

# Disaster Debris Management Plan Awareness

June, 2017



# Goal of Today's Workshop

- \* Provide an introduction to Disaster Debris Management and the tools available to communities planning for debris during and after a disaster.

**Note: Disaster Debris Management is a financial as well as a health and safety issue.**

# Today's Agenda

- \* **Module 1: Awareness**

- \* What is Disaster Debris Management?
- \* Why do we need to plan for debris?
- \* What are the essentials?

- \* **Module 2: Planning**

- \* DMP Toolkit
- \* Key Planning Steps

- \* **Module 3: Operations**

- \* Roles and Responsibilities
- \* Response Checklist



# Module 1: What is Disaster Debris Management?

- \* Play DMP Video

# Disaster Debris Management is...



- 1) **Pre-Event Planning**
- 2) **Approved Debris Management Sites**
- 3) **Approved Debris Management Plans**
- 4) **Standard Operating Procedures for Debris Response**

# Why Plan for Disaster Debris?

- \* **Frequent Weather Events:** We know from experience that large scale disasters can happen anywhere. We have had the **flooding** from Irene; **tornadoes** in Springfield, Monson and recently in Conway; **ice storms** in the hill towns; **Snowtober**; and others.
- \* **Response:** Quicker, safer response
- \* **Expenses:** Potentially lower expenses and higher reimbursements

# Disasters and Debris

## We know:

- \* Most weather related disasters generate mountains of debris.
- \* The bigger the disaster, the more debris and the greater the need for pre-planning.
- \* Pre-planning, training and exercises result in faster, safer more effective responses.



# Why not just wait until the Disaster?

- \* Takes away valuable response time and effort that can be better used to save lives and property.
- \* May cost more money to obtain sites and contractors.
- \* May result in lower Federal reimbursements.



# Module 2: Planning



- \* Assuring Pre-Event Planning
- \* DM Planning Overview
- \* Using the DMP Planning Checklist
- \* Using the DMP Template

# Pre-Event Planning is Key:

By preparing now, communities can effectively and safely begin managing debris during and immediately after the disaster.

1. **Appoint a DM Planning Team**
2. **Identify a DM Site and get DEP approval**
3. **Complete the DM Plan Template**
4. **Submit to MEMA/FEMA**



**FEMA**

# Planning Template

- \* Overview
- \* Situations and Assumptions
- \* Local Government Planning and Response
- \* Concept of Operations:
  - \* Debris Management Coordination
  - \* Public Information
  - \* DMSites
  - \* Debris Collection and Removal
  - \* Monitoring
  - \* Closure

## DISASTER DEBRIS MANAGEMENT PLAN

TEMPLATE

November 2016



Prepared by:



Franklin Regional Council of Governments

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Prepared for:



Western Region Homeland Security Advisory Council

Raine Brown, Homeland Security Program Manager 413-774-3167 x138 [www.wrhsac.org](http://www.wrhsac.org)

# Appoint DMP team

- \* EMD/IC
- \* CEO
- \* Administrator
- \* DM Director
- \* DPW
- \* Safety/Police
- \* Fire/EMS
- \* PIO
- \* Logistics
- \* Finance
- \* BOH
- \* Historical
- \* Conservation
- \* Building Inspector

# Debris Types

- \* Vegetative
- \* Building
- \* Other Construction
- \* Bulky Waste
- \* Appliances and Electronics
- \* Vehicles
- \* Household Trash
- \* Hazardous Household Products (HHP)
- \* Commercial Hazardous Waste
- \* Soils and Sediments
- \* Infectious/Medical Waste

# Estimate Amount of Debris

- \* Households in your jurisdiction
- \* Storm category
- \* Vegetative cover
- \* Commercial density
- \* Precipitation factor

10,000 households x 26 cubic yards for a category 3 storm x 1.3 vegetative cover x 1.2 commercial density x 1.3 precipitation factor = 527,280 cubic yards

527,280 cubic yards / 16117 cubic yards/acre x 1.66 road factor = 54.31 acres

# Assuming worst case scenario (category 3 hurricane)

- \* Springfield (152,082 people) = 332 acres
- \* Pittsfield (45,793 people) = 116 acres
- \* Greenfield (18,168 people) = 45 acres
- \* Montague (8,489 people) = 21 acres
- \* Hatfield (3,249 people) = 8 acres
- \* Tyringham (350 people) = 1 acre



# Identify Sites

- \* Sites should be:
  - \* Owned or controlled by municipal or state government
  - \* Large enough to accept and store large quantities of debris
  - \* Have easy access, including near debris generation, easy to enter/exit, near transportation arteries
  - \* Be ready to use without extensive site modifications



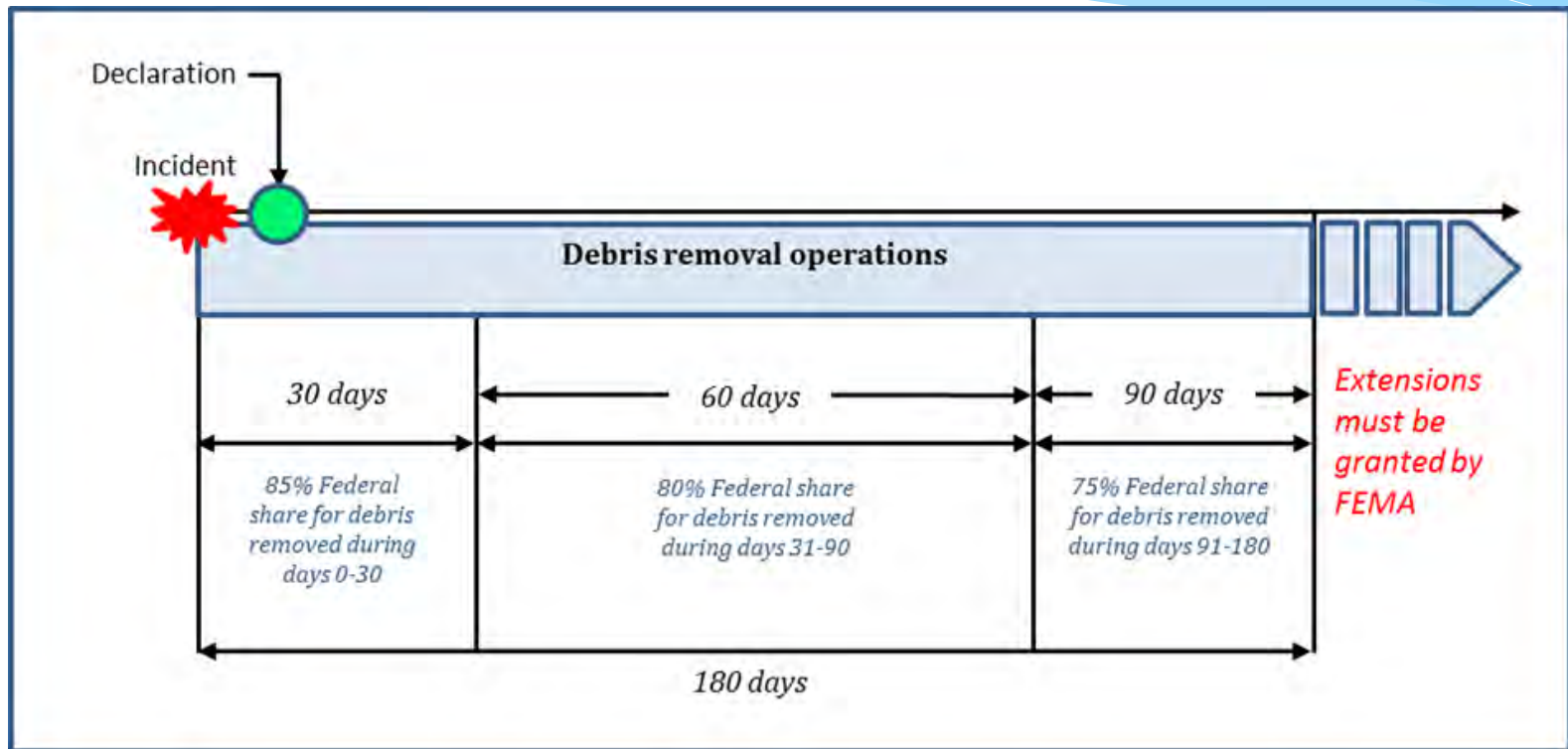
# Identify Sites

- \* Site should NOT be:
  - \* Within a floodplain or flood prone area
  - \* Within 250 feet of private drinking water supply
  - \* Within 500 feet of a public drinking water supply
  - \* Within 100 feet of a surface water body
  - \* Within 250 feet of a residential dwelling
  - \* Within an Interim Wellhead Protection Area(IWPA) or Zone II
  - \* Within an ACEC, endangered species habitat or historic site
  - \* At least 100 feet from property lines

# Debris Clearance and Collection

- \* Curbside collection through existing solid waste and recycling contractors
- \* Additional clearance and collection routes for certain types of debris (e.g., white goods or electronics, vehicles)
- \* Collecting material at existing or temporary additional drop-off centers
- \* Residents self-hauling material directly to debris management sites
- \* Relying on the state disaster debris management contract (HLS03)

# Funding, Reimbursement, Monitoring, and Record Keeping



# Approvals

- \* Local Adoption
- \* MOUs
- \* DEP approval of sites
- \* MEMA/FEMA approval of plan
- \* Updates annually or as needed



J. Galloway

# DMP Appendices

- \* Acronyms List
- \* Resource List
- \* Maps
- \* Mutual Aid Agreements
- \* Debris Modeling Estimates
- \* Public Information Resources
- \* State/Local Contract Resources/Forms
- \* Sample Right of Entry Forms
- \* DEP Site Approval Memo
- \* FEMA/MEMA Approval Letters
- \* Municipal Endorsements
- \* FEMA Forms

# Resources for Managing Debris

There are several useful resources available to help communities plan for Debris Management:



- \* The Western Region Homeland Security Advisory Council, (WRHSAC) **DMP Tool Kit** [www.wrhsac.org](http://www.wrhsac.org)
- \* In addition MEMA and FEMA have templates/planning tools.

IS-632.a  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-632.a>



[MS WORD] **Massachusetts Local Debris Management Guidance**




[MS WORD] **Public Assistance Pilot Program – Increased Federal Share Checklist Page 1 of 2**



# Module 3: Operations

- \* Roles and Responsibilities
- \* Response Checklist



## 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/oa/demagdc.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)
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**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		

# Roles and Responsibilities

- \* **Town/City Managers/Officials:** ensure planning, declarations
- \* **EMD/IC:** manage planning and response
- \* **Finance:** ensure emergency funding
- \* **DPW:** boots on the ground - cut and push operations
- \* **BOH:** ensure public health and DMSite safety
- \* **PIO:** ensure accurate and timely public information
- \* **MEMA/FEMA:** assist with operations and recovery
- \* **DEP:** permit/oversee Debris Management Sites



# DMP Response Checklist:

## 1. INITIAL ACTIONS

- Assess the situation and the likely need for Debris Management
- Review Plans, Policies and Procedures
- Notify DMSites that activation is possible
- Have your PIO begin messaging
- Begin tracking time and resources
- Notify DM Staff to stand by

## 2. RESPONSE (First 70 Working Hours)

- Appoint ICS positions and Staff
- Clear critical infrastructure – cut and push operations
- Prepare DMSite
- Ensure Safety and Security
- Open and Manage DM Operations
- Continue to collect Data

# Response Checklist

## 3. RECOVERY (Clean-up Operations)

- State and Federal Declarations
- Finance/Data
- Debris Collection and Processing
  - ✓ Managing Debris Collection
  - ✓ Sorting all types of Debris
  - ✓ Managing Hazardous Materials
  - ✓ Disposing of the various types of materials



## 4. CLOSING:

- Clean up, close and return to normal operations
- Final data processing and application for reimbursements

# Biggest Challenge in Debris Operations:

## **Data Collection:**

- \* Properly monitoring and documenting all the Debris Collection, Processing and Disposal activities.
  - \* Photos of damage
  - \* GPS locations of damage
  - \* Debris Monitoring: each load
  - \* Workforce/Resource usages
  - \* Volunteers/Donations (can be used for required match)

# Expense Tracking Form

DISASTER MANAGEMENT EXPENSE RECORD														
<p>Note: this Debris Expense Tracking Form is designed to capture the information often required to qualify for FEMA reimbursements; good records are required. Qualifying costs must be directly related to the disaster. All paid/temporary workers must be under contract or employees. A separate form should be kept for each disaster worksite. Volunteer hours usually qualify for local match; collect name/contact info. Employee time sheets/logs can be used to track paid staff. Consult FEMA guidance at <a href="https://escurs.in.gov/dhs/files/reimbursement_procedures.pdf">https://escurs.in.gov/dhs/files/reimbursement_procedures.pdf</a></p>														
Agency	Disaster #		Worksite		Name of Vendor/Person	Category	Type	Describe Location; Equipment; Project; Work Done	Date	Time In	Time Out	# of Hr	\$/Hr	Total \$
					Name	<input type="checkbox"/> Employee <input type="checkbox"/> Vendor	<input type="checkbox"/> Time <input type="checkbox"/> Materials		####	0:00	###	23:59	####	####
					Address	<input type="checkbox"/> Volunteer <input type="checkbox"/> MAA	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies					0:00		\$ -
					Tel.	<input type="checkbox"/> Donation <input type="checkbox"/> Other	<input type="checkbox"/> Equip/Oper <input type="checkbox"/> Other					0:00		\$ -
					Name	<input type="checkbox"/> Employee <input type="checkbox"/> Vendor	<input type="checkbox"/> Time <input type="checkbox"/> Materials					0:00		\$ -
					Address	<input type="checkbox"/> Volunteer <input type="checkbox"/> MAA	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies					0:00		\$ -
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					Tel.	<input type="checkbox"/> Donation <input type="checkbox"/> Other	<input type="checkbox"/> Equip/Oper <input type="checkbox"/> Other					0:00		\$ -
					Name	<input type="checkbox"/> Employee <input type="checkbox"/> Vendor	<input type="checkbox"/> Time <input type="checkbox"/> Materials					0:00		\$ -
					Address	<input type="checkbox"/> Volunteer <input type="checkbox"/> MAA	<input type="checkbox"/> Equipment <input type="checkbox"/> Supplies					0:00		\$ -
					Tel.	<input type="checkbox"/> Donation <input type="checkbox"/> Other	<input type="checkbox"/> Equip/Oper <input type="checkbox"/> Other					0:00		\$ -

I certify the above is true and correct to the best of my knowledge. Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Total \$: 23,393.83

Signed/Certified: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by Economic Development Planning Commission

# Questions?



***Have a Plan. Build a Kit. Stay Informed.  
Volunteer!***

For copies of materials and handouts  
[www.wrhsac.org](http://www.wrhsac.org) – Preparedness Projects

For more Information on preparing for emergencies:

[www.westernmassREADY.org](http://www.westernmassREADY.org)

[www.wmmrc.org](http://www.wmmrc.org)

[www.mass.gov/MEMA](http://www.mass.gov/MEMA)

[www.ready.gov](http://www.ready.gov)

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