

# SECTION 1.0 – OVERVIEW

## EMERGENCY DEBRIS MANAGEMENT PLANNING



### Purpose:

This guide is designed to help localities manage debris after a disaster event, and should only be used in the absence of an existing emergency debris management plan. Key stakeholders should evaluate these resources to provide quick and safe cleanup of debris generated from an emergency.

### Key Stakeholders:

- Local Emergency Managers
- Public Works Director
- Landfill Operator
- Finance/Procurement Director
- Building Official
- Contractors
- State agencies

#### Evaluate Resources Section: 2

- Staff resources (internal/external)
- Locality-owned equipment
- Existing waste management sites
- Existing contracts and procurement procedures

#### Choose Collection Method Section: 3, 4, and 5

- Waste collection options
- Process for obtaining DEQ emergency permit
- Waste management options

#### Communicate with Public Section: 6

- Who will be in charge of public information
- What information to be communicated
- How will information be disseminated

#### Execute Plan Section: 7

- Documentation
- FEMA Forms

## SECTION 2.0 – STAFF ROLES & RESPONSIBILITIES

Successful debris operations require collaboration between departments within a jurisdiction’s organization and with the external agencies that have regulatory authority over debris management activities. It is crucial for these various internal and external stakeholders to be engaged in the planning process, and for the plan to establish an organizational structure for managing disaster debris which appropriately addresses the roles and responsibilities of the various stakeholders.

2.1 Determine which functional areas within the jurisdiction should be represented in the organizational structure and define the involvement of each.

2.2 Identify specific titles for each position in the organizational structure and describe the responsibilities and required skills associated with each position.

2.3 Create an organizational structure consistent with the jurisdiction’s general organization and emergency management organizational structure.

2.4 Ensure the organizational structure provides coverage of the various functions associated with debris removal operations, including operations, administration, planning/engineering, contracting/procurement, public information, and legal.

2.5 To ensure unity of command, the organizational structure should include a position that has primary decision-making authority and accountability for debris management activities, such as a Debris Project Manager.

**2.1 and 2.2 -- List key staff (e.g., Emergency Manager, Finance Director, Procurement Officer Public Works Director, Public information Officer, solid waste management facility operator, debris monitors...)**

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**2.3 and 2.8 – Create org chart that fits into ICS structure**

## SECTION 2.0 – STAFF ROLES & RESPONSIBILITIES

2.6 Identify any external entities which should be represented in the organizational structure, and how coordination with them will occur.

2.7 Identify how the organizational structure will be staffed (e.g., full-time employees, temporary hires, contractors) and the basis for the decision (e.g., availability, cost, required knowledge).

2.8 If external resources such as contractors or staff from other governmental entities will occupy any positions in the organizational structure, describe how the jurisdiction will retain appropriate overall management of operations.

2.9 Identify the protocol for communication and reporting within the organizational structure.

2.10 Identify any training that may be necessary for debris management personnel, e.g., regarding health and safety or debris monitoring.

**2.6 and 2.7 -- List external entities (e.g., debris management contractors, VDOT, DEQ, FEMA), reason for inclusion, & cost**

ENTITY	REASON	COST/AGREEMENT TYPE
VDOT	Veg. Debris removal - roads	ESF #1

**2.9 -- List reporting expectations and tempo**

**2.10 -- List health & safety plan & training requirements**

SECTION 3.0 – Waste collection Options (Can be a combination of one or more of these options.)

List collection method:



### Curbside Pick-up

- What waste debris will be collected? See Section 5
- How will waste be collected?
- See Section 6 for Public Communication Information



### Temporary Debris Reduction Site (TDRS)

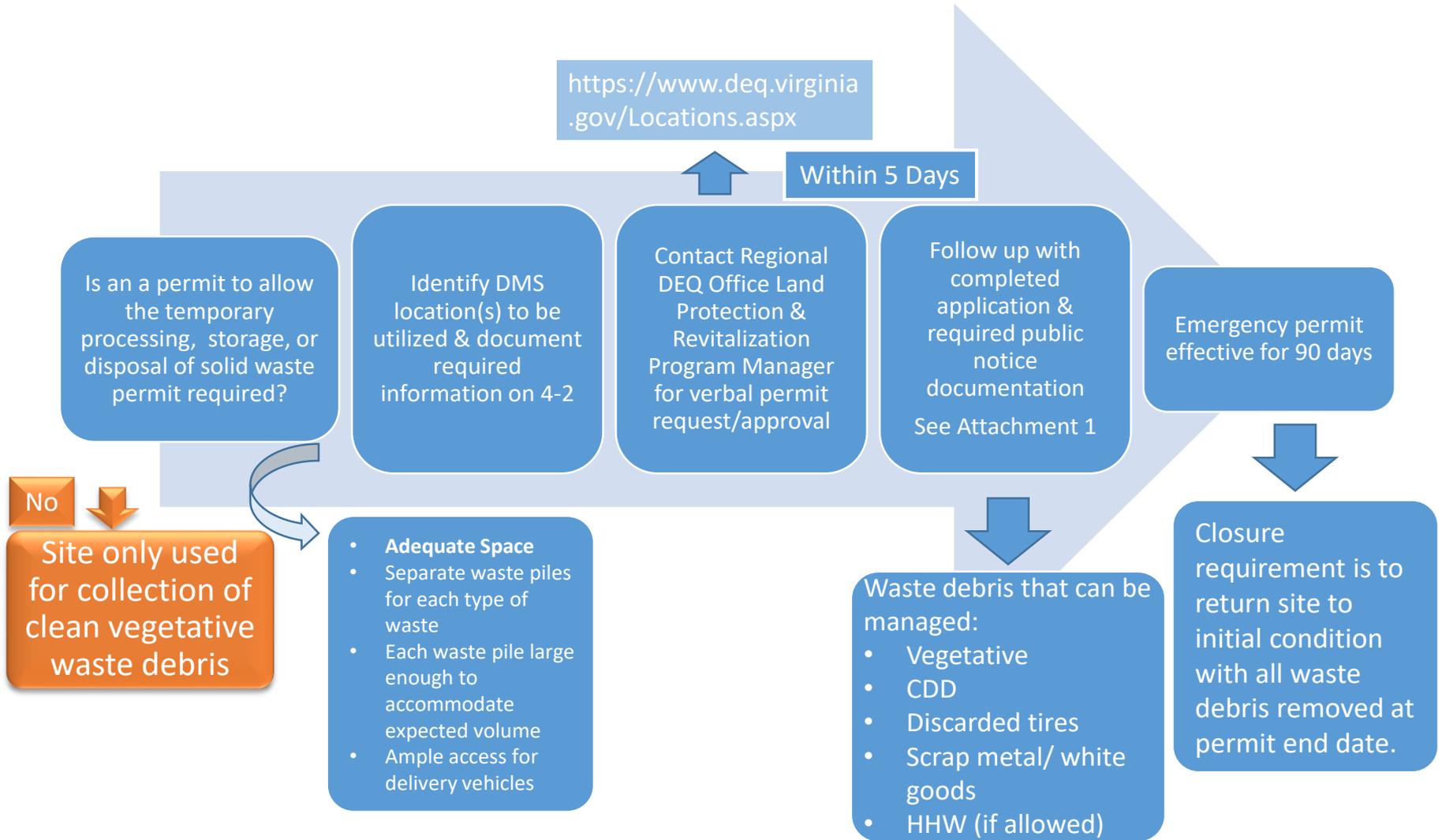
- A DEQ Emergency Permit may be required
- See Section 4 for DEQ Emergency Permit Information
- Establish layout & traffic flow for TDRS site



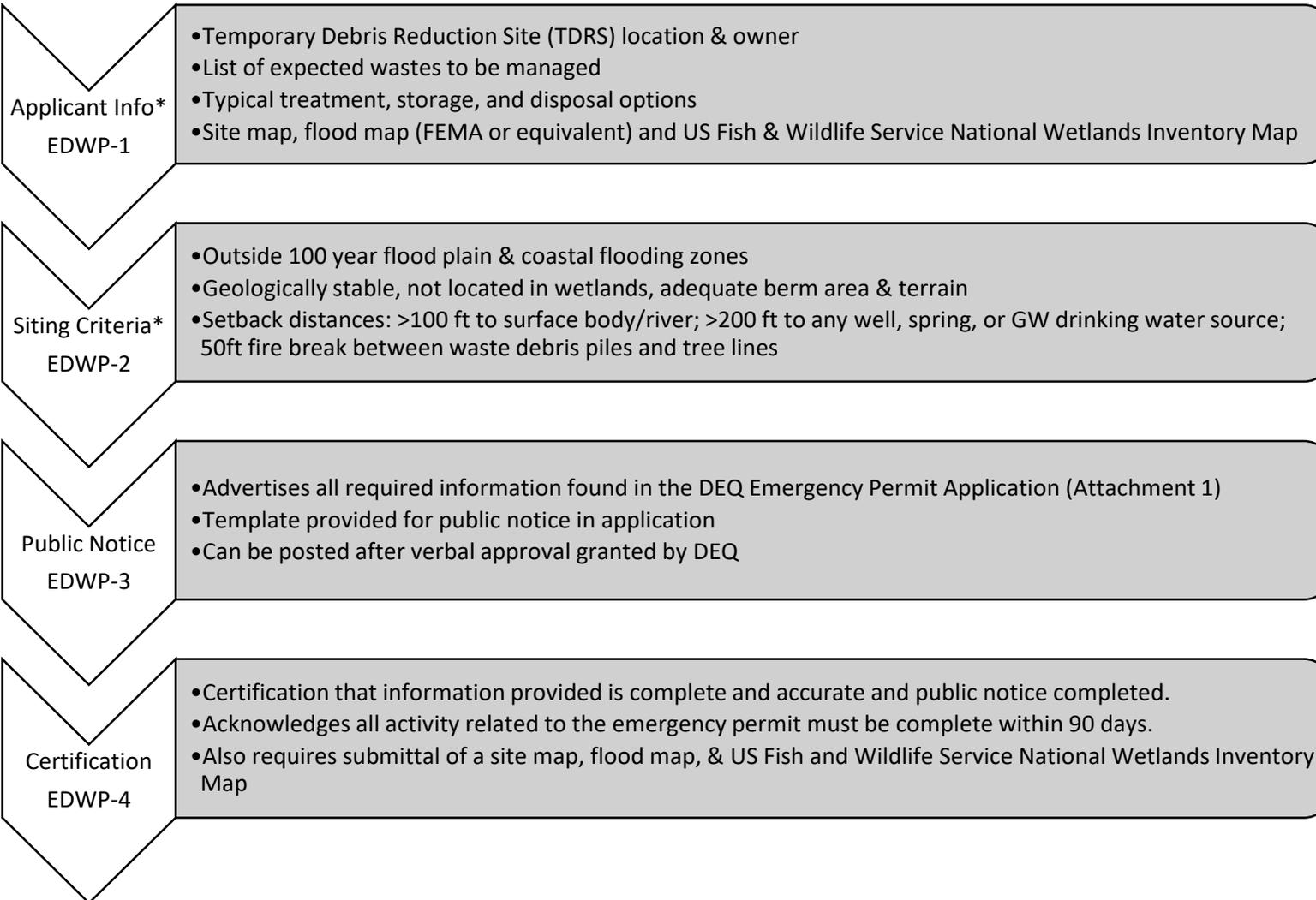
### Public Transport of Waste

- Determine local landfill, transfer station, TDRS, and/or locally staged roll-offs to be used
- Determine what waste types will be directed where
- See Section 6 for Public Information

SECTION 4.0 – DEQ Emergency Permits for Debris Management Sites (DMS)

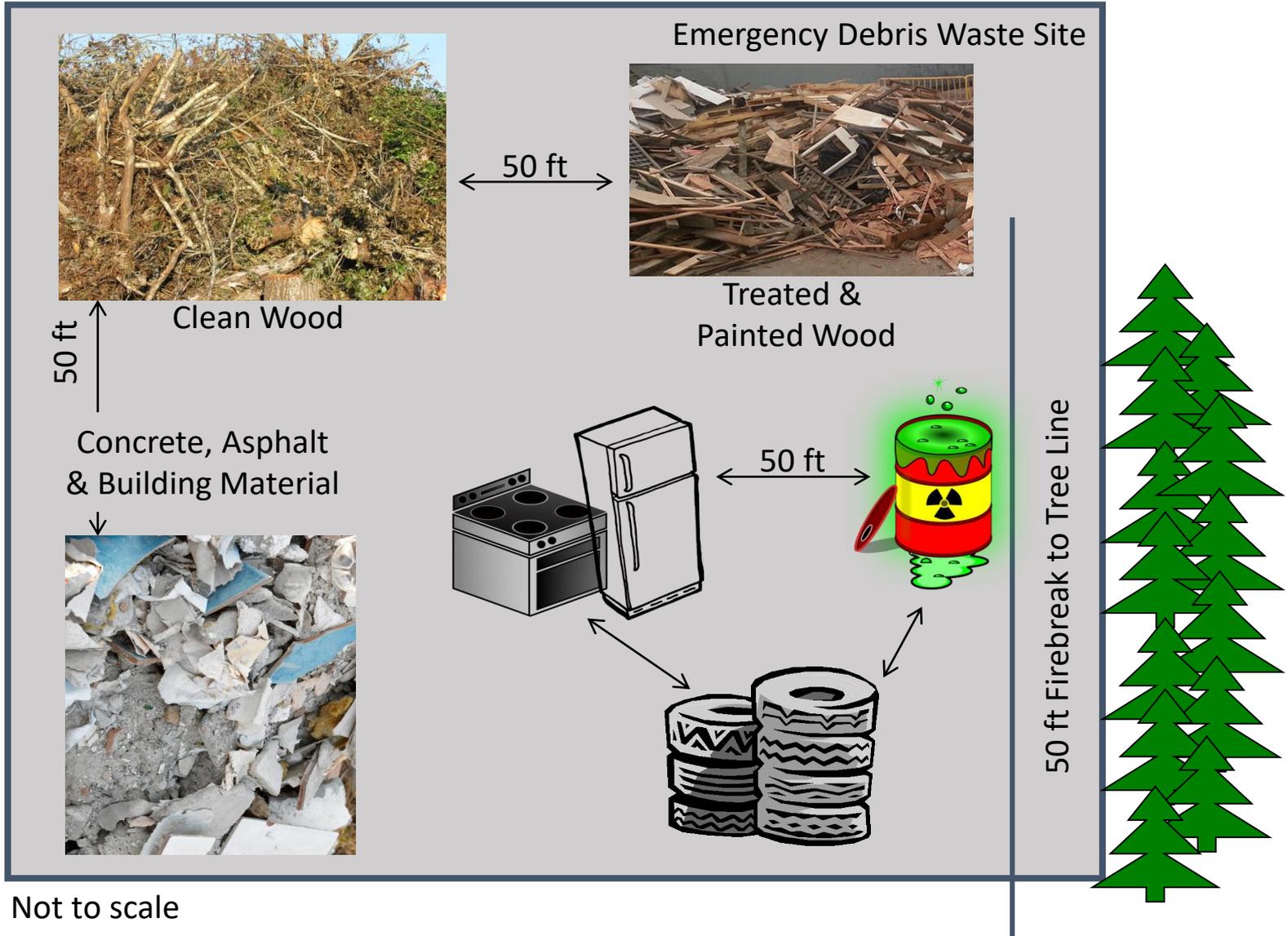


## SECTION 4.0 – DEQ Emergency Permits: Required Information



\* Can obtain DEQ verbal approval with provided information

SECTION 4.0 – DEQ Emergency Permits: Required Information



## SECTION 4.0 – DEQ Emergency Permits: Locality Specific Information

### Section 4: DEQ Emergency Permits: Locality Specific Information

#### Applicant Information

Applicant/locality name & contact info:

TDRS site address & owner

List of expected wastes to be managed:

Treatment, storage, & disposal plan for wastes:

TDRS layout: Identify site characteristics, planned waste pile locations, set-backs, & traffic flow.

#### Siting Criteria

## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

Disposal methods depend on the type of waste. The following categories should be source separated and managed accordingly. Open burning of any waste, with the exception of clean vegetative debris, is prohibited.

WASTE TYPE	EXAMPLES	MANAGEMENT OPTIONS
<b>Vegetative waste</b>	Fallen trees, branches, stumps, shrubs	Mulch for landscaping or erosion control, animal bedding, habitat mitigation & wetlands restoration, bulking agent at a compost facility, boiler fuel, on-site open burning
<b>Construction and demolition debris (CDD)</b>	Roofing material, insulation, drywall, carpet, flooring, furniture	<ul style="list-style-type: none"> <li>• Segregate scrap metal</li> <li>• Uncontaminated concrete and concrete products, asphalt pavement, brick, clean glass*, soil, and rock substitute for conventional aggregate</li> <li>• Rocks, brick, block, dirt, broken concrete, clean crushed glass*, porcelain, and road pavement clean fill * &lt;1% contamination</li> <li>• Sanitary, CDD, or industrial landfill; transfer station, materials recovery facility</li> </ul>
<b>Scrap Metal/white goods</b>	Refrigerators, stoves, AC units	Recycled after removal of CFC's (if applicable)
<b>Putrescible waste</b>	Organic waste, perishable food	Transport to sanitary landfill, transfer station, or materials recovery facility
<b>Animal carcasses</b>	Poultry, cattle, etc.	Permitted facility, composting, or incineration
<b>Household hazardous waste (HHW)</b>	Pesticides, cleaners, paints, fuel	Coordinate with VDEM and DEQ on options
<b>Home heating oil</b>	Overtured tanks	Coordinate with VDEM and DEQ on options
<b>Industrial waste</b>	Solvents, cleaners or other byproducts of an industrial process	Commercial and industrial owner/operators should be responsible for managing their solid and hazardous wastes

## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

VEGETATIVE WASTE includes trees, brush, branches, stumps, and other wood that has not been treated, coated, stained, or otherwise adulterated. Wood debris from a structure is not considered vegetative debris.

### REQUIREMENTS & OPTIONS

- Emergency Permit not required for collection of clean wood waste that is to undergo size reduction in order to produce a saleable product, such as mulch.
- Debris can be used as a bulking agent at a compost facility.
- Debris can be disposed of at CDD or sanitary landfills.
- Debris can also be burned in fuel boilers or used as mulch.
- Vegetative waste can be open burned if a state of emergency is declared by the governor and provided that no open dump, hazard, or public nuisance is created. However, open burning requires approval from DEQ Air Programs if locality is located within a VOC emission control area (see 9 VAC 5-130-40).
- If vegetative waste is to be managed outside of the originating locality, consult VDACS guidance regarding vegetative waste quarantines that limit the movement of vegetative debris to control the spread of plant diseases.



**List locations where vegetative debris will be managed:**

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**List management methods and equipment needed:**

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## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

CONSTRUCTION DAMOLITION DEBRIS (CDD) includes damaged or demolished structures. Materials can include lumber and wood, gypsum wallboard, clean glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.



**List locations where CDD will be managed:**

**List management methods and equipment needed:**

### REQUIREMENTS & OPTIONS

- CDD waste should be processed to reclaim or recycle as much material as possible.
- Clean concrete, brick, tile, fully cured asphalt, and clean glass (<1% contamination) can be reused as aggregate or clean fill.
- Asphalt shingles may be able to be recycled.

## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

SCRAP METAL/ WHITE GOODS include air conditioner units, refrigerators, freezers, washer, and dryers.



### REQUIREMENTS & OPTIONS

- Scrap metal can be recycled.
- White goods contain chlorofluorocarbons (CFC's), which need to be properly drained by trained professionals before disposal or recycling.

**List locations where white goods will be managed and who will drain CFC's:**

**List management methods and equipment needed:**

## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

**PUTRESCIBLE WASTE** includes spoiled food and other material likely to rot or decompose.



### REQUIREMENTS & OPTIONS

- Putrescible (e.g., organic) waste should be managed as soon as possible to prevent the spread of disease, smell, and attracting vectors.
- Putrescible waste can be disposed of in a sanitary landfill.
- Roll off containers or TDRSs can be used to provide easy access to residents.

**List locations where putrescible waste will be managed:**

**List management methods and equipment needed:**

## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

ANIMAL CARCASSES can include various types of poultry and livestock.

### REQUIREMENTS & OPTIONS

- Animal carcasses can pose a health risk to humans and other livestock or poultry and need to be disposed of within 48 hours.
- For small number of mortalities, see guidance on DEQ website for additional information or specific requirements for the on site burial or composting.
  - [https://www.deq.virginia.gov/Portals/0/DEQ/Water/VirginiaPollutionAbatement/AGMortalityGuidance/2009-03 On Farm Animal Burial.pdf](https://www.deq.virginia.gov/Portals/0/DEQ/Water/VirginiaPollutionAbatement/AGMortalityGuidance/2009-03%20On%20Farm%20Animal%20Burial.pdf)
  - [https://www.deq.virginia.gov/Portals/0/DEQ/Water/VirginiaPollutionAbatement/AGMortalityGuidance/2009-02 On Farm Animal Composting.pdf](https://www.deq.virginia.gov/Portals/0/DEQ/Water/VirginiaPollutionAbatement/AGMortalityGuidance/2009-02%20On%20Farm%20Animal%20Composting.pdf)
- For catastrophic mortalities, management options include: on-site composting (inside/outside), rendering, commercial composting facilities, regional landfills, or incineration. See additional guidance here: [https://pubs.ext.vt.edu/content/dam/pubs\\_ext\\_vt\\_edu/ANR/ANR-76/ANR-76\\_pdf.pdf](https://pubs.ext.vt.edu/content/dam/pubs_ext_vt_edu/ANR/ANR-76/ANR-76_pdf.pdf)



**List locations where animal carcasses will be managed:**

**List management methods and equipment needed:**

## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

HOUSEHOLD HAZARDOUS WASTE (HHW) includes old paints and paint related products, pesticides, pool chemicals, drain cleaners, and degreasers and other car care products.



### REQUIREMENTS & OPTIONS

- HHW needs to be separated from other solid waste.
- Several HHW items can be easily recycled and many are collected for recycling at your county landfill or transfer station.
- Coordinate with VDEM and DEQ on HHW management options.

**List locations where HHW will be managed:**

**List management methods and equipment needed:**

## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

HOME HEATING OIL AND PROPANE TANKS are often overturned by storms and tornadoes.



**List personnel or groups in charge of above ground tank draining and management.**

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**List management methods and equipment needed:**

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### REQUIREMENTS & OPTIONS

- Heating oil and propane tanks can pose a danger to residents and first responders.
- Damaged tanks should be identified in preliminary damage assessments.
- Coordinate with VDEM and DEQ on management options.

## SECTION 5.0 – WASTE TYPES & MANAGEMENT OPTIONS

INDUSTRIAL WASTE includes unfinished, spent, or other otherwise unusable products or byproducts of an industrial process or operation. Waste can include solvents, sludges, or solids.



**List the types or industrial waste impacted by the event:**

**List management methods and equipment needed:**

### REQUIREMENTS & OPTIONS

- Commercial and industrial operations should be responsible for managing their solid and hazardous wastes.
- Industrial operations should have insurance for removal and treatment/disposal.
- For abandoned industrial wastes, coordinate with VDEM and DEQ on management options.

## SECTION 6.0 – PUBLIC INFORMATION

An organized and effective approach to public information on debris operations helps ensure the general public receives the necessary information on debris management activities in the jurisdiction. Public information activities can share information that helps ensure public health and safety, provides instructions to the public regarding their role in managing the debris, and keeps the public informed of the overall status and progress of debris management activities.

6.1 Identify the individual or organizational element with primary responsibility for managing public information for the jurisdiction's debris management activities.

6.2 Identify how debris management personnel should handle contact with and inquires from the media and general public.

6.3 Identify the types of information which will need to be distributed to the public, such as debris collection schedules and the types of debris accepted at specific dropoff locations.

### 6.1 Public Information Officer (PIO) for debris management:

NAME	CELL No.	EMAIL

### 6.2 – Point of Contact (POC) for questions from the public

NAME	CELL No.	EMAIL/WEB

### 6.4 – Information to distribute to public

- Collection method:
- Types of debris and how to segregate debris:
- Timelines for debris removal:
- Hours of operation at collection sites:
- Contact info (see above)
- Other info:

## SECTION 6.0 – PUBLIC INFORMATION

6.4 Develop generic pre-scripted public information materials, such as sample language for announcements and content for printed materials.

### 6.4 -- Text for announcements and printed materials

6.5 Identify the mediums which will be used to distribute public information (e.g., television, Internet, fliers), taking into consideration that the disaster event may impact the accessibility of some mediums. This also includes the timing of communication and the frequency of updates.

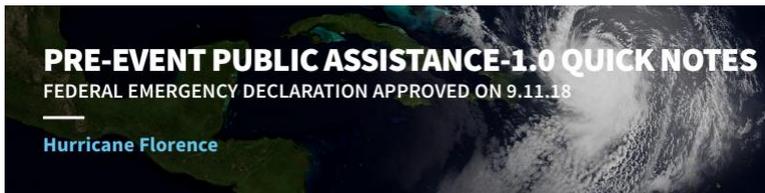
### 6.5 – Distribution Strategy (circle all that apply)

- News media – TV, radio, newspaper
- Locality’s website address: \_\_\_\_\_
- Facebook
- Twitter
- Instagram
- Townhalls, neighborhood meetings
- Door hangers, flyers
- Other:

### 6.5 – Tempo for initial and subsequent communications

## SECTION 7.0 – DOCUMENTATION

Public Assistance is a grant program to reimburse local governments, state agencies, and private non-profits for eligible disaster related expenditures. VDEM has provided resources for assisting localities in meeting documentation requirements for expenses. See the below resources.

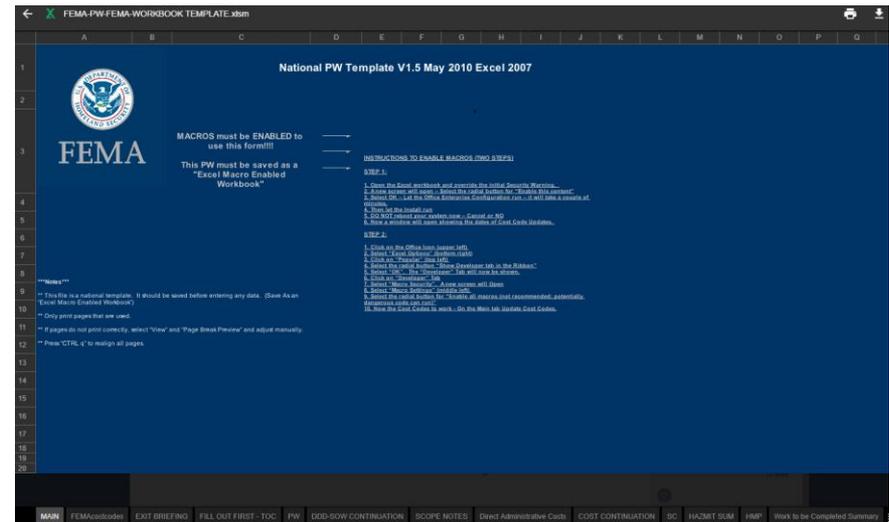


### **FEMA PUBLIC ASSISTANCE GRANT QUICK REFERENCE**

- » Public Assistance is a grant program to reimburse local governments, state agencies, and private non-profits for eligible disaster related expenditures.
- » A federal pre-landfall emergency declaration has been requested and declared for Category B.
- » Initial damage assessment (best numbers at that time) should be submitted in WebEOC within 72 hours of the end of life safety measures;
- » Preliminary damage assessments (PDA) may be required with state, federal, local, and small business administration;
- » It is important to have the right subject matter experts available for the PDA;
- » The Governor must request to the President a major federal disaster declaration within 30 days

### **PRE-EVENT PA DOCUMENTATION TIPS**

- » Create a code or identifier to track costs (pre-positioning of resources may be reimbursed by FEMA);
- » For storm related dispatch calls, be sure to identify which calls were related to the storm;
- » Ensure that your overtime, comp time, and pay policy is readily available, and that timesheets and payroll reports reflect the policy (only overtime costs are eligible for Categories A and B);
- » Ensure that your procurement process follows local, state, and federal procurement requirements as identified in the 2 CFR 200;
- » Review your insurance policy for equipment, structures, and infrastructure (FEMA will pay for eligible costs not covered);
- » FEMA equipment rates can be used - a schedule of equipment rates can be seen here:



## FEMA PW Workbook in Excel