



# Local Disaster Debris Management Plan Response Checklist

*Note: this Debris Response Checklist assumes an approved DEP/MEMA/FEMA DM Plan and Site\*. If no plan, see DMP template.*

## Initial Actions (Ongoing until event is no longer likely to occur.)

- Assessment:** assess the situation; review the CEMP/Debris Management (DM) Plan; update as needed
- Communications:** contact the Debris Management Planning/Response Team to stand by/activate
 

<input type="checkbox"/> EMD/IC	<input type="checkbox"/> Administrator	<input type="checkbox"/> DPW	<input type="checkbox"/> Fire/EMS	<input type="checkbox"/> Logistics	<input type="checkbox"/> BOH	<input type="checkbox"/> Conservation
<input type="checkbox"/> CEO	<input type="checkbox"/> DM Director	<input type="checkbox"/> Safety/Police	<input type="checkbox"/> PIO	<input type="checkbox"/> Finance	<input type="checkbox"/> Historical	<input type="checkbox"/> Building Insp.
- Command and Control:** clarify the Incident Command structure for this operation
- Plans:** assemble/review emergency plans; download/print road/culvert list and CEMP/DMP; obtain a GPS handheld unit
- Site:** assess and notify the pre-identified Debris Management Site(s) (DMS) that activation is likely
- \*If this is an active emergency with no approved/proposed DM Site , begin the DMS identification process immediately:**
  - Site Accessibility:** easily accessible with controlled ingress/egress; electricity, water, no overhead powerlines, cell service, away from wetlands/watersheds/residences/historic areas/ACEC, available immediately (preferably municipally owned).
  - Site Size:** large enough to separate/manage most debris (trees, recycling, composting, white goods, construction, hazardous materials) <http://www.usace.army.mil/Missions/EmergencyOperations/DisasterImpactModels.aspx>
  - Site Analysis:** site Hazard Analysis at: <http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>
  - Site Permits:** Call DEP/MEMA/BOH to obtain emergency permission/permits to operate; must declare the emergency.
- PIO:** issue Public Information messages/warnings about the situation, debris management; debris collection strategies. Notify MEMA PIO, Mass 2-1-1, other information outlets. Monitor Media for rumors. Update info frequently.
- Data:** begin tracking time/resources, including use of force staff, contractors, MAA, volunteers/donations. (DM Exp. Form)
- Planning:** estimate likely damage, need for Debris Management and potential debris collection strategies:
 

<input type="checkbox"/> Temp. drop off points	<input type="checkbox"/> Additional collection routes by type of debris	<input type="checkbox"/> Curbside Collection	<input type="checkbox"/> State disaster debris contracts (HLS03 & HLS02)
<input type="checkbox"/> Regular Transfer Station			
- Resources:** assess resources and needs and alert key debris contractors

## Response: (First 70 working hours following the disaster or as announced)

- EMD/CEO:** declare a local state of emergency; identify sources of funding; work with PIO to inform Public
- IC/DM Director:** activate an EOC/ICP to support Debris Management Operations; notify MEMA within 48 hours
- IC/DM Director:** Complete organizational chart with names/contact numbers for staff/EOC:

ICS Position	Responsibilities (should check-in daily)	Person/Name	Contact Info
IC Commander	Responsible for managing entire incident		
PIO	Monitor/manage public messaging; brief IC/EMD		
Safety/Security	Ensure staff safety and site security		
Liaison	Connect with other agencies/towns		
Operations	Open Roads; oversee public debris removal		
Planning	Intel; plan next operational period/resources		
Logistics	Obtain/manage resources; support response		
Finance	Manage contracts; track data/resources used		
DM Director	Manage Debris collection/processing/tracking		
Site Manager	Manage the debris collection site(s)		
EMD	Manage the EOC; liaise with CEO; support IC		

<input type="checkbox"/> <b>Finance:</b> continue to collect comprehensive data on resources/time used for operations. For reimbursements collect required info. <a href="http://www.fema.gov/forms">www.fema.gov/forms</a> (90-123 to 128; & Forms List 9580.5); use <b>DM Expense Form</b> ; transfer to required forms			
<input type="checkbox"/> <b>Operations:</b> conduct Damage Assessment, estimate amounts, and <b>TAKE PHOTOS/collect GPS data</b>			
<input type="checkbox"/> <b>Operations:</b> contact MassDOT; begin emergency clearing of roads using cut and push, etc.			
<input type="checkbox"/> <b>PIO:</b> continue to issue Press Releases and messages to the public regarding debris management; brief the IC/ spokesperson			
<input type="checkbox"/> <b>IC/EOC:</b> prioritize access to critical infrastructure and cleanup needs; life safety first			
<input type="checkbox"/> <b>Planning:</b> monitor the situation, estimate resource needs, identify volunteer resources			
<input type="checkbox"/> <b>Safety:</b> monitor the situation, ensure health, environmental and safety standards are created/maintained			
<input type="checkbox"/> <b>EOC/Finance:</b> notify/activate current waste contractors or select new contractors (must follow State/local procurement process) or use State contracts - <a href="http://www.commbuys.com/bs/">www.commbuys.com/bs/</a> "HLS03 and HLS02"; generally local assets used for first 72 hours.			
<input type="checkbox"/> <b>IC/DM Director:</b> notify MEMA of contractor activations and response status; obtain permits			
<input type="checkbox"/> <b>IC/DM Director:</b> determine if additional resources are needed and contact EOC/MEMA			
<input type="checkbox"/> <b>IC/DM Director:</b> appoint a DM Site Manager			
<input type="checkbox"/> <b>Site Manager:</b> begin setting up Debris Management Site (DMS) with a Site layout plan			
<input type="checkbox"/> Controlled access	<input type="checkbox"/> Mud/dust control: gravel/water/chips	<input type="checkbox"/> Monitoring Towers	<input type="checkbox"/> Signage: Hours; Rules
<input type="checkbox"/> Security/fencing	<input type="checkbox"/> Runoff control/silt fences/liners	<input type="checkbox"/> Administration Office	<input type="checkbox"/> Citizen Entrance
<input type="checkbox"/> Lighting	<input type="checkbox"/> Fire Control Equipment	<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Contractor Entrance
<input type="checkbox"/> <b>Site Manager:</b> label Debris Types/Areas.			
<input type="checkbox"/> Trees; Chipables	<input type="checkbox"/> White Goods; Electronics	<input type="checkbox"/> Hazardous/Banned Materials	<input type="checkbox"/> Cars/Trucks
<input type="checkbox"/> Compostables	<input type="checkbox"/> Recyclables; Bulky Plastic	<input type="checkbox"/> Construction Debris	<input type="checkbox"/> Dirt/Sludge
<input type="checkbox"/> <b>DM Director:</b> work with Planning/Logistics to recruit Debris Monitors to watch/count debris and certify loads/Load Tickets			
<input type="checkbox"/> <b>Site Manager:</b> assign/train Debris Staff: NOT acceptable items, safety procedures, data collection, <b>Load Tickets</b> /truck rules			
<input type="checkbox"/> <b>Site Manager:</b> Pre-Opening DMS Final Checklist			
<input type="checkbox"/> Site safety/security	<input type="checkbox"/> Gravel/chips - dust/mud	<input type="checkbox"/> Separate Public access areas	<input type="checkbox"/> Monitoring staff ready
<input type="checkbox"/> Debris Areas labeled	<input type="checkbox"/> Ingress/Egress labeled	<input type="checkbox"/> Separate Contractor areas	<input type="checkbox"/> Data tracking staff ready
<input type="checkbox"/> <b>DM Director:</b> inform IC when DM Site(s) ready to open. Notify MEMA: location, hours, debris types			
<input type="checkbox"/> <b>DM Director:</b> monitor Debris Pick-up Sites for compliance: separation/recycling standards; hazardous/banned materials			
<input type="checkbox"/> <b>DM Director:</b> work with FEMA's Damage Assessment Team/MEMA Public Assistance Officers to manage approvals			
<b>Recovery Operations (90 days or as announced; if longer obtain DEP approval to continue to operate.)</b>			
<input type="checkbox"/> <b>Declarations:</b> obtain FEMA Disaster Specific Guidance (DSG) policy/Private Property Debris Guide			
<input type="checkbox"/> <b>Finance/Data:</b> continue to track all resources used: force account labor, volunteer time, materials. (see DM Expense Form)			
<input type="checkbox"/> <b>Operations:</b> clear tree/brush leaners/hangers/rights of way; town properties; culverts. Keep records; <b>TAKE PHOTOS</b>			
<input type="checkbox"/> <b>Ineligible Debris:</b> must obtain approval before using FEMA funds to clear private property; usually only on ROW			
<input type="checkbox"/> <b>Condemnation:</b> follow legal process for condemnation and removal on private property; usually when public threatened			
<input type="checkbox"/> <b>Processing:</b> determine/select waste diversion/disposal sites; need DEP/Fire approval for burning			
<input type="checkbox"/> <b>Monitoring:</b> continue to monitor all waste collection sites; look for ways to reduce/recycle/reuse			
<input type="checkbox"/> <b>Public Information:</b> continue to notify and educate the public on debris removal and disposal rules/locations			
<b>Closing Operations</b>			
<input type="checkbox"/> <b>Restore &amp; Return:</b> remove all debris, cleanup site, test soil and groundwater as needed, restore to original condition			
<input type="checkbox"/> <b>Approvals:</b> obtain written DEP approval before site is considered closed; otherwise subject to enforcement			
<input type="checkbox"/> <b>Public Information:</b> alert public to closing and next steps, close site and return to owner			
<input type="checkbox"/> <b>Data/Finance:</b> collect all data, complete required forms; apply for reimbursements/payments			
<input type="checkbox"/> <b>Plan Updates:</b> conduct After Action Report process, update plans, policies, and procedures			