

# Disaster Debris Management Plan

Annex to Comprehensive Emergency Management Plan

Municipality Name \_\_\_\_\_

Effective Date \_\_\_\_\_

## **1.0 Scope of Plan**

This Debris Plan governs how the municipality will manage all categories of debris from any disaster event including but not limited to a flood, hurricane, tornado, ice storm, earthquake, animal disease outbreak, facility specific event, or terrorist attack. The Debris Plan is an annex to the Municipal Comprehensive Emergency Management Plan (CEMP) and is designed to be consistent with that overall response plan as well as the state Disaster Debris Management Plan. This Plan is based on the Disaster Debris Management Guidance and Checklist published by the Massachusetts Department of Environmental Protection (MassDEP), available at <http://www.mass.gov/eea/agencies/massdep/recycle/regulations/waste-and-recycling-policies-and-guidance.html#3>

## 2.0 Local Roles and Responsibilities Chart

This chart summarizes the major debris management roles and responsibilities, assigns a lead staff contact for each, and provides contact information for each staff person. This chart will be updated as needed.

**Table 1: Municipal Roles and Responsibilities Chart**

<b>Task</b>	<b>Lead Contact/Dept.</b>	<b>Secondary Contact/Dept.</b>	<b>Phone #</b>	<b>Cell Phone #</b>	<b>Email Address</b>
<b>PRE-EVENT PLANNING</b>					
Develop and update plan regularly					
Ensure local debris plan consistent with local CEMP and State Debris Plan					
Forecast estimated debris quantities					
Identify temporary debris sites, obtain MassDEP approval, and map sites in CEMP					
Prepare street maps and define collection routes					
Prioritize initial debris clearance					
Identify available resources (municipal, mutual aid, contractor)					
Establish training schedule and train key staff					
Identify applicable local, state, and federal regulatory requirements					
When possible, hold pre-event meeting with key staff/contractors					
<b>INITIAL DEBRIS CLEARANCE</b>					
Clear debris from priority areas					
Monitor and track initial response					

work and costs					
Conduct preliminary damage assessments, debris quantity estimates					
Designated point of contact with state EOC					
Public information officer (consistent with local CEMP)					
Determine whether to activate contractor(s), request mutual aid, and/or request state assistance					
<b>DEBRIS REMOVAL AND MANAGEMENT</b>					
Coordinate debris removal, processing, and disposal					
Activate temporary sites if needed					
Activate and manage debris contractor (if applicable)					
Manage debris monitoring contractor (if applicable)					
Serve as lead contact with MEMA, FEMA Federal Highway Admin, Natural Resources Conservation Service re: public assistance requests if applicable					
Address health and safety procedures for debris work					
Temporary Site Closure					
After action report and Plan updates					

### 3.0 Debris Quantities and Types

The plan estimates potential debris types and quantities. This may be done based on prior disaster events or by using a generic model like the US Army Corps of Engineers Hurricane Debris Estimating Model – see <http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>, Appendix B. The Plan also estimates the number of acres of debris management site area needed to manage an estimated debris quantity.

**Table 2: Debris Estimates**

<b>Disaster Assumptions/ Basis for Estimate</b>	<b>Estimated Debris Quantity</b>	<b>Estimated Temporary Site Acreage Needed</b>
<i>Example: USACE model, category 3 hurricane</i>	<i>530,000 cy</i>	<i>55</i>

The Plan determines how each category of debris will be managed. Whenever possible debris will be diverted from disposal or burning through recycling, composting, or other beneficial use. Table 3 shows how the municipality plans to manage each distinct category of debris, including potential end destinations.

**Table 3: Management Recommendations by Debris Category**

<b>Debris Category</b>	<b>Management Category</b>	<b>Potential Destination(s)</b>	<b>Notes</b>
<i>Example: clean vegetative debris</i>	<i>Mulch, wood chips, biomass fuel</i>	<i>Local landscapers, biomass power plants</i>	<i>Expect to be largest portion of debris</i>
Clean vegetative debris			
Stumps			
Leaning trees/hanging limbs			
Building debris (non- asbestos)			
Asbestos containing materials			
Mixed vegetative & building debris			
Vehicles/vessels			
Appliances/electronics			
Bulky waste			
Infectious waste			




## **Debris Collection, Debris Management Sites, and End Destinations**

Debris will be collected from public rights of way using the following mechanism(s):

- 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, hazardous products)
- Collecting material at existing or temporary additional drop-off centers
- Residents self-hauling material directly to temporary debris management sites
- Relying on the state disaster debris management contract (HLS03) if local resources are fully utilized.

Debris collection systems will ensure that debris placed separately along the right of way is collected and managed separately by type. No debris will be collected from private contractors or businesses. No debris will be removed from private property unless the municipality has determined that the debris represents a significant threat to public health and safety and that the municipality has signed a right of entry agreement with the property owner. Where sites are being considered for use as temporary debris management sites, the municipality will document the baseline condition of that site prior to depositing any debris on that site. These sites are generally intended to be used for no more than 90 days and will be returned to their pre-disaster condition and use after debris management work has been completed. A site worksheet for each site is attached as an appendix. In addition, a “Debris Collection and Management Site Hazard Analysis” has been completed for each site – see

<http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>, Appendix E.

**Table 5: Potential Temporary Debris Management Sites**

<b>Site Name</b>	<b>Address</b>	<b>GPS Coordinates</b>	<b>Owner</b>	<b>Size</b>	<b>Description/Status</b>	<b>MassDEP Worksheet/ Approval</b>
<i>Example: town playing fields</i>	<i>100 Main Street</i>	<i>Latitude &amp; longitude</i>	<i>Municipality</i>	<i>10 acres, 2 paved acres</i>	<i>For clean vegetative debris only</i>	<i>Received regional office approval</i>



**5.0 Debris Monitoring, Record Keeping, and Public Assistance Reimbursement Requests**

All debris management work will be monitored to ensure that only eligible debris is collected and managed, that debris quantities are accurate, and that local, state, and federal requirements are being met. The staff person identified in Table 1 will oversee all debris monitoring and recordkeeping and prepare public assistance reimbursement requests where needed. In the event of a potential federal disaster declaration, the municipality expects to hire the state contractor for disaster debris monitoring.

**6.0 Communication and Outreach**

All public information and outreach will be channeled through the municipal Public Information Officer. The Plan recognizes that communication channels may be disrupted following a disaster event and, therefore, establishes multiple alternative communication channels for reaching residents with disaster debris management guidance:

**Table 6: Communication and Outreach Alternatives – fill in as applicable**

<b>Outreach Channel</b>	<b>Contact Information</b>	<b>Notes</b>
Radio stations – news, PSAs		
Television stations – news, PSAs		
Paper bulletin board postings		
Reverse 911 message system		
Flyer distribution		
Newspaper ads, articles		
Door to door visits		

The municipality has prepared the following public information announcements. List either examples from prior events or generic announcement templates, as applicable:

**7.0 Resources**

- Municipal Comprehensive Emergency Plan – available at \_\_\_\_\_
- Mutual Aid Agreements – if applicable
- Massachusetts Disaster Debris Management Plan - <http://www.mass.gov/eea/agencies/massdep/recycle/regulations/waste-and-recycling-policies-and-guidance.html#3>
- Massachusetts Disaster Debris Contracts - <http://www.mass.gov/eea/docs/dep/recycle/laws/ddcontsm.doc>

- Massachusetts Local Planning Checklist and Guidance –  
<http://www.mass.gov/eea/agencies/massdep/recycle/regulations/waste-and-recycling-policies-and-guidance.html#3>
- FEMA Debris Management Guide -  
<http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>

**Disaster Debris Management Site Selection Worksheet**

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_

GPS Coordinates \_\_\_\_\_

Estimated Size in Acres \_\_\_\_\_

Estimated Volume of Debris Able to Hold (cubic yards)\_\_\_\_\_

*(Note: Assume up to 16,000 cubic yards/acre and only 40 percent of site available for debris storage.)*

Primary Local Government Point of Contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Secondary Local Government Point of Contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Preferred Disaster Debris Management Site Criteria**

- The site is owned or controlled by municipal or state government.
- The site has easy access, including being near the area of debris generation, easy to enter and exit, and near transportation arteries.
- The site is ready to use as a debris management site without extensive site modifications.
- The debris storage and handling areas would be at least 100 feet from property lines.
- To the maximum extent possible, the site location minimizes potential environmental and public health impacts, including considering setbacks from public water supplies, surface water bodies, and residential dwellings and avoiding areas such as flood plans, drinking water Zone IIs, and Areas of Critical Environmental Concern.

If any of these criteria are not met, please explain why not and how any concerns regarding that criterion would be addressed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Site Activities**

*(Note: intended for use only in declared disaster, NOT for routine operation.)*

- A site plan and layout has been prepared that considers the management and operating practices recommended in this guidance.

What types of disaster debris do you expect to manage at this site? (e.g., vegetative waste, C&D debris, hazardous household products, etc) \_\_\_\_\_  
\_\_\_\_\_

What debris processing or other handling activities do you expect to conduct at this site? (e.g., sorting and transfer for recycling, chipping vegetative waste, transfer of trash for disposal, etc.)\_\_  
\_\_\_\_\_

Please summarize any other benefits or concerns with using this site as a debris management site.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit to applicable MassDEP Regional Office Solid Waste Chief.