabama”] which have been declared disaster areas by the President because of the effects of [NAME OF DISASTER].

2. 0 **SERVICES** 2.1 The Contractor shall provide for debris removal from the area(s) outlined on the attached maps, and described as: [DESCRIPTION OF WORK AREA].

2.2 The debris shall be taken to the dumpsite(s) indicated on the attached maps, located at [LOCATION (S) OF DUMPSITE(S)].

2.3 The total amount of debris to be removed under this contract is estimated to be [QUANTITY].

2.4 The work shall consist of clearing and removing any and all “eligible” debris (see section 4.0 for a definition of eligible debris) primarily from the public right-of-way (ROW) of streets and roads, as directed by the Contracting Officer’s Representative (COR). Work will include 1) examining debris to determine whether or not debris is eligible, burnable or non burnable, 2) loading the debris, 3) hauling the debris to an approved dumpsite or landfill, and 4) dumping the debris at the dumpsite or landfill. Ineligible debris will not be loaded, hauled, or dumped under this contract. Burnable debris will be loaded separately from non-burnable debris. Mixed loading of burnable and non-burnable will be kept to a minimum. The COR will determine the appropriate dumpsite for mixed loads.

2.5 Debris removal shall include all eligible debris found on the ROW within the area designated by the COR. The COR may specify any eligible debris within the ROW which should not be removed, or which should be removed at a later time. The Contractor shall make as many passes through the designated area as required by the COR. The Contractor shall not move from one designated work area to another designated work area without prior approval from the COR. Any eligible debris, such as fallen trees, which extends onto the ROW from private property shall be cut at the point where it enters the ROW, and that part of the debris which lies within the ROW shall be removed. The Contractor shall not enter onto private property during the performance of this contract.

2.6 The Contractor shall conduct the work so as not to interfere with the disaster response and recovery activities of Federal, State, tribal and local governments or agencies, or of any public utilities.

2.7 The government reserves the right to inspect the site, verify quantities, and review operations at any time.

2.8 All work shall be accomplished in a safe manner in accordance with EM 385-1-1.

3. 0 **LOAD TICKETS**

3.1 “Load tickets” will be used for recording volumes of debris removal. (See Enclosure)

3.2 Each ticket will contain the following information: Ticket Number Contract Number Date Contractor Name Site Departure Time Dump Arrival Time Debris Classification Debris Quantity 3.3 [SELECT ONLY ONE OF THE FOLLOWING PARAGRAPHS, AND DELETE THE OTHERS]

- ❑ Load tickets will be issued by a COR prior to departure from the loading site. The COR will keep one copy of the ticket, and give three copies to the vehicle operator. Upon arrival at the dumpsite, the vehicle operator will give the three copies to the COR at the dumpsite, the COR will validate, retain one copy and give two copies to driver for the Contractor's records, (one copy for the sub-contractor and one copy for the prime contractor).
- ❑ Load tickets will be issued by a COR prior to departure from the loading site. The COR will keep one copy of the ticket, and give two copies to the vehicle operator for the Contractor's records.
- ❑ Load tickets will be issued by a COR to a vehicle operator upon arrival at the dumpsite. The COR will keep one copy of the ticket, and give two copies to the vehicle operator for the Contractor's records.

4.0 **DEBRIS CLASSIFICATION**

4.1 **Eligible Debris.** Debris that is within the scope of this contract falls under three possible classifications: Burnable, Non-Burnable, and Recyclable. Debris that is classified as Household Hazardous Waste (HHW) is not to be transported by this contract.

4.2 **Burnable Debris**. Burnable debris includes all biodegradable matter except that included in the following definitions of other categories of debris. It includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; untreated structural timber; untreated wood products; and brush.

4.3 **Non-Burnable Debris.** Non-burnable debris includes, but is not limited to, treated timber; plastic; glass; rubber products; metal products; dry wall; cloth items; non-wood building materials; metal products (i.e. Mobile Trailer parts, Household appliances (White Metal), and similar items), or uncontaminated soil; roofing materials; and carpeting.

4.4 **Household Hazardous Waste (HHW).** Household hazardous wastes, such as petroleum products, paint products, etc., and known or suspected hazardous materials, such as asbestos, lead-based paint, or electrical transformers shall be removed by others. Coordination for hazardous debris removal is the responsibility of the Government.

4.5 **Stumps.** Tree stumps located within the ROW with are one-half or more of the root ball exposed will be removed. Tree stumps with base cut diameter measurements less than or equal to 24 inches (measured 24 inches up from where the tree originally exited the ground) will be considered to be burnable debris and removed of with the same methods used for other burnable debris. Tree stumps larger than 24 inches in diameter will be removed of as burnable and paid for in accordance to the MEASURMENT and PAYMENT paragraphs in this contract.

5. 0 **DUMPSITES**

5.1 The Contractor shall use only debris dumpsites designated in Section 2.2, unless otherwise approved by the COR. The Contractor shall haul non-burnable debris to the site designated for non-burnable debris and burnable debris to the burn sire designated.

5.2 The dumpsite operator shall direct all dumping operations. The Contractor shall cooperate with the dumpsite operator to facilitate effective dumping operations.

5.3 The Government makes no representations regarding the turn-around time at the dumpsites.

6. 0 **PERFORMANCE SCHEDULE**

6.1 The Contractor shall commence performance on [DATE].

6.2 The Contractor shall, with the CORs direction, provide a work with plan showing where operations will begin and which streets/roads will be cleared on a 2, 7, 14 day projection. The plan will be updated every 2 days.

6.3 Maximum allowable time for completion will be [ENTER] calendar days, unless the Government initiates additions or deletions to the contract by written change orders. Subsequent changes in completion time will be equitably negotiated by both parties pursuant to applicable State and Federal law. Liquidated damages shall be assessed at $[AMOUNT] per calendar day for any time over the maximum allowable time established by the contract.

7. 0 **EQUIPMENT**

7.1 All trucks and other equipment must be in compliance with all applicable Federal, State, tribal and local rules and regulations. Any truck used to haul debris must be capable of rapidly dumping its load without the assistance of other equipment; be equipped with a tailgate that will effectively contain the debris during transport and permit the truck to be filled to capacity; and measured and marked for its load capacity.

Sideboards or other extensions to the bed are allowable provided they meet all applicable rules and regulations, cover the front and both sides, and are constructed in a manner to withstand severe operating conditions. The sideboards are to be constructed of 2” by 6” boards or greater and not to extend more than two feet above the metal bedsides. The Contracting Officer’s representative must approve all requests for extensions. Equipment will be inspected prior to its use by the Contractor.

7.3 Prior to commencing debris removal operations, the Contractor shall present to the Government’s representative all trucks or trailers that will be used for hauling debris, for the purpose of determining hauling capacity. The hauling capacity will be based on the interior dimensions of the truck’s metal dump bed. Hauling capacity, in cubic yards, will be recorded and marked on each truck or trailer with permanent markings. Each truck or trailer will also be numbered for identification with a permanent marking.

7.4 Trucks or equipment which are designated for use under this contract shall not be used for any other work during the working hours of this contract. The Contractor shall not solicit work from private citizens or others to be performed in the designated work area during the period of this contract. Under no circumstances will the Contractor mix debris hauled for others with debris hauled under this contract.

7.5 Equipment used under this contract shall be rubber tired and sized properly to fit loading conditions. Excessive size equipment (6 CY and up) and non-rubber tired equipment must be approved by the COR.

8.0 **REPORTING**

8.1 The Contractor shall submit a report to the COR during each day of the term of the contract.

Each report shall contain, at a minimum, the following information: Contractor’s Name Contract Number Crew Location of work Day of Report Daily and cumulative totals of debris removed, by category

8.2 Discrepancies between the daily report and the corresponding load tickets will be reconciled no later than the following day.

9.0 **OTHER CONSIDERATIONS**

9.1 The Contractor shall supervise and direct the work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of this contract.

9.2 The Contractor must be duly licensed in accordance with the state's statutory requirements to perform the work. The Contractor shall obtain all permits necessary to complete the work. The Contractor shall be responsible for determining what permits are necessary to perform under the contract. Copies of all permits shall be submitted to the COR.

9.3 The Contractor shall be responsible for taking corrective action in response to any notices of violations issued as a result of the Contractors or any subcontractors actions or operations during the performance of this contract. Corrections for any such violations shall be at no additional cost to the Government.

9.4 The Contractor shall be responsible for control of pedestrian and vehicular traffic in the work area. The Contractor shall provide all flag persons, signs, equipment, and other devices necessary to meet Federal, State, tribal and local requirements. The traffic control personnel and equipment shall be in additional to the personnel and equipment required in other parts of this contract. At a minimum, one flag person should be posted at each approach to the work area. Work shall be accomplished in a safe manner in accordance with EM 385-1-1.

10.0 **MEASUREMENT**

10.1 Measurement for burnable debris removed will be by the cubic yard as predetermined through truck bed measurement. Trucks with less than full capacities will be adjusted down by visual inspection by the COR. Measurement will be documented by load tickets.

10.2 Measurement for non-burnable debris removed will be by the cubic yard as predetermined through truck bed measurement. Trucks with less than full capacities will be adjusted down by visual inspection by the COR. Load tickets will document measurement.

10.3 Measurement for payment of stumps removed with 25 to 36 inch diameters base cuts (measured 24 inches up from where the tree originally exited the ground) shall be per stump.

10.4 Measurement for payment of stumps removed with 37 to 48 inch diameter basecuts (measured 24 inches up from where the tree originally exited the ground) shall be per stump.

10.5 Measurement for payment of stumps removed with 49 inch and larger diameter basecuts (measured 24 inches up from where the tree originally exited the ground) shall be per stump.

10.6 Measurement for mobilization and demobilization will be by the job.

11.0 **PAYMENT**

11.1 Payment for the removal of burnable debris (including stumps 24 inches and smaller) to include all cost associated with loading, hauling and dumping will be paid for under the contract bid item for **Burnable Debris.**

11.2 Payment for the removal of non-burnable debris to include all cost associated with loading, hauling and dumping will be paid for under the contract bid item for **Non-burnable Debris.**

11.3 Payment for the removal of stumps, 25 inches and larger, to include all cost associated with loading, hauling and dumping will be paid for under the contract bid item for the appropriate size category for **Stumps.**

11.4 Payment for mobilization and demobilization will be paid for under the contract bid item for Mobilization and Demobilization**.**

11.5 Payment for work completed may be invoiced on a bi-weekly basis. Invoices will be based on verified quantities from the daily operational reports and valid load tickets.

11.6 The Contractor will be entitled to invoice for 60% of the mobilization and demobilization line item after all equipment is delivered to the designated work site. The remaining 40% will be due after all equipment is removed from the work site, all vehicle signs have been returned to the government, and receipt of a proper invoice.

11.7 All payments made under this contract will be in accordance with PAYMENTS clauses located in other sections of this contract

12.0 **OTHER CONTRACTS**

12.1 Other contracts may have been issued.

12.2 The Government reserves right to issue other contracts or direct other contractors to work within the area included in this contract.

13.0 **ENCLOSURES/ATTACHMENTS**

13.1 Bidding Schedule

13.2 Daily Report

ATTACHMENT 2

DEMOLITION OF PRIVATE PROPERTY CHECKLIST

DOCUMENTATION

- ❑ Provide a letter to FEMA that sets forth the nature of the city/county ownership or interest in the buildings to support their authority for demolition. This action is only for publicly owned buildings.
- ❑ Provide a copy of all ordinances that authorizes the city/county to condemn privately owned structures. The authority to condemn privately owned structures would probably have to be accomplished by an ordinance other than one designed or enacted for the demolition of publicly owned structures.
- ❑ Provide a copy of the local government's resolution with appropriate recitals required to support adoption/enacts of ordinances of other local laws, required to condemn, demolish and remove public buildings. Public Law 93-288, as amended by Public Law 100-707, authorizes the demolition of public structures that are rendered "unsafe and endanger the public." It is essential that the city make a declaration of such findings as it specifically applies to each building to be demolished/removed. The city/county resolution should comply with Public Law 93-288. The city/county should agree to provide, without cost to the Federal Government, all lands, easements and rights-of-way necessary for the accomplishment of the approved work; and hold and save the Federal Government free from damages due to the requested work. and shall indemnify the Federal Government against any claims arising from such work.
- ❑ Implement laws that reduce the time it takes to go from condemnation to demolition.
- ❑ Provide copies of all applicable permits required for demolition of subject structure(s).
- ❑ Provide copes of pertinent temporary well capping standards.
- ❑ Designate and authorize a representative to provide to the Federal Government with rights-of-entry.
- ❑ Provide executed right-of-entry and hold-harmless agreements that have been signed by the owner (and by renter if rented). Right-of-entry should indicate any known owner intent to rebuild (to ensure foundation and utilities are not damaged.) If these agreements are not executed, document reason(s).
- ❑ Give notice to property owners and their tenants (renters) to removal personal property in advance of demolition.
- ❑ Document name of owner on the title, the complete address and legal description of the property; and the source of this information. Document name of renter if available.
- ❑ Ensure property will be vacated by demolition date.
- ❑ Provide a list that clearly and completely describes the structures designated for demolition. Additionally, provide a list that also identifies related structures, trees, shrubs, fences, and other items to remain on the respective property. Give written notice to property owners of the proposed demolition and scope of demolition (structures, outbuildings, fences, trees, shrubs).
- ❑ Notify mortgagor of record.
- ❑ Provide the property owner the opportunity (public meeting, newspaper ad, radio, letter) to participate in decision on whether the property can be repaired.
- ❑ Determine the existence and amount of insurance on the property prior to demolition.
- ❑ Identify historic properties. Demolition or repair of these properties should be handled by the Damage Survey Report (DSR).
- ❑ Specify procedures to determine when cleanup of a property is completed.

INSPECTION

- ❑ Coordinate all pertinent site inspections with the Federal Government's inspection team(s). Identify HHW materials prior to demolition.
- ❑ Notify the owner and/or renter of any and all site inspections.

- ❑ Verify that all personal property has been removed from public and/or private structure(s).
- ❑ Verify that the building is unoccupied immediately prior to demolition.
- ❑ Ensure that the property is properly posted.
- ❑ Provide a clear, concise and accurate property description and demolition verification.
- ❑ Include a Public Health official on demolition inspection teams.
- ❑ Inspection criteria shall be based not only on structural integrity of building, but also must demonstrate "imminent and impending peril" to public health and safety.
- ❑ Segregate all HHW materials to a permitted facility prior to building demolition.
- ❑ Provide photographs of the property and verify the address. Provide additional photographs of the property taken immediately prior to and immediately after demolition.

UTILITIES

- ❑ Locate, mark, turn off, and disconnect all water and sewer lines.
- ❑ Locate, mark, turn off, and disconnect electrical service.
- ❑ Locate, mark, turn off, and disconnect gas service.