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(NAME OF LOCAL JURISDICTION)

## (NAME OF JURISDICTION) DISASTER DEBRIS MANAGEMENT PLAN



A SUPPORT PLAN (ANNEX) TO THE (NAME OF JURISDICTION) EMERGENCY OPERATIONS PLAN (EMERGENCY ACTION GUIDELINES). THIS PLAN IS ALSO COUNTERPART TO AND SUPPORTS THE MICHIGAN DISASTER DEBRIS MANAGEMENT PLAN

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## **(NAME OF JURISDICTION) DISASTER DEBRIS MANAGEMENT PLAN**

### **PLAN PURPOSE AND SCOPE:**

Natural and man-made disasters generate a variety of debris that includes, but is not limited to, such things as trees and brush, sand, gravel, building/construction materials, vehicles, personal property, industrial materials, etc. The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

(Name of jurisdiction) occasionally experiences disasters of sufficient scope, magnitude and severity (e.g., tornadoes, floods, snowstorms, etc.) to generate large quantities of debris. The debris can severely impact the (county / community) to such a degree that the health and safety of the population is put in jeopardy, the environment is damaged, and the ability to provide essential services and to maintain essential systems for the incident response and recovery is compromised. In addition to these natural disasters, (name of jurisdiction) is also at risk from a wide array of terrorist threats – several of which could potentially result in a large-scale / catastrophic debris generating incident under the right circumstances.

This Disaster Debris Management Plan is based on the basic waste management approach of reduction, reuse, and reclamation. It provides an organizational and operational framework to manage the clearance, separation, removal, storage, reduction, and disposal of disaster debris subsequent to a large-scale debris generating disaster within (name of jurisdiction). The efficient and rapid management of disaster debris will help to protect the health and safety of citizens, minimize threats to the environment, and ensure that critical response and recovery activities can proceed in a timely and unencumbered manner.

Implementation of this plan will be coordinated by the (name of implementing agency), utilizing local resources organized by (functions / Emergency Support Functions / agency) as prescribed in the (name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines). This Debris Management Plan is counterpart to and supports the Michigan Disaster Debris Management Plan, developed and implemented by the Michigan State Police / Emergency Management and Homeland Security Division (MSP/EMHSD) to provide supplemental state assistance to local / regional debris management operations.

This plan defines and assigns the policies, procedures, responsibilities and methods for the implementation of the disaster debris management function in the (name of jurisdiction) subsequent to a large-scale and/or severe disaster that generates vast quantities of debris. The plan:

- Sets forth the administrative organization and responsibilities of local officials and agencies for disaster debris management operations;
- Establishes coordination and liaison procedures with the MSP/EMHSD and other applicable state agencies, the Federal Emergency Management Agency (FEMA), nongovernmental organizations, business and industry, and the media;
- Establishes methods and procedures for articulating locally-determined needs, desires, and requirements for disaster debris removal;
- Establishes administrative procedures for clearing, separating, removing, transporting, storing, and disposing of disaster debris;
- Establishes methods and procedures for educating the public on how they can best participate in the debris clearance, separation, and removal operation;
- Provides for the establishment of a Disaster Debris Management Team and Disaster Debris Management Center within the (name of jurisdiction) Emergency Operations Center (EOC) or other appropriate emergency coordination center; and
- Provides for the development and annual update of a disaster debris management support plan as dictated by the needs of comprehensive emergency management, and to serve as a counterpart local support plan to the Michigan Disaster Debris Management Plan.

## **AUTHORITIES, REFERENCES AND DEFINITIONS:**

### **Local Authorities.**

- [\(Local emergency management and/or debris management enabling authorities\)](#)
- [\(Name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines\)](#)
- [\(Local National Incident Management System \[NIMS\] adoption document\)](#)

### **State Authorities.**

- Act 390, Public Acts of 1976, as amended, the Emergency Management Act
- Michigan Disaster Debris Management Plan
- Michigan Emergency Management Plan
- Act 451, Public Acts of 1994, as amended, the Natural Resources and Environmental Protection Act
- Act 239, Public Acts of 1982, as amended, the Bodies of Dead Animals Act

### **Federal Authorities / Other References.**

- Public Law 93-288, as amended, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 109-295, the Department of Homeland Security Appropriations Act, 2007 (established Public Assistance Pilot Program)
- National Response Framework (NRF), ESF #3 (Public Works and Engineering Annex) and Catastrophic Incident Annex
- FEMA Handbook: Public Assistance Applicant Handbook (323)
- FEMA Handbook: Public Assistance Debris Management Guide (325)
- FEMA Handbook: Public Assistance Pilot Program – Program Guidance (June 2007)
- FEMA Disaster Assistance Strategy 2007-2 (Debris Removal Operations)
- 44 CFR: Emergency Management and Assistance (Parts 13 and 206 in particular)
- FEMA Fact Sheets and Policies related to debris removal / disposal and/or the Public Assistance Grant Program (PAGP) from the “9500 Series Policy Publications.” Those that are most relevant to debris removal / disposal operations include:
  - 9523.4 – Demolition of Private and Public Facilities
  - 9523.11 – Hazardous Stump Extraction and Removal Eligibility
  - 9523.12 – Debris Operations: Hand-Loaded Trucks and Trailers
  - 9523.13 – Debris Removal from Private Property
  - 9523.14 – Debris Removal from Private Property to Address Immediate Threats
  - 9580.1 – Debris Operations Job Aid
  - 9580.4 – Fact Sheet: Debris Operations – Clarification: Emergency Contracting vs. Emergency Work
  - 9580.201 – Fact Sheet: Debris Removal – Applicant’s Contracting Checklist
  - 9580.202 – Fact Sheet: Debris Removal – Authorities of Federal Agencies
  - 9580.203 – Fact Sheet: Debris Monitoring

(Note: Current versions of these documents are included in this plan [as appropriate] and are also available for viewing and downloading from the FEMA web site at the following address: <http://www.fema.gov/government/grant/pa/9500toc.shtm>)

## **Definitions.**

**BURNING:** The reduction of woody debris by controlled burning. Woody debris can be reduced in volume by approximately 95 percent through burning. (Air curtain burners are recommended for burning because they can be operated in a manner to comply with clear air standards.)

**CATASTROPHIC INCIDENT (EVENT):** Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal and private sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are Incidents of National Significance.

**CHIPPING OR MULCHING:** Reducing wood related material by mechanical means into small pieces to be used as mulch or fuel. Woody debris can be reduced in volume by approximately 75 percent, based on data obtained during reduction operations. The terms “chipping” and “mulching” are often used interchangeably.

**COLLECTION CENTER:** Designated locations at which affected residents can dispose of their disaster-related debris. Collection Centers may be used when curbside debris collection is not practical (e.g., rural / sparsely populated areas or logistically difficult areas such as neighborhoods with steep hills). Residents transport their debris to the Collection Center and then place it in separate bins or piles for each particular type of debris.

**COMPREHENSIVE EMERGENCY MANAGEMENT (CEM):** An integrated approach to the management of programs and activities that encompasses all phases (prevention, mitigation, protection, preparedness, response, and recovery) of incident management, all types of emergencies and disasters (natural, technological, human-related, and WMD attack), all levels of government (local, state, and federal), nongovernmental organizations, and the private sector. (Note: CEM was a commonly used term prior to development of the National Response Framework. Now, the term “domestic incident management” is preferred. However, CEM is still widely used in the emergency management field and the two terms mean essentially the same thing.)

**COUNTY OR LOCAL EMERGENCY MANAGEMENT COORDINATOR (EMC):** A person appointed pursuant to Act 390, PA 1976, as amended, to coordinate emergency management activities for a county or municipal emergency management program. Also commonly called County or Local “Emergency Manager.”

**DAMAGE ASSESSMENT:** The systematic process of determining and appraising the nature and extent of the loss, suffering, or harm to a community resulting from an emergency/disaster.

**DEBRIS:** Scattered items and material broken, destroyed, or displaced by a natural or human-caused disaster. Examples include trees, construction and demolition material, and personal property.

**DEBRIS CLEARANCE:** Clearing of major road arteries by pushing debris to the roadside to accommodate emergency traffic.

**DEBRIS DISPOSAL:** Placing mixed debris and/or residue from volume reduction operations into an approved landfill or other approved location.

**DEBRIS MANAGEMENT CENTER (DMC):** The facility established at or near the Emergency Operations Center from which the debris management function is coordinated. (Note: Debris Management Centers can be established at both the local and state levels.)

**DEBRIS MANAGEMENT CYCLE:** The steps taken in the removal of disaster debris from an affected area. Steps include normal operations, increased readiness, response and recovery.

**DEBRIS MANAGEMENT SITE:** A location where debris is temporarily stored until it is sorted, processed, reduced in volume and/or taken to a permanent landfill or other approved location. (Note: This is new federal terminology. More commonly known as “Temporary Debris Reduction and Disposal [TDSR] Site.”)

**DEBRIS MANAGEMENT SYSTEM:** The collection of personnel, facilities, technical expertise, and material resources which are designated for use in the clearance, removal, transport, sorting, storage, recycling, and ultimate disposal of disaster debris. The [\(name of jurisdiction’s\)](#) debris management system consists of: 1) the Disaster Debris Management Team; 2) the Disaster Debris Management Center; 3) required support facilities such as Staging Areas, Collection Centers, and Temporary Debris Storage and Reduction Sites; and 4) the available material resources and expertise of the [\(names of local, tribal, state and federal agencies; nongovernmental organizations; and private sector entities\)](#) that can be devoted to debris clearance, removal, reduction, and disposal operations.

**DEBRIS MANAGEMENT TEAM (DMT):** The team made up of representatives of governmental agencies and nongovernmental relief organizations who are responsible for managing the clearance, separation, removal, transportation, storage, reduction, and disposal of disaster debris. In [\(name of jurisdiction\)](#), the team is managed by the [\(name of implementing agency\)](#). Its mission is to implement this Disaster Debris Management Plan, with the ultimate aim of protecting public health and safety and facilitating response and recovery operations by rapidly and efficiently managing disaster debris.

**DEBRIS MANAGEMENT CENTER:** The facility established at or near the Emergency Operations Center (EOC) from which the debris management function is coordinated.

**DEBRIS MANAGER:** The [\(name of local agency\)](#) employee that is responsible for managing a debris operation on behalf of [\(name of jurisdiction\)](#).

**DEBRIS REMOVAL:** Picking up debris and taking it to a Debris Management Site (TDSR Site) or permanent landfill or other approved location.

**DEPARTMENT OF HOMELAND SECURITY (DHS):** A Cabinet-level agency established within the federal government in 2002 to coordinate and report directly to the President on all issues related to domestic terrorism preparedness. The mission of the Department of Homeland Security is to oversee and coordinate a comprehensive national strategy to safeguard the country against terrorism and other homeland security threats, and to respond to any attacks that may occur.

**DISASTER:** An occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders, as defined in Act 390, PA 1976, as amended.

**DISTRICT COORDINATOR:** The Michigan State Police, Emergency Management and Homeland Security Division employee serving at any of eight State Police District Headquarters, whose primary job is to work with local communities on emergency management and homeland security activities.

**EMERGENCY:** Any occasion or instance in which assistance is needed to supplement efforts to save lives, protect property and public health and safety, or to lessen or avert the threat of a catastrophe.

**EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC):** The interstate agreement that streamlines the assistance one governor can lend to another after a natural, technological or human-caused disaster (including a terrorist attack) by providing a framework for flexible response. The EMAC was first introduced in 1993 and the National Emergency Management Association (NEMA) administers the program on behalf of the member states. The EMAC is an arrangement of the states, by the states, and for the states. It addresses all the issues associated with requesting assistance, reimbursement of services, workman's compensation insurance, and liability in advance of a disaster. (In January 2001, Michigan became the 43<sup>rd</sup> state to join the EMAC.) The Michigan State Police / Emergency Management and Homeland Security Division (MSP/EMHSD) is the coordinating agency for EMAC assistance in the State of Michigan.

**EMERGENCY MANAGEMENT COORDINATOR (EMC):** The person appointed pursuant to Act 390, PA 1976, as amended, to coordinate emergency management activities for an emergency management program. Also commonly called State Departmental, County or Local "Emergency Manager."

**EMERGENCY MANAGEMENT AND HOMELAND SECURITY DIVISION (MSP/EMHSD):** The division within the Department of State Police that coordinates the comprehensive emergency management and homeland security activities (prevention, mitigation, protection, preparedness, response and recovery) of state and local government and maintains the Michigan Emergency Management Plan and Michigan Disaster Debris Management Plan.

**EMERGENCY MANAGEMENT PROGRAM:** The basic emergency planning and operational entity at the local government level. Each county has an appointed emergency manager and enabling legislation creating an emergency management program. In accordance with the provisions of Act 390, PA 1976, as amended, municipalities with a population of 10,000 or more may elect to also appoint an emergency manager and maintain a separate emergency management program from the county in which they are located.

**EMERGENCY OPERATIONS CENTER (EOC):** The site at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary or permanent facility and may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., federal, state, regional, county, city or tribal), or by some combination thereof. The debris management function would typically be managed from this location. (Also see State Emergency Operations Center.)

**EMERGENCY OPERATIONS PLAN (EOP):** The plan developed and maintained by an emergency management program as a counterpart to the Michigan Emergency Management Plan for the purpose of organizing and coordinating the emergency management activities of the jurisdiction(s) under the plan. An EOP usually consists of a basic plan or other introductory section with various supporting annexes (sections) for each service or function. The debris management function is typically found under the Public Works and Engineering (or similar) section of the plan. (Note: in MSP/EMHSD Publication 201 – "Local Emergency Planning Workbook," EOPs are referred to as "Emergency Action Guidelines" or "EAGs." Although differing slightly in format and level of content, EOPs and EAGs are, for all intents and purposes, identical documents.)

**EMERGENCY SUPPORT FUNCTION (ESF):** A grouping of department / agency capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to prevent injuries, save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following

a disaster or emergency. ESFs serve as the primary operational-level mechanism through which state departments and agencies provide assistance to local communities under the Michigan Emergency Management Plan (MEMP). The MEMP has eight ESFs, one of which (Public Works and Engineering) has direct bearing on disaster debris management efforts. (Refer to the separate definition for Public Works and Engineering ESF.)

**EXECUTIVE DIRECTIVE 2005-9:** A Michigan Executive Directive issued by Governor Jennifer Granholm on September 29, 2005 that adopted the National Incident Management System (NIMS) as the state standard for incident management in Michigan.

**FEDERAL AGENCY:** Any department, independent establishment, government corporation or other agency of the executive branch of the federal government, including the U.S. Postal Service. This definition does not include the American Red Cross.

**FEDERAL COORDINATING OFFICER (FCO):** The federal officer appointed by the President to manage federal resource support activities related to Stafford Act major disasters and emergencies – including the provision of individual assistance, public assistance, and hazard mitigation assistance. The FCO is responsible for coordinating the timely delivery of federal disaster assistance resources and programs to the affected state and local governments, individuals and families, and the private sector.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA):** The primary federal agency that coordinates emergency planning, preparedness, mitigation, response and recovery within the federal government, and administers the President's Disaster Relief Program. FEMA is housed within the federal Department of Homeland Security.

**FEDERAL-STATE AGREEMENT:** The document that states the understandings, commitments, and conditions for assistance under which FEMA disaster assistance shall be provided. This agreement imposes binding obligations on FEMA, the State, and local governments in the form of conditions for assistance which are legally enforceable.

**FORCE ACCOUNT LABOR:** State, tribal, or local government employees engaged in debris removal activities.

**GARBAGE:** Waste that is regularly picked up by the local Department of Solid Waste Management (or similar agency). Examples include food, plastics, wrapping, and papers.

**HAZARDOUS WASTE:** Material and products from institutional, commercial, recreational, industrial, and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the U.S. Environmental Protection Agency (EPA): 1) toxic; 2) flammable; 3) corrosive; and/or 4) reactive.

**HEAVY EQUIPMENT LOG:** A record of heavy equipment (trucks, trailers, excavators, etc.) that has been rented from a private source that is used for disaster debris removal activities. When local and state resources are not available, it may be necessary to lease equipment such as this.

**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-5:** A Presidential directive issued on February 28, 2003 that is intended to enhance the ability of the United States to manage domestic incidents (which include terrorist attacks, major disasters, and other emergencies) by establishing a single, comprehensive National Incident Management System (NIMS). Refer to the National Incident Management System and National Response Framework (NRF) definitions for additional information.

**HOUSEHOLD HAZARDOUS WASTE (HHW):** Used or leftover contents of consumer products that contain chemicals with one or more of the following characteristics, as defined by the U.S. Environmental Protection Agency (EPA): 1) toxic; 2) flammable; 3) corrosive; and/or 4) reactive.



Examples of HHW include small quantities of normal cleaning and maintenance products, latex and oil based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

**IMMEDIATE THREAT:** The threat of damage to improved private or public property or to lives, public health, and safety as a result of an event that could reasonably be expected to occur within five years.

**INCIDENT:** An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks and terrorist threats.

**INCIDENT COMMAND POST (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with other incident facilities and is normally identified by a green rotating or flashing light.

**INCIDENT COMMAND SYSTEM (ICS) – a.k.a. INCIDENT MANAGEMENT SYSTEM (IMS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. The ICS is used for all types of emergencies and is applicable to small as well as large and complex incidents.

**INCIDENT COMMANDER (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**JOINT FIELD OFFICE (JFO):** A temporary federal facility established locally to provide a central point for federal, state, local and tribal officials with responsibility for incident oversight, direction and/or assistance to effectively coordinate protection, prevention, mitigation, preparedness, response and recovery actions.

**JOINT INFORMATION CENTER (JIC) – a.k.a. JOINT PUBLIC INFORMATION CENTER (JPIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies and organizations are co-located at the JIC. (Note: JIC is the preferred name; JPIC is now obsolete.)

**LOCAL GOVERNMENT:**

1) Any county, city, village, town, district, regional authority, public college or university, or other political subdivision of any state, any Indian Tribe or authorized tribal organization, or Alaskan native village or organization; and 2) Any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision.

**LOCAL STATE OF EMERGENCY:** A declaration by a county or municipality with an appointed emergency management coordinator (pursuant to Act 390, PA 1976, as amended) when circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from natural or human-made cause exists.

**MAJOR DISASTER:** Any natural catastrophe (including any hurricane, tornado, storm, high-water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any flood, fire, or explosion, in any part of the United States which in the determination of the President cause damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**MICHIGAN EMERGENCY MANAGEMENT ACT:** Act 390, PA 1976, as amended, the basic state emergency management enabling legislation. This Act prescribes the power and duties of the Governor and certain state and local agencies and officials related to preparing for, responding to, recovering from, and mitigating disasters and emergencies; prescribes immunities and liabilities related to disaster relief work; and establishes the organizational framework for the emergency management system used in the state.

**MICHIGAN EMERGENCY MANAGEMENT PLAN (MEMP):** The plan developed and continuously maintained by the Emergency Management and Homeland Security Division, Department of State Police, pursuant to Act 390, PA 1976, as amended, for the purpose of coordinating the homeland security and emergency management activities of prevention, mitigation, preparedness, response and recovery within the state.

**MICHIGAN VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (MIVOAD):** The Michigan chapter of the National Voluntary Organizations Active in Disaster (NVOAD), an umbrella organization of established and experienced voluntary organizations that provide disaster services in all phases of emergency management, but with emphasis on response and recovery. The MIVOAD fosters cooperation, communication, coordination, and collaboration among its Michigan-based voluntary organizations. In the response and recovery phases, each individual organization functions independently, yet cooperatively. The MIVOAD serves as a clearinghouse and coordinating body for debris management services, working in coordination and cooperation with other state agencies in the State Emergency Operations Center involved in the debris management function. For smaller, more localized disasters, MIVOAD may work directly with the affected local government's Emergency Operations Center in debris management activities.

**MONITORING:** Actions taken to ensure that a contractor complies with the contract scope-of-work.

**MUTUAL AID AGREEMENT:** A written understanding between communities and states obligating assistance during a disaster.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):** A system mandated by Homeland Security Presidential Directive (HSPD)-5 that provides a consistent nationwide approach for federal, state, tribal, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents (which includes terrorist attacks, major disasters, and other emergencies), regardless of their cause, size or complexity. To provide for interoperability and compatibility among federal, state and local capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certifications; and the collection, tracking, and reporting of incident information and incident resources. (Note: the Incident Management System [IMS] for the [\[name of jurisdiction\]](#) Emergency Operations Center, as described in the Direction and Control [\[section / ESF\]](#) of the [\[name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines\]](#), is compatible with the NIMS as currently developed.)

**NATIONAL RESPONSE FRAMEWORK (NRF):** The plan developed by the federal Department of Homeland Security (DHS) to replace the National Response Plan (NRP) which had been effect since January 6, 2005. **The National Response Framework officially replaced the NRP on March 22, 2008. See separate definition below for the NRP.**

**NATIONAL RESPONSE PLAN (NRP):** The plan developed by the federal Department of Homeland Security (DHS), pursuant to Homeland Security Presidential Directive (HSPD)-5, which integrates the family of federal domestic prevention, preparedness, response and recovery plans into a single, all-discipline, all-hazards plan for domestic incident management. The NRP was built on the template of the National Incident Management System (NIMS), which provides a standardized framework for incident management at all jurisdictional levels – regardless of the cause, size or complexity of the incident. The NRP was officially completed and released by the DHS on January 6, 2005. It was amended on May 25, 2006 with the issuance of the “Notice of Change to the National Response Plan.” The NRP incorporated relevant portions of and

superseded the Federal Response Plan (FRP), which had been in place since the early 1990s. **On March 22, 2008 the National Response Framework (NRF) officially replaced the NRP. See separate definition above for the NRF.**

**NONGOVERNMENTAL ORGANIZATION (NGO):** A private nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples include faith-based charity organizations and the American Red Cross.

**PASSES (a.k.a. "SWEEPS"):** The number of times a contractor passes through a community to collect all disaster-related debris from the rights-of-way. Usually limited to three passes through the community, although incident-specific conditions may increase or decrease that number.

**PRELIMINARY DAMAGE ASSESSMENT (PDA):** An assessment conducted by teams of federal, state and local officials to determine the severity and magnitude of a disaster and also to identify capabilities and resources of state, local and other federal agencies.

**PRINCIPAL FEDERAL OFFICIAL (PFO):** The federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate and execute the Secretary's incident management responsibilities under HSPD-5.

**PRIVATE NONPROFIT ORGANIZATION:** Any nongovernmental agency or entity that currently has:

- An effective ruling letter from the U.S. Internal Revenue Service, granting exemption under section 501(c), (d), or (e) of the Internal revenue Service Code of 1954; or
- Satisfactory evidence from the State that the non-revenue producing organization or entity is a nonprofit one organized or doing business under state law.

**PUBLIC WORKS AND ENGINEERING ESF:** The Emergency Support Function (ESF) in the Michigan Emergency Management Plan (MEMP) that is concerned with issues pertaining to disaster-related damage and impact to critical public facilities and infrastructure, including the transportation, communications and energy distribution networks. Disaster debris management falls under the purview of the Public Works and Engineering ESF. **(Note: this definition can be customized to reflect the public works or similar function within the local Emergency Operations Plan / Emergency Action Guidelines.)**

**RECOVERY:** Recovery, in this document, includes all types of emergency actions dedicated to the continued protection of the public or to promoting the resumption of normal activities in the affected area.

**RECYCLING:** The recovery and reuse of metals, soils, and construction materials that may have a residual monetary value.

**RIGHTS-OF-WAY:** The portions of land over which a facility, such as highways, railroads, or power lines are built. Includes land on both sides of the highway up to the private property line.

**REGION V REGIONAL RESPONSE PLAN (for the NRF):** The plan developed and maintained by the federal departments, agencies and states of FEMA Region V, for the purpose of facilitating the delivery of all types of federal disaster relief assistance to the six states in the region. This plan is an operational support plan to the National Response Framework.

**REGIONAL RESPONSE COORDINATION CENTER (RRCC):** A standing facility at each FEMA regional office that is activated to coordinate regional response efforts and implement local federal program support until a Joint Field Office (JFO) is established. (The RRCC replaces the Regional Operations Center – ROC.)

**SCALE / WEIGH STATION:** A scale used to weigh trucks as they enter and leave a landfill. The difference in weight determines the tonnage dumped and a tipping fee is charged accordingly. Also may be used to determine the quantity of debris picked up and hauled.

**STAFFORD ACT:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988. The Stafford Act renamed and amended the Disaster Relief Act of 1974, PL 93-288. The Stafford Act was subsequently amended by the Disaster Mitigation Act of 2000, P.L. 106-390 (October 30, 2000), as well as several Acts signed into law in October of 2006 (i.e., Department of Homeland Security Appropriations Act of 2007, P.L. 109-295, October 4, 2006; Pets Evacuation and Transportation Standards Act of 2006, P.L. 109-308, October 6, 2006; and Security and Accountability for Every Port Act of 2006, P.L. 109-347, October 13, 2006).

**STAGING AREA:** A large parking lot or other suitable open area to provide a base for registration, unloading and transfer of resources, assembly of persons, and a rally point for mutual aid forces. For debris management purposes, a staging area could be officially designated points such as vacant commercial lots, nongovernmental organization warehouse facilities, governmental warehouse facilities, armories, county fairgrounds, highway / public works maintenance garages, airports, parks and recreation areas, or possibly shopping center parking lots (providing there is written permission from the owner).

**STATE COMMAND POST (SCP):** A post established near the scene of a disaster and manned by representatives of applicable state departments to coordinate state response activities.

**STATE COORDINATING OFFICER (SCO):** The person appointed by the Governor to manage all aspects of a federally-declared disaster, in cooperation with the Federal Coordinating Officer (FCO). The Division Commander or Assistant Division Commander of the Emergency Management and Homeland Security Division, Department of State Police is normally appointed to this position.

**STATE DIRECTOR OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY:** The Director of the Department of State Police or his/her authorized representative. The Division Commander of the Emergency Management and Homeland Security Division, Department of State Police is the designated Deputy State Director of Emergency Management and Homeland Security.

**STATE EMERGENCY OPERATIONS CENTER (SEOC):** The primary center for coordination of state government response and recovery operations in time of disaster or emergency. The SEOC is maintained and operated by the Emergency Management and Homeland Security Division, Department of State Police.

**STATE PUBLIC ASSISTANCE OFFICER (SPO):** The person appointed by the State Coordinating Officer (SCO) to manage the Public Assistance Grant Program on behalf of the State.

**STATE OF DISASTER OR STATE OF EMERGENCY:** A declaration by executive order or proclamation by the Governor under the provisions of Act 390, PA 1976, as amended, which activates the response and recovery aspects of state and local emergency operations plans.

**TEMPORARY DEBRIS STORAGE AND REDUCTION (TDSR) SITE:** A location where debris is temporarily stored until it is sorted, processed, reduced in volume and/or taken to a permanent landfill or other approved location. (Note: New federal terminology refers to TDSR Sites as “Debris Management Sites,” although TDSR Site is still more commonly used.)

**TERRORISM:** An intentional, unlawful use of force, violence or subversion against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political, social, or religious objectives.

**TIPPING FEE:** A fee based on weight or volume of debris dumped that is charged by landfills or other waste management facilities to cover their operating and maintenance costs. The fee may also include amounts to cover the cost of closing the current facility and/or opening a new facility.

**TRASH:** Non-disaster related yard waste, white metals, or household furnishings placed on the curbside for pickup by local solid waste management personnel. (A resident normally must call for pickup of trash.) Not synonymous with garbage.

**UNIFIED COMMAND:** An application of the Incident Command System (ICS) used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single Incident Command Post (ICP) and to establish a common set of objectives and strategies and a single Incident Action Plan (IAP).

**WEAPON OF MASS DESTRUCTION (WMD):** Under Title 18, U.S.C. § 2332a, “(1) Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.” Weapons of Mass Destruction are also commonly referred to as “CBRNE” Weapons – an acronym for chemical, biological, radiological, nuclear and explosives / incendiary devices.

**WHITE GOODS (a.k.a. “WHITE METALS”):** Household appliances such as refrigerators, freezers, stoves, washers and dryers.

#### **SITUATION AND ASSUMPTIONS:**

**Initiating Disaster Conditions.** Most disasters in [\(name of jurisdiction\)](#) do not generate tremendous quantities of disaster debris. As a result, extensive disaster debris management efforts are generally required only for those rare disaster situations where excessive debris accumulates that threatens public health and safety, the environment, and the ability of the [\(name of jurisdiction\)](#) to provide for rapid and effective response and recovery operations.

Based on past experiences in [\(name of jurisdiction\)](#) and elsewhere in Michigan and across the country, the types of disasters most likely to generate large amounts of debris are those that result in significant property and environmental damage. In [\(name of jurisdiction\)](#), those disasters include:

- Tornadoes / Severe Storms
- Floods
- Wildfire
- Ice Storms
- Terrorist Attacks (that result in significant physical damage)
- Widespread Plant or Animal Disease (that results in significant quantities of dead vegetation or animals)
- Widespread Insect Infestation (that results in significant quantities of dead vegetation)
- **(Note: customize this list to fit the circumstances of the jurisdiction – i.e., rural vs. urban in character; amount of development in the floodplain; presence of urban-wildland interface; land development patterns / land characteristics; etc.)**

Other disasters may also create the need for debris removal, but these situations are most likely to generate significant quantities of debris. Refer to the Attachment titled “Debris Categories” for a more detailed analysis of the types of debris that could be expected from these disasters.

**Major Planning Assumptions.** In addition to the basic planning assumptions outlined above pertaining to initiating disaster conditions, the following additional planning assumptions have guided the development of this plan:

- The successful management of disaster debris typically requires a united, cooperative effort by local, state and federal agencies, private contractors, nongovernmental organizations, business and industry, public and private institutions, tribal governments (as applicable), and the general public.
- Large-scale / catastrophic debris generating disasters will likely overwhelm the [\(name of jurisdiction\)](#) clean up efforts, necessitating state involvement in the management of the disaster debris operation.
- Full use of existing local, state, and nongovernmental organization debris management resources should occur before federal assistance is sought.
- Initial debris removal will concentrate on the clearance of roads for emergency responders and life saving activities.
- Hazardous material / environmental issues will have to be addressed throughout the debris management operation.

#### **OPERATIONS AND ORGANIZATION:**

**Clearance and Removal Operations.** Immediately following a major disaster, the [\(name of jurisdiction\)](#) damage assessment teams will (as part of the damage / needs assessment process) estimate the quantity and type of debris, and assist in prioritizing debris removal activities. In general, the debris management operation will be divided into two major phases, as follows:

*Phase I: Debris Clearance.* During the first 24 to 72 hours after the disaster, debris activities will emphasize clearing key roads for emergency access by pushing debris to the edge of the right-of-way, rather than restoring roads to pre-event conditions. Phase I activities will also include identifying and removing any obvious debris situations that may pose an immediate threat to public health and safety. (Examples may include dangerously positioned, damaged trees; debris piles that obstruct traffic visibility; fire prone debris piles; etc.) Debris clearance and utility restoration activities will be closely coordinated to expedite clearance of utility impacted debris and restoration of services.

*Phase II: Debris Removal.* This phase entails the actual management of accumulated debris. Phase II may last up to a year or longer and may involve reassessment of debris quantities, operations of debris staging areas, public education, addressing of hazardous material / environmental issues, and debris separation, collection, storage, reduction, recycling, and disposal activities. Debris removal activities will begin during the latter part of the incident response phase and will constitute a major part of the incident recovery phase.

**Damage Assessment / Needs Assessment.** The [\(name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines, - name of specific section\)](#) and MSP/EMHSD Publication 901 – “Damage Assessment Handbook,” describe the damage assessment system used by [\(name of jurisdiction\)](#). That system helps determine the extent of loss or harm from natural and human-made disasters. Part of the analysis that occurs during the process of collecting and compiling the damage assessment data involves identifying the quantity of debris generated by the disaster and the anticipated needs of the jurisdiction with regard to debris management. This “needs assessment” portion of the process is crucial because of its direct relationship to organized action by response and long-term recovery / relief personnel.

If the damage assessment / needs assessment process reveals that disaster debris management is likely to be a significant issue in [\(name of jurisdiction\)](#), the EOC Incident Commander must make the decision whether or not to activate the [\(name of jurisdiction\)](#) Disaster Debris Management Team and Disaster Debris Management Center as part of the EOC structure. The [\(name of jurisdiction\)](#) must also determine if

state involvement is required in the debris management operation. That information must be submitted to the MSP/EMHSD in accordance with the process outlined in MSP/EMHSD Publication 901.

**Direct Resource Requests.** Apart from the initial damage assessment / needs assessment process described above, the [\(name of jurisdiction\)](#) can also articulate debris management resource requirements to the MSP/EMHSD throughout the incident response and recovery phases via the “E Team” incident management system. Within the E Team menu of reports and forms is a “**Resource Request**” form that can be used to request a specific resource. The request can be made by simply clicking on the “Search / Add” button for the field “Resource Type / Kind” and then typing in “debris management assistance” in the “Other” field at the bottom. The completed form will be submitted through E Team to the MSP/EMHSD for review, analysis and follow up action. Normally, such resource requests will be made only when the resource in question is not readily available locally or regionally through existing mutual aid / assistance agreements.

In some cases, the E Team Resource Request will be filled by a state agency using the agency's existing resources, or perhaps by a federal agency (if involved) under a federal Stafford Act declaration or under its own enabling authorities. In other cases, the resource request may be filled through disaster donations (materials and/or labor) or through the nationwide EMAC. The MSP/EMHSD will work with other State Emergency Operations Center (SEOC) staff to determine how best to fill the resource request for disaster debris management assistance.

#### **Debris Management Operations: Roles and Responsibilities:**

*Public Works / Road Maintenance Personnel.* The [\(name of jurisdiction\)](#) public works / road maintenance personnel will be among the first to respond to disasters and emergencies to check on the status of roads, bridges, utilities, and other public infrastructure. Initial debris removal efforts are part of that first response and should be directed toward 1) clearing roads of debris to provide access for emergency vehicles and life saving personnel, and 2) removing any obvious debris situations that are immediate threats to public health and safety.

*Mutual Aid.* The [\(name of jurisdiction\)](#) has written mutual aid agreements established with [\(list mutual aid partners\)](#) for the purpose of providing equipment, material, and personnel assistance for debris management during disasters and emergencies. In addition, the [\(name of jurisdiction\)](#) is signatory to the Michigan Emergency Management Assistance Compact (MEMAC), which provides an organized mechanism for securing needed assistance from other non-neighborhood Michigan jurisdictions during large-scale / catastrophic disasters. This is particularly important for debris management purposes, as the capabilities of single jurisdictions to manage large debris operations can be quickly overwhelmed. These agreements stipulate reciprocal services and/or set labor and equipment rates. In order for emergency assistance provided under a mutual aid agreement to be eligible for reimbursement by FEMA, the agreement must be in writing and in place before the incident occurs. Additional requirements for FEMA eligibility include:

- The assistance should be directly related to the disaster and meet other FEMA eligibility requirements;
- The mutual aid agreement should not be contingent upon federal funding or a declaration of major disaster by the federal government;
- The eligible applicant receiving aid must request the grant from FEMA. The entity providing aid may not apply for a grant directly; and
- The applicant must be able to provide documentation that aid was requested, that aid was received and costs were incurred by the entity providing aid.

The EOC Incident Commander [\(or title of other local official\)](#) will determine if and when to activate mutual aid for the purpose of providing supplemental disaster debris management assistance to [\(name of jurisdiction\)](#).

*State Government.* The State of Michigan can provide supplemental assistance to the [\(name of jurisdiction\)](#) when the required disaster debris management operation overwhelms local capabilities (including activation of mutual aid). Such assistance is requested through the MSP/EMHSD



by following the processes specified in MSP/EMHSD Publication 901 – “Damage Assessment Handbook,” and the Michigan Emergency Management Plan (MEMP) with regard to declaring a local “state of emergency” and requesting state assistance.

If state assistance for debris management purposes is required, it can be authorized by the Governor upon the declaration of a “state of disaster” or “state of emergency” under 1976 PA 390, the Michigan Emergency Management Act. In some cases, state assistance may also be provided under a state agency’s separate legal authorities. Assistance may include, but is not limited to: 1) overall management of the debris operation; 2) technical assistance with various aspects of the operation; 3) the provision of equipment and personnel to provide direct assistance in debris operations; 4) possible financial assistance (under Section 19 of 1976 PA 390, or by direct legislative appropriation); or 5) any combination of these forms of assistance. All such assistance will be provided through the SEOC and be coordinated by the MSP/EMHSD, in accordance with the MEMP.

If state debris management capabilities (including activation of the MEMAC) are overwhelmed, the State of Michigan has two options available to it: 1) seek assistance from other states via the national Emergency Management Assistance Compact (EMAC) – the state-to-state mutual aid agreement; and/or 2) seek assistance from the federal government through the Federal Emergency Management Agency (FEMA).

*EMAC Assistance.* All assistance requested under the EMAC must go through the MSP/EMHSD – the steward agency for the EMAC within the State of Michigan. Based on identified debris management needs, the MSP/EMHSD will request the assistance using the standard process required by the EMAC. Assistance for debris management purposes under the EMAC may include, but is not limited to: 1) professional expertise for overall management of the operation; 2) equipment and operators for transportation, collection, sorting, or disposal of debris; 3) technical assistance with specific aspects of the operation; or 4) any combination of these forms of assistance. The State of Michigan can either accept or decline the assistance proposals provided by other states, depending on such factors such as cost, timing of assistance, logistical requirements of the providing entity, etc. All assistance provided under the EMAC will be coordinated through the SEOC by the MSP/EMHSD and other involved state agencies.

*Federal Government.* If the response and recovery effort is beyond the combined capabilities of the [\(name of jurisdiction\)](#) and the State of Michigan – even when supplemented by mutual aid – it will likely be necessary to request federal disaster relief assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. Such requests are made by the Governor, through the FEMA Region V office (in Chicago, Illinois), to the President. Under the Stafford Act, the President may declare that a “major disaster” or “emergency” exists within the affected areas of Michigan and provide disaster relief assistance to meet the specific needs of the situation.

Federal assistance with debris management activities can be provided: 1) through direct assistance provided by a federal agency such as the U.S. Army Corps of Engineers (via mission assignment under the National Response Framework or via the agency’s own enabling legislation); 2) through debris management technical assistance by FEMA; or 3) through the federal Public Assistance Grant Program (PAGP) under Categories A (Debris Removal and Disposal) or B (Emergency Protective Measures). These forms of assistance must be specifically requested in the Governor’s declaration request letter. All such assistance provided by the federal government is coordinated through the SEOC and/or the established Joint Field Office (JFO) by the MSP/EMHSD and other involved state agencies.

**Debris Management System.** The [\(name of jurisdiction\)](#) disaster debris management system is the collection of personnel, facilities, technical expertise, and material resources which are designated for use in the clearance, removal, transport, sorting, storage, recycling, and ultimate disposal of disaster debris. The [\(name of jurisdiction\)](#) debris management system consists of: 1) the Disaster Debris Management Team; 2) the Disaster Debris Management Center; 3) required support facilities such as Staging Areas, Collection Centers, and Temporary Debris Storage and Reduction Sites; and 4) the available material resources and expertise of the [\(names of local, tribal, state and federal agencies; nongovernmental organizations; and private sector entities\)](#) that can be devoted to debris clearance, removal, reduction, and disposal operations.



*Lead Agency for Debris Management.* The [\(name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines\)](#) designates the [\(name of implementing agency\)](#) as the lead agency for coordinating debris management activities subsequent to disasters or emergencies. As indicated in the [\(list specific plan section\)](#), the [\(name of implementing agency\)](#) will designate a Debris Manager to work with selected debris removal contractors, designated local (public and nongovernmental) support agencies and organizations, involved state support agencies, and involved tribal governments (as applicable) in fulfilling this assigned responsibility. If a state-managed debris operation is required, a State Debris Manager will be appointed from within the MSP/EMHSD to manage and coordinate the debris management function at the state level. The State Debris Manager will work with and through the [\(name of jurisdiction\)](#) Debris Manager to address all aspects of the debris management operation within or affecting the [\(name of jurisdiction\)](#).

*Disaster Debris Management Team.* The [\(name of jurisdiction\)](#) Disaster Debris Management Team consists of appropriate representatives of the following local agencies, state support agencies, nongovernmental organizations, and tribal governments (as appropriate):

- [\(List all local, tribal, state and federal agencies; nongovernmental organizations; and private sector entities that are members of the Team. The MDEQ, MDA, and MDNR are listed separately below to ensure that applicable environmental concerns are addressed in all phases of the operation. Customize the list to fit the jurisdiction's unique circumstances.\)](#)
- Michigan Department of Agriculture – MDA district / regional representative (for technical assistance with agricultural crop and livestock debris disposal)
- Michigan Department of Environmental Quality – MDEQ District Waste and Hazardous Materials Division representative (for environmental requirements for debris disposal)
- Michigan Department of Natural Resources – MDNR district / regional representative (for technical assistance with forest / wildlife debris disposal)

The exact composition of the Disaster Debris Management Team for each disaster will be determined by the EOC Incident Commander and/or Operations Section Chief, based on the disaster conditions and the anticipated scope and magnitude of the debris management effort. For most disaster situations involving a debris management operation, the entire membership of the Team will not be needed. However, particularly widespread or catastrophic incidents may require the full activation. In all instances, the environmental regulatory agencies (MDEQ, and for dead animals the MDA and/or MDNR) will be activated to ensure compliance with environmental laws and regulations during debris management operations. (Refer to the Attachment titled “Disaster Debris Management Team – Membership Roster / Contact List” for a listing of and contact information for Disaster Debris Management Team members.)

The Disaster Debris Management Team serves ten basic functions as follows:

1. Assisting in the identification of disaster debris management needs;
2. Providing for the overall management and coordination of the debris management operation;
3. Providing / coordinating resource support to the debris management operation (personnel, equipment, materials, vehicles, facilities, communications);
4. Providing technical expertise in all facets of debris management operations;
5. Coordinating with involved contractors, federal and state agencies, nongovernmental organizations, and tribal governments (as applicable);
6. Assisting in the identification, establishment, operation, and closeout of required debris management support facilities;
7. Monitoring / tracking the activities and progression of the debris management operation;
8. Identifying and resolving issues as they arise (troubleshooting / problem solving);
9. Establishing / managing a system for receiving and addressing inquiries from the public, unsolicited contractors, etc.; and

10. Providing operation-specific information for required reports, briefings, media releases, etc.

*Disaster Debris Management Center Overview.* The [\(name of jurisdiction\)](#) Disaster Debris Management Center serves as the central coordination point for all disaster debris management activities and operations within [\(name of jurisdiction\)](#). It is the location in which the Disaster Debris Management Team works. The Disaster Debris Management Center will be activated by the EOC Incident Commander [\(or list title of other local official\)](#) when centralized management of the debris operation is required. If possible, the Center will be physically located in the EOC. In cases of crowding in the EOC, the Center may be located immediately adjacent to the EOC in an existing office or conference room, or it may be located at another facility with direct phone links to the EOC. The configuration of the Center will change from disaster to disaster, based on the situational needs and anticipated level of activity. At a minimum, the Center will require one computer terminal and one telephone, with workspace and seating for each Debris Management Team member.

Generally, debris management operations take several weeks to several months to complete and closeout. The Disaster Debris Management Center will remain open, and the Disaster Debris Management Team will remain activated, for as long as is required to complete and closeout the debris management operation. The decision on when to terminate the Center and to de-activate the Team will be made by the EOC Incident Commander [\(or list title of other local official\)](#), based on input received from the Team.

*Debris Management Function within the EOC Structure.* Administratively, the disaster debris management function will be placed under the Operations Section [\(or list an alternate EOC Section\)](#) within the EOC and will be under the purview of the EOC Operations Section Chief [\(or list an alternate EOC Section Chief\)](#). The EOC Operations Section Chief [\(or list an alternate EOC Section Chief\)](#) will oversee both the Disaster Debris Management Team and Disaster Debris Management Center.

The Disaster Debris Management Center will be established under the Operations Section [\(or list an alternate EOC Section\)](#) as a Debris Management Branch [\(or list an alternate IMS structure\)](#). It will be staffed by the Disaster Debris Management Team and other required support staff. The Center will be supported by the EOC Planning Section [\(or list an alternate EOC Section\)](#), which has responsibilities related to the initial assessment and estimation of need for disaster debris management, and for the collection and compilation of operational data related to debris management. In addition, the EOC Finance / Administrative Section [\(or list an alternate EOC Section\)](#) is responsible for tracking costs related to the debris management operation, with the support and assistance of the other involved sections. The EOC Incident Management Section [\(or list an alternate EOC Section\)](#) will provide general strategic direction and oversight of the debris management operation, and make policy decisions as required. The Incident Management Section [\(or list an alternate EOC Section\)](#) is also responsible for all public information related to the debris management operation.

If the decision is made not to activate the Disaster Debris Management Team / Center, the issue of debris management will be addressed by the [\(list agency / official\)](#). The decision on whether to activate the Disaster Debris Management Team / Center within the EOC will be based on many factors, including the disaster conditions, the availability of staff and resources, and the anticipated volume of debris.

*Debris Management Support Facilities.* In addition to the [\(name of jurisdiction\)](#) Disaster Debris Management Center and depending on the situational circumstances, the following facilities may be established to directly support the debris management operation:

- Collection Center(s) – established by the [\(name of jurisdiction\)](#);
- Staging Area(s) – established by the [\(name of jurisdiction\)](#) and/or the MSP/EMHSD;
- Base / Camp(s) – established by the [\(name of jurisdiction\)](#) and/or the MSP/EMHSD;
- Temporary Debris Storage and Reduction Sites – established by the [\(name of jurisdiction\)](#) with MSP/EMHSD technical assistance, as required;
- State Disaster Debris Management Center – established by the MSP/EMHSD;

- Satellite Disaster Debris Management Offices – established by the MSP/EMHSD; and
- Federal Disaster Debris Management Center (Joint Field Office) – established by FEMA only if a federal declaration is made and debris removal is being addressed directly by federal forces, or under the Public Assistance Grant Program.

Figure 2 on page 26 depicts the relationship between these crucial facilities. Following is a summary of the specific requirements and functions of each support facility:

Collection Centers. An alternative to curbside debris collection is to have residents transport their debris to a common location known as a Collection Center. Typically, large roll-off bins are placed within the public rights-of-way or on public property for residents to bring their debris for collection. Collection Centers are a viable option in those situations where curbside collection is not practical, such as in rural / sparsely populated areas or in logistically difficult conditions (e.g., neighborhoods with steep terrain or limited ingress / egress options). Separate bins / piles are designated for each type of debris. Although collection costs are lower under this option (residents transport and separate the debris themselves), site planning and monitoring costs may offset some or all of the savings. The Collection Center sites must be designed for proper traffic and pedestrian circulation, vehicle ingress / egress and unloading, and collection bin exchanges and/or debris pile removal. In addition, staff will have to be stationed at the Collection Centers during the collection period (and in some cases during off-hours) to provide security, to have empty bins brought in when current ones are full, to ensure that debris is placed in the correct bins, and to ensure that non-disaster related debris is not dumped at the site.

Depending on incident conditions and jurisdictional preference, Collection Centers may be part of a Temporary Debris Storage and Reduction (TDSR) Site (see description below) or they may be separate locations altogether. If public drop-off areas are included with a TDSR Site, they must be carefully designed for passenger vehicle traffic and public safety. Debris collected at Collection Centers will be transported by local work crews or designated contractors to a TDSR Site for recycling and/or reduction, or directly to landfills for final disposal.

Refer to the Attachment titled “[\(name of jurisdiction\)](#) Disaster Debris Collection Centers” for a listing and map of possible Collection Center locations throughout the [\(name of jurisdiction\)](#).

Staging Areas. Staging areas can be any available, large outdoor area (ideally 1-25 acres in size, with fencing or other security provisions) with sufficient area to temporarily park vehicles, equipment, and personnel that are ready for deployment to the affected area to aid in the debris management operation. (Vehicles and equipment might include dump trucks, front-end loaders, bulldozers, cargo trucks, bucket trucks, chain saws, etc.) Staging Areas should have adequate parking spaces for a large number of workers at any time, and (ideally) covered space (e.g., permanent building, tent) to shelter workers and equipment from the weather and provide a measure of security. Staging Areas should also have provisions in place for temporarily lodging, feeding, and caring for workers and for addressing their basic sanitation concerns (i.e., port-a-johns, portable showers, and hand washing facilities). Either a permanent building, tent space on the grounds, or a combination of both may meet the lodging requirements. (An alternative is to provide shuttle service for workers to and from local motels and hotels, or a nearby Base / Camp set up to provide for the lodging, food, water, and sanitation needs of personnel. See description below.) Possible locations for use as Staging Areas include vacant commercial lots, nongovernmental organization warehouse facilities, governmental warehouse facilities, armories, county fairgrounds, highway / public works maintenance garages, airports, parks and recreation areas, or possibly shopping center parking lots (providing there is expressed written permission from the owner).

Refer to the Attachment titled “[\(name of jurisdiction\)](#) Disaster Debris Staging Areas” for a listing and map of possible Staging Area locations throughout the [\(name of jurisdiction\)](#).

Base / Camps. The incident Base is the location where primary logistics functions are coordinated and administered and equipment / personnel support operations are conducted. This includes equipment maintenance repair, reorder and procurement activities, as well as other support

services such as supply, medical, food / water, overnight lodging, sanitation, and communications. The [\(name of jurisdiction\)](#) will establish and operate the incident Base. The Base will be designed to support operations at multiple incident sites (if possible). Support may be requested from the State (via the MSP/EMHSD) if local resources are not sufficient to operate the Base. This may include a request for the State to assist in establishing and operating Camps as a way of supplementing the capabilities and/or capacity of the Base.

Camps may be established if additional support locations are required due to incident size (geographically) or complexity. Camps are temporary locations within the general incident area which are equipped and staffed to provide food, water, sleeping areas, and sanitation services for workers that are currently not on call for deployment. Camps may be used in those situations where overnight / multi-day accommodations are required for volunteers, work crews, equipment operators, and other deployed resources under the disaster debris management operation that cannot be adequately (or efficiently) handled at the incident Base. Camps may be utilized, at the discretion of the [\(name of jurisdiction\)](#) and MSP/EMHSD, in lieu of local hotel / motel or other accommodations. Camps are particularly suited for certain situations, such as when:

- There is a shortage of nearby hotel / motel rooms or other suitable accommodations for deployed resources.
- Large numbers of resources have been deployed from outside the incident area (e.g., EMAC resources).
- The incident area is particularly large or widely dispersed.

Possible facilities for use as the Base / Camps include county fairgrounds, state / local parks and recreation areas, local campgrounds, military bases, college campuses, school grounds (if tents are used), community centers or community recreation centers, etc. Ideally, using the facility as a Base / Camp will not greatly interfere with its normal, day-to-day use. Staffing of the Base / Camps will be handled through local and state agencies and nongovernmental organizations. In most cases, nongovernmental relief organizations will be relied upon to assist in meeting the material and supply needs of the Base / Camp operations. This includes the provision of food and water, bedding, and basic sanitation services. FEMA may be able to provide advice and technical assistance in the establishment and operation of the Base / Camps.

Refer to the Attachment titled "[\(name of jurisdiction\)](#) Disaster Debris Base / Camps" for a listing and map of possible Base / Camp locations in or near the [\(name of jurisdiction\)](#).

Temporary Debris Storage and Reduction Sites. These are strategically located local sites at which debris is temporarily stored and reduced in volume for eventual permanent disposal via land filling or recycling. Reduction methods may include burning, grinding / chipping / shredding, compacting, and recycling. The number of sites designated at Temporary Debris Storage and Reduction (TDSR) Sites will be dependent on the disaster conditions and the nature and volume of debris to be stored, reduced, and disposed of. Although these sites are the responsibility of the affected local jurisdiction(s), the State (MSP/EMHSD) may be requested to provide technical advice and assistance in the establishment and operation of the sites.

The [\(name of jurisdiction\)](#) has pre-identified a number of potential TDSR Sites. Refer to the Attachment titled "[\(name of jurisdiction\)](#) Temporary Debris Storage and Reduction (TDSR) Sites" for a listing and map of these pre-identified locations. In most cases, the site(s) most strategically located to the damaged areas will be selected as TDSR Sites for a particular incident (to minimize unnecessary transport of debris).

Landfills. The [\(name of jurisdiction\)](#) is served by [\(number\)](#) sanitary landfills located in [\(list general locations\)](#). These landfills will be used to dispose of disaster-related debris once it has been reduced in volume at TDSR Sites and/or reasonable recycling opportunities have been explored. The landfill disposal of properly processed disaster debris disposal will be in accordance with the [\(name of jurisdiction\)](#) Solid Waste Management Plan developed by [\(name of local agency\)](#). The Michigan Department of Environmental Quality / Waste and Hazardous Materials Division (MDEQ/WHMD) district representative will monitor the [\(name of jurisdiction\)](#) disaster debris disposal operation from the outset and will provide technical assistance as required.

Refer to the Attachment titled “[\(name of jurisdiction\)](#) Landfill Sites” for a listing and map of the sanitary landfills that serve [\(name of jurisdiction\)](#).

Resource Recovery Facilities. Resource recovery facilities can be used to recycle some of the disaster-generated debris. The [\(name of jurisdiction\)](#) is served by [\(number\)](#) resource recovery facilities located in [\(list general locations\)](#). These facilities will be used to recycle as much of the disaster debris as is reasonably possible, in order to reduce the amount of debris that has to eventually be disposed of in sanitary landfills. This will help reduce the amount of landfill space that is used as well as the cost of debris disposal.

Refer to the Attachment titled “[\(name of jurisdiction\)](#) Resource Recovery Facilities” for a listing and map of the resource recovery facilities located in or near the [\(name of jurisdiction\)](#) that could possibly be used during disaster debris management operations.

State Disaster Debris Management Center. This facility is virtually identical to the local Disaster Debris Management Center, but serves the needs of the State Disaster Debris Management Team in providing support and assistance to local debris management operations. The State Disaster Debris Management Center is established and managed by the MSP/EMHSD, in accordance with the provisions set forth in the Michigan Disaster Debris Management Plan.

Satellite Disaster Debris Management Office(s). Depending on the disaster circumstances, it may be necessary for the MSP/EMHSD to establish one or more Satellite Debris Management Offices to maintain effective and efficient delivery of services to, and coordination of, debris management forces operating in the affected areas. This approach would be particularly suited to widespread disasters where multiple jurisdictions may have been severely affected. These Satellite Debris Management Offices would mirror the State Disaster Debris Management Center in terms of purpose, layout, staffing, etc., but would be concerned only with the debris management operations that are occurring within their designated operational area. In most cases, the Satellite Debris Management Offices would be located within or in close proximity to the local Disaster Debris Management Centers. In some cases, however, it may be necessary for the Satellite Debris Management Offices to be located at separate facilities with appropriate communications links established with the State Disaster Debris Management Center and applicable local Disaster Debris Management Centers. The MSP/EMHSD is responsible for the establishment and operation of all Satellite Debris Management Offices. The [\(name of jurisdiction\)](#) will provide liaison to the Satellite Disaster Debris Management Office(s), at the request of the MSP/EMHSD, if operational circumstances dictate that such liaison is desirable for effectiveness and efficiency purposes. The designated liaison for the [\(name of jurisdiction\)](#) is [\(title of local official\)](#).

Joint Field Office / Federal Disaster Debris Management Center. If an incident results in a major disaster or emergency declaration under the federal Stafford Act, the federal government (FEMA) will establish a debris management presence in the JFO if there are debris management issues that require federal assistance – either through direct assistance by a federal agency (e.g., Army Corps of Engineers and/or through activation of the Public Assistance Grant Program for assistance under Category A [Debris Removal and Disposal] or B [Emergency Protective Measures]). If this occurs, the MSP/EMHSD and/or another designated state agency (e.g., MDOT) will provide appropriate liaison to that facility to coordinate activities and to maximize the efficiency and effectiveness of the delivery of debris management assistance to the affected local jurisdictions and state agencies. The [\(name of jurisdiction\)](#) will provide liaison to the JFO, at the request of the MSP/EMHSD, if operational circumstances dictate that such liaison is desirable for effectiveness and efficiency purposes. The designated liaison for the [\(name of jurisdiction\)](#) is [\(title of local official\)](#).

**Debris Management Contracts.** The Attachment titled “Debris Management Contract Considerations” provides background information on the four basic types of contracts that may be entered into with private contractors for debris management tasks. In addition, the Attachment titled “Sample Debris Management Contracts” provides contract templates (prepared by the U.S. Army Corps of Engineers) that can be modified and used in debris management operations. Refer to those two Attachments for more specific information.



**Debris Management Environmental Considerations.** The Michigan Department of Environmental Quality ([insert MDEQ district Waste and Hazardous Materials Division information](#)) will provide technical assistance in the proper handling and disposal of disaster debris throughout the debris management operation. The Attachment titled “Disposal of Disaster Debris” provides background information on Michigan laws and regulations related to the disposal of solid and hazardous waste (including the mass disposal of dead animals). These laws and regulations MUST be followed during the debris management operation. The MDEQ must be included in decision making processes throughout the operation – from start to finish. If the incident involves the mass disposal of dead animals, the Michigan Department of Agriculture ([insert MDA regional Animal Industry Division information](#)) and/or Michigan Department of Natural Resources ([insert MDNR regional Wildlife Division information](#)) must also be involved. The MDEQ, MDA, and MDNR are all members of the State Disaster Debris Management Team and should be activated / consulted as appropriate for ALL debris management operations in the ([name of jurisdiction](#)). Refer to the Attachment for more specific information.

**Debris Management in Presidentially-Declared Incidents.** Disasters in the ([name of jurisdiction](#)) that result in a major disaster or emergency declaration under the federal Stafford Act may result in the provision of disaster debris management assistance. Federal assistance with debris management activities can be provided: 1) through direct assistance provided by a federal agency such as the U.S. Army Corps of Engineers (via mission assignment under the National Response Framework or the agency’s own enabling legislation); 2) through debris management technical assistance by FEMA; or 3) through the federal Public Assistance Grant Program (PAGP) under Categories A (Debris Removal and Disposal) or B (Emergency Protective Measures). Most, but not all, federally-declared disasters in the ([name of jurisdiction](#)) will result in the activation of the PAGP to provide immediate relief and assistance for disaster-related damage to public (and eligible private non-profit organization) facilities, infrastructure, and essential services.

These forms of assistance must be specifically requested in the Governor’s declaration request letter, which will be based in part on the debris management assessment information provided by the ([name of jurisdiction](#)) and other affected local jurisdictions. All such assistance provided by the federal government is coordinated through the SEOC by the MSP/EMHSD and other involved state agencies. However, during federally-declared incidents that involve extensive and potentially long-term debris clearance and removal operations, the debris management function may be merged (at the discretion of the MSP/EMHSD and FEMA) with the FEMA PAGP element. In those cases, the debris management function may shift primarily to the established Joint Field Office (JFO).

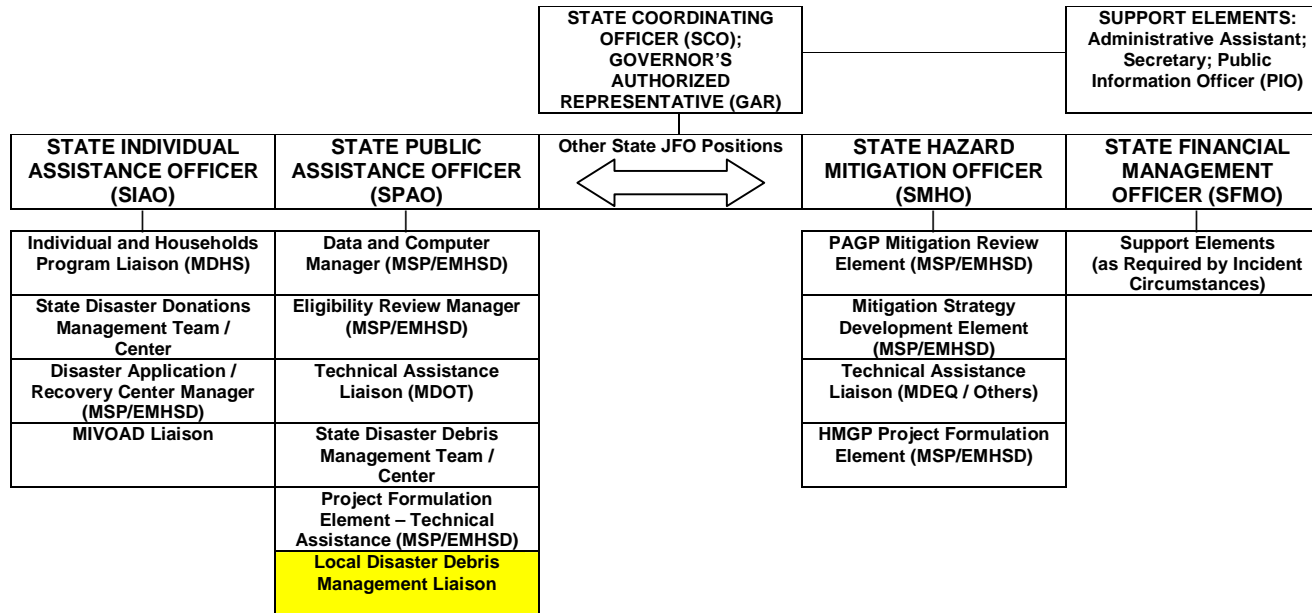
Activation of the FEMA PAGP element for debris clearance and removal can make available a wide variety of federal, nongovernmental organization, and private sector assets to assist in debris management, including facilities, communications infrastructure, equipment, personnel, technical expertise, and enhanced emergency contracting capabilities. In accordance with ESF #3 – the Public Works and Engineering Annex to the National Response Framework, the federal role in debris operations is to assist in “managing, monitoring, and/or providing technical advice in the clearance, removal, and disposal of contaminated and uncontaminated debris from public property and the reestablishment of ground and water routes into impacted areas...” Federal support is coordinated by FEMA (as the primary agency for assistance under the PAGP) and the U.S. Army Corps of Engineers (as the primary agency for technical assistance, engineering, and construction management resources during response activities). In addition to these two agencies, federal debris management assistance may also be provided by a number of other federal support agencies under ESF #3, including:

- Department of Agriculture (USDA) – assists in emergency removal of debris;
- Department of Energy (DOE) – assists in radiologically contaminated debris management activities;
- Department of Health and Human Services (HHS) – assists in contaminated debris management activities;
- Department of Homeland Security / U.S. Coast Guard (DHS/USCG) – assists in the removal of debris / contaminated debris and other obstructions that impact navigable waters;
- Department of the Interior (DOI) – assists in debris clearance monitoring;
- Department of Labor (DOL) – provides worker safety advice, assistance, and policy support for debris removal;

- Department of Transportation (DOT) – provides engineering personnel and support to assist in debris clearing;
- Environmental Protection Agency (EPA) – assists in locating disposal sites for debris clearance activities, and assists in contaminated debris management activities;
- General Services Administration (GSA) – assists in debris clearance monitoring;
- Nuclear Regulatory Commission (NRC) – assists in radiologically contaminated debris management activities;
- Tennessee Valley Authority (TVA) – assists in debris clearance monitoring.

**Joint Field Office Organization.** The MEMP prescribes the formation of a disaster organizational structure in the JFO aimed at fully utilizing the federal disaster assistance provided by the Stafford Act. This organizational structure is depicted in Figure 1 below:

**FIGURE 1: TYPICAL JOINT FIELD OFFICE (JFO) ORGANIZATIONAL STRUCTURE FOR STATE STAFF**



Most of these positions are not directly related to debris management, but rather to other assistance programs. The only position in this basic organizational structure that is debris management-specific is that of State Public Assistance Officer (SPAO). The PIO, Administrative Assistants, and clerical staff will be involved in debris management, but in a support capacity. (They have other disaster-related duties to perform for other program areas.) The State Coordinating Officer (SCO) works to ensure that the disaster response and recovery effort is proceeding forward and that all necessary resources are mobilized and operational. The State Financial Management Officer (SFMO) is responsible for tracking and compiling costs associated with the debris management operation (and other disaster operations as well).

As indicated previously, during federally-declared incidents that involve extensive and potentially long-term debris clearance and removal operations, the debris management function may be merged (at the discretion of the MSP/EMHSD and FEMA) with the FEMA PAGP element at the established JFO. Relocation of the State Disaster Debris Management Team and Center to the JFO, coupled with the federal support

dedicated to debris management, will provide sufficient staffing to adequately address the debris management function in incidents that involve extensive and potentially long-term debris clearance and removal operations.

As required by situational circumstances, the [\(title of local official\)](#) will provide liaison for the [\(name of jurisdiction\)](#) at the JFO. This individual will work closely with the SPAO in representing and advocating for the [\(name of jurisdiction\)](#) on all issues related to disaster debris management under the federal PAGP. This liaison position will be staffed for as long as necessary to adequately address the disaster debris management issues and concerns of the [\(name of jurisdiction\)](#). When the JFO closes, the [\(name of jurisdiction\)](#) will continue to coordinate activities (from normal work locations) with federal and state officials until the debris management operation is closed out.

**Weapons of Mass Destruction Attacks – Special Considerations.** In the event of a debris-generating incident involving potential biological or WMD contamination, the Disaster Debris Management Team will work closely with the MSP/EMHSD, FEMA, and other involved parties (i.e., through the EMAC or the private sector) and staff at the various support facilities to ensure that the disaster debris is not contaminated by checking its place of origin and route of transport. These checks will be made at Collection Centers and/or TDSR Sites. Debris that is potentially contaminated will not be processed until verification can be made that it is free of contamination. Any technical expertise required to make that determination (i.e., through sampling / testing) will be arranged through the MSP/EMHSD.

**Emergency Communications Plan.** The [\(name of jurisdiction\)](#) Debris Manager and Disaster Debris Management Team will work with the State Debris Manager (if staffed) from the MSP/EMHSD, involved state and local agencies, nongovernmental organizations, contractors, FEMA and other mission-assigned federal agencies to develop an incident-specific emergency communications plan for work crews involved in the debris management operation. At a minimum, this plan will address the following issues and considerations:

- The type(s) of communications methods that will be used in the operation, and for what purposes;
- Communications equipment assigned to work crews;
- Frequencies, channels, and use protocols for 800 MHz radio communications;
- Repair or replacement of damaged, inoperable, missing or stolen communications equipment; and
- Reporting formats, times, and intervals for status updates and coordination calls, as appropriate;

If possible, standard Incident Command System reports found in the E Team information management system will be used to record part of this information – specifically reports ICS 205-OS (Incident Radio Communications Plan) and ICS 205a-OS (Communications List). The remainder of the plan will be in narrative and/or tabular format. The completed plan will be posted on the E Team system as a Reference Document and be available to all involved parties at any time.

**Health and Safety Plan.** The [\(name of jurisdiction\)](#) Debris Manager and Disaster Debris Management Team will work with the State Debris Manager (if staffed) from the MSP/EMHSD, involved state and local agencies, nongovernmental organizations, contractors, FEMA and other mission-assigned federal agencies to develop an incident-specific health and safety plan for work crews involved in the debris management operation. The ultimate purpose of the plan is to help work crews avoid accidents during debris operations and to protect workers from exposure to hazardous materials. At a minimum, this plan will address the following issues and considerations:

- Methods for disseminating safety information to all workers involved in debris management operations;
- Minimum safety standards that are to be followed at all times;
- Monitoring procedures to ensure compliance with the minimum safety standards;
- Corrective actions for incidents of non-compliance with the minimum safety standards;
- Known hazards / potential hazards at all debris management sites;
- Safe use of / safe presence around heavy equipment used at debris management sites;



- Safe handling of potentially hazardous debris / materials;
- Proper use of personal protective equipment; and
- How to identify and report hazardous / potentially hazardous conditions (process to be followed and person to report to at each site).

If possible, standard Incident Command System reports found in the E Team information management system will be used to record part of this information – specifically report ICS 206-OS (Medical Plan). The remainder of the plan will be in narrative and/or tabular format. The completed plan will be posted on the E Team information system as a Reference Document and be available to all involved parties at any time. Refer to the Attachment titled “Debris Collection and Management Site Hazard Analysis” for a guidance tool that will be used to identify and resolve potential hazards at debris collection and management sites in the [\(name of jurisdiction\)](#).

**Public Information Plan.** The [\(name of jurisdiction\)](#) Public Information Officer (PIO) will work with the [\(name of jurisdiction\)](#) Debris Manager and involved state staff (e.g., State Public Information Officer, State Debris Manager, MDEQ/WHMD district representative, etc., as appropriate) to develop an incident-specific public information plan for the debris management operation. The plan will include the parameters, rules, and guidelines for the debris management operation so that affected residents can begin their personal recovery activities. The plan will also help to quell rumors and misinformation and ensure that the debris management operation runs as smoothly as possible. At a minimum, this plan will address the following issues and considerations:

- The method(s) that will be used to collect debris (curbside and/or Collection Centers);
- Specifics regarding dates, hours, locations, routes, etc. for pickup and/or drop off, allowable types and quantities of debris, segregation requirements for debris, household hazardous waste considerations, etc.;
- Specifics regarding the debris management facilities that will be in use in the jurisdiction (e.g., types, their dates and hours of operation, debris transport routes, what the public should expect regarding dust, noise, after-dark operations and other potential issues of concern, etc.);
- Multi-lingual (non-English) requirements for the affected population(s);
- The methods that will be used to disseminate the information (e.g., electronic and print media, internet sites, public forums, direct mail / direct distribution, billboards, flyers within billings, door-to-door campaigns, special needs advocacy organizations, etc.); and
- Where public concerns, complaints, fraud reporting, and questions can be directed (e.g., Debris Information Center, web site, specific governmental office, etc.).

The completed plan (in narrative and/or tabular format) will be posted on the E Team system as a Reference Document and be available to debris management officials at any time. Refer to the task assignment lists for the PIO, as well as the Attachments titled “Sample Public Information Materials – Debris Clearance, Collection, and Sorting” for additional information and resources.

**Record Keeping.** Accurate and timely record keeping helps ensure that: 1) eligible costs are documented for possible reimbursement by the State of Michigan or the federal government; 2) information is readily available for incident reporting purposes; and 3) information is available to validate activities and operations as part of a state and/or federal audit or other program or financial review. To the extent possible, the [\(name of jurisdiction\)](#) Disaster Debris Management Team will use standard reporting forms developed by FEMA (for record keeping purposes under the PAGP) to document debris management costs and operational information. Refer to the Attachment titled “Debris Management Record Keeping” for a list of forms that will be used.

**Debris Monitoring.** Debris monitoring will be required if private contractors are used in the debris management operation. There are two basic purposes of debris monitoring: 1) to verify that work completed by the contractor is within the contract scope of work; and 2) to provide the required documentation for federal PAGP grant reimbursement. The primary role for Debris Monitors is to document the location and amount of debris collected. Debris Monitors are concerned with documenting debris at three stages: 1) debris collected from Collection Centers and/or

curbside; 2) debris accepted at TDSR Sites and/or final disposition (Landfills or Resource Recovery Centers); and 3) debris reduced / recycled at TDSR Sites and taken to final disposition. Debris Monitors are also concerned with documenting any operational or safety issues that might arise.

Debris monitoring at established facilities (i.e., Collection Centers, TDSR Sites, Landfills, Resource Recovery Centers) will be accomplished by monitoring staff assigned to those facilities. Staffing for these positions will be provided by the [\(insert name of local agency/ies\] / organization\[s\]\)](#). As appropriate, “roving” monitors will be assigned to monitor debris clearance and removal activities of private contractors working in the field. Staffing for these positions will be provided by the [\(insert name of local agency/ies\] / organization\[s\]\)](#).

A checklist of responsibilities for Debris Monitoring Staff can be found on page 45. Debris monitors will use the debris monitoring forms found in the Attachment titled “Debris Management Record Keeping” to record their observations. The Attachment titled “Debris Monitoring Issues” provides additional information related to: 1) the load ticket system used in the [\(name of jurisdiction\)](#); 2) truck certification procedures; 3) fraud prevention; and 4) federal debris monitoring requirements.

**Debris Removal from Private Property.** Debris removal from private property will be a rare occurrence and limited **ONLY** to those situations where there is a clear danger (present / imminent / potential) to public health and/or safety. Examples include but are not limited to: 1) dangerously leaning / damaged trees or limbs over public rights-of-way or other public spaces; 2) partially or totally collapsed structures that could endanger the public; 3) debris that poses a clear and present fire danger; 4) debris that negatively impacts critical infrastructure and/or services; and 5) hazardous household waste (HHW) which if left unaddressed poses an imminent threat to public health and/or safety. Debris that does not meet these (or similar) circumstances is the responsibility of individual property owners. Private debris brought to the roadway right-of-way and/or taken to established Collection Centers in accordance with published guidelines will be removed by the [\(name of jurisdiction\)](#) debris management forces.

FEMA Recovery Policies 9523.4 and 9523.13 provide guidance regarding federal PAGP reimbursement for the removal of debris from private property. These Policies and other helpful guidance can be found in the Attachment titled “Debris Removal from Private Property Special Considerations.” They will be adhered to, whenever possible, in the removal of debris from private property by [\(name of jurisdiction\)](#) debris management forces. Decisions regarding specific private property debris removal issues will be made by the [\(name of jurisdiction\)](#) Debris Manager if the situation cannot be handled by Debris Monitors in the field.

**Post-Joint Field Office Operations.** It is likely that most, if not all, of the debris clearance and removal activities will be completed prior to the JFO being closed. However, because of the long-term nature of the debris reduction and final disposal phases, it is likely that some of these activities will be ongoing after the JFO closure. In most cases, the [\(name of jurisdiction\)](#) Disaster Debris Management Team and Center will be de-activated at the time of the JFO closure, if not before. (The decision on when to de-activate the Team / Center rests with the EOC Incident Command based on input from members of the Team, the MSP/EMHSD, and other involved state and federal agencies.) Any remaining debris management activities will be coordinated by the [\(name of jurisdiction\)](#) Debris Manager, and as appropriate, the State Debris Manager, SPAO and/or other MSP/EMHSD personnel, from their normal work locations.

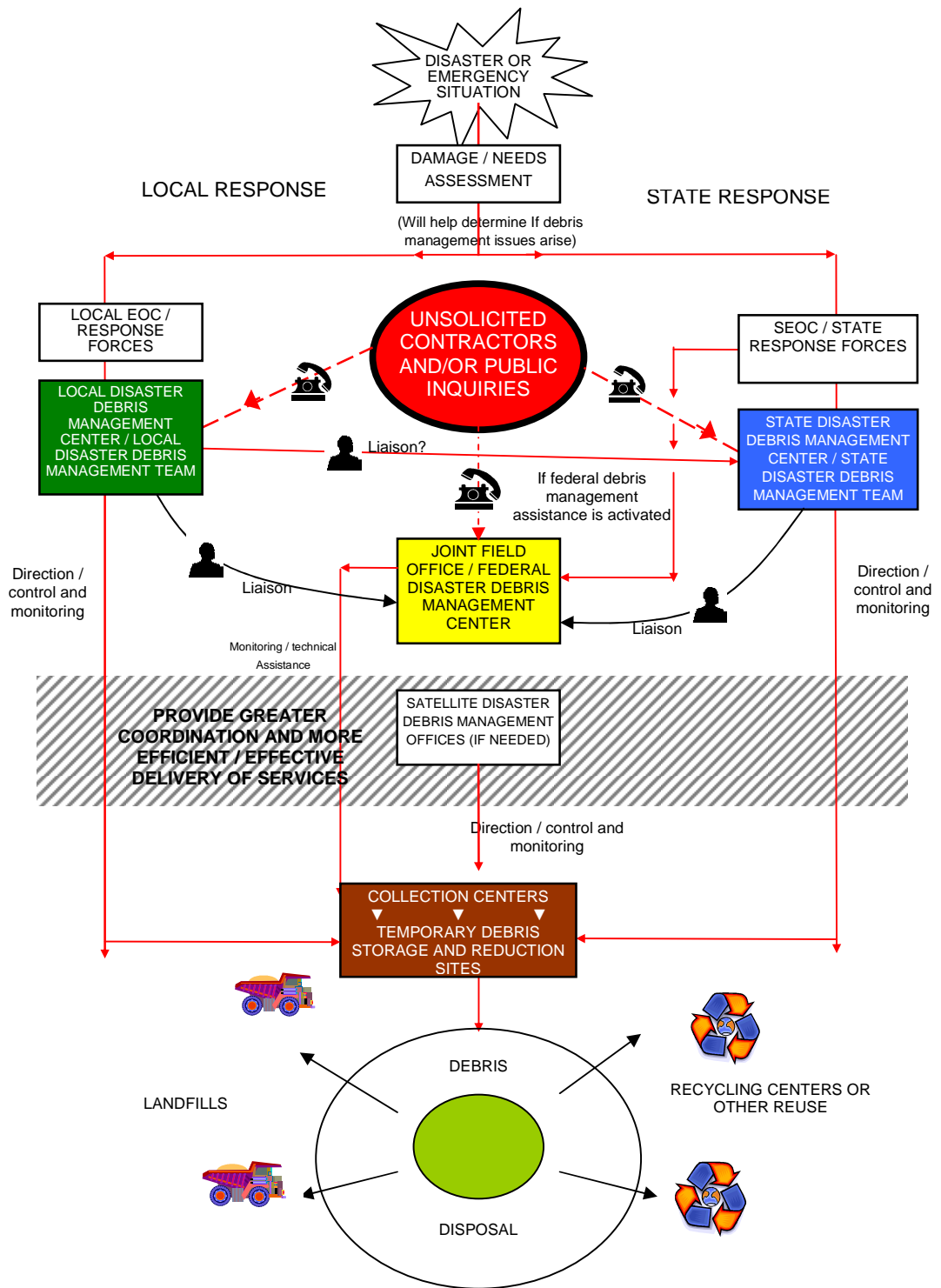
**Post-Incident Review / After Action Report.** As appropriate, the [\(name of jurisdiction\)](#) Emergency Management Coordinator [\(or list another local official in lieu of the EMC\)](#) will conduct a post-incident review of debris management operations with the [\(name of jurisdiction\)](#) Disaster Debris Management Team and other involved agencies and organizations (including private contractors), and then develop a summary of the findings for inclusion in the incident after-action report.


**Plan Review and Maintenance.** The [\(name of local agency or title of local official\)](#) will review this plan with the [\(name of jurisdiction\)](#) Disaster Debris Management Team annually and develop / disseminate updated material as required.

**Training.** The (name of jurisdiction) Debris Manager and Emergency Management Coordinator will provide debris management training to members of the (name of jurisdiction) Disaster Debris Management Team on an annual basis. If circumstances allow, this training will be conducted before the start of the traditional spring and summer severe weather seasons in Michigan. The training may (at the discretion of the Debris Manager / Emergency Management Coordinator) consist of classroom training, online training, video training, field training, or a combination of these methods. The training will incorporate the National Incident Management System (NIMS) and review the essential elements of disaster debris management operations as addressed in this plan and (as appropriate) in neighboring mutual aid jurisdiction debris management plans. It will also address current federal and state concepts, processes, procedures, and regulations related to Category A (Debris Removal and Disposal) and Category B (Emergency Protective Measures) work under the federal PAGP. The (name of jurisdiction) Debris Manager and Emergency Management Coordinator will determine the content of the training module and its delivery method(s) based on current and/or anticipated needs and federal / state requirements.

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**FIGURE 2: DISASTER DEBRIS MANAGEMENT PROCESS IN THE STATE OF MICHIGAN**



 **OPTIONAL FACILITIES (TO ENHANCE COORDINATION / SERVICE EFFICIENCY AND EFFECTIVENESS).**

## TASKS AND EXECUTION:

**Roles and Responsibilities.** The roles and responsibilities of key [\(name of jurisdiction\)](#) disaster debris management staff are:

*Emergency Management Coordinator (EMC).* Specific responsibilities of the EMC as they relate to debris management are as follows:

1. In accordance with the assessment guidance found in MSP/EMHSD Publication 201 – “Local Emergency Planning Workbook” and MSP/EMHSD Publication 901 – “Damage Assessment Handbook,” coordinate the collection, compilation, review, analysis, and submittal of local damage assessment data to the MSP/EMHSD. (Part of that effort involves an assessment of the anticipated debris management needs of the local communities affected by the disaster.)
2. As appropriate, coordinate the establishment of the EOC and other emergency coordination facilities necessary to effectively manage the disaster or emergency situation.
3. Establish communications links with the MSP/EMHSD and (if activated) the SEOC in Lansing, and with other local affected local communities.
4. Mobilize personnel to staff EOC positions and provide direct assistance to affected local areas.
5. As appropriate, declare a local “State of Emergency” and request (through the MSP/EMHSD) a Governor’s disaster or emergency declaration to mobilize needed state assistance. If warranted, request federal disaster assistance through the MSP/EMHSD.
6. If circumstances warrant, activate the [\(name of jurisdiction\)](#) Disaster Debris Management Team and Disaster Debris Management Center as part of the EOC structure. Activate members of the Team as appropriate for the situation. (Once activated, the Disaster Debris Management Team / Center should immediately establish communications links with the State Disaster Debris Management Team / Center, if activated, within the SEOC.)
7. Identify and secure approval for use of local facilities that may be needed in the debris management operation (i.e., Collection Centers, Staging Areas and TDSR Sites). Immediately communicate this information to the State Disaster Debris Management Team / SEOC and the MSP/EMHSD District Coordinator.

*Debris Manager (DM).* The [\(name of jurisdiction\)](#) Debris Manager is the [\(title of local official\)](#) from the [\(name of local agency\)](#). The Debris Manager is the head of the [\(name of jurisdiction\)](#) Disaster Debris Management Team and Disaster Debris Management Center. The Debris Manager and Disaster Debris Management Team / Center are all under the purview of the Operations Section Chief [\(or list an alternate EOC Section Chief\)](#) in the EOC. Specific responsibilities of the [\(name of jurisdiction\)](#) Debris Manager are as follows:

1. As required, assist the EMC and other appropriate local officials in developing and revising the [\(name of jurisdiction\)](#) Disaster Debris Management Plan and/or the debris management portions of the [\(name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines\)](#). All such work should be done in accordance with the guidance provided by the MSP/EMHSD.
2. Assist the EMC in identifying and training appropriate local agency and nongovernmental organization staff in debris management operations as part of the Disaster Debris Management Team within the EOC and/or JFO structure.

3. Coordinate with the LEMC in the establishment and operation of the [\(name of jurisdiction\)](#) Disaster Debris Management Team and Disaster Debris Management Center to manage disaster debris operations (in conjunction with the MSP/EMHSD, and possibly FEMA, for widespread / severe events that are likely to generate large quantities of debris).
4. Coordinate with local nongovernmental (volunteer, community-based, and faith-based) organizations to participate in debris management operations as required.
5. Work with the State and Federal Public Assistance Officers (SPAO and FPAO), State Debris Manager, [\(name of jurisdiction\)](#) Disaster Debris Management Team, and other debris management support staff in the jurisdiction to:
  - Assist in determining debris clearance and removal priorities;
  - Ensure compliance with environmental laws and regulations by working continuously with the MDEQ (and MDA and/or MDNR if mass disposal of dead animals is involved) throughout the operation;
  - Assist in establishing work schedules, a communications plan, and a health and safety plan for involved work crews;
  - Assist in developing and implementing contracts with involved agencies and contractors in a manner consistent with federal, state, and local guidelines and requirements;
  - Assist in managing the flow of paperwork involved in the debris management operation;
  - Assist in reviewing and approving cost documentation for debris management related work;
  - Provide for monitoring of debris management contractors (as required);
  - Assist in supervising and coordinating work activities; and
  - Ensure that all involved parties complete the required work on time and in accordance with local, state and federal regulations. (Determine final inspection responsibilities before the actual work begins.)
6. Provide continuous, updated information on debris management efforts for inclusion in damage assessment reports, disaster situation / status reports, press releases, and the disaster after-action report.
7. As required, provide regular reports to the [\(title of Chief Elected Official\)](#), LEMC, other EOC staff, the MSP/EMHSD, FEMA, and other involved agencies and organizations, on the status of local debris management operations.

*Public Information Officer (PIO).* The PIO position is not debris management specific, but rather handles all aspects of media relations and press announcements related to a disaster or emergency for the [\(name of jurisdiction\)](#). All public information related to debris management is released through the PIO, on behalf of the [\(title of Chief Elected Official\)](#) of the [\(name of jurisdiction\)](#), and in conjunction with other involved local, state, and federal agencies and organizations.

1. Develop and maintain pre-scripted (in English and appropriate non-English languages) press releases, informational bulletins, handbills and door hangers, and public service announcements pertaining to debris management, for inclusion in this plan. (Refer to the Attachments.) These materials should address the following subjects:
  - 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 and Reduction (TDSR) Sites;
  - Disposal methods and compliance with Environmental Protection Agency (EPA) / Michigan Department of Environmental Quality (MDEQ) / local regulations;
  - Restrictions and penalties for illegal dumping / dumps;
  - (As applicable) Locations where local residents can drop off debris (i.e., Collection Centers); and
  - (As applicable) Locations where local residents can pick up wood, wood chips, etc. for use at their home.
2. Work with the SPIO and the PIOs from all other involved agencies and organizations to develop an incident-specific public information plan for the debris management operation.
  3. Coordinate the development and release of all information related to debris management, in conjunction with the [\(name of jurisdiction\)](#) and (if activated) State Disaster Debris Management Teams, FEMA and/or the USACE, and the [\(name of jurisdiction\)](#) Disaster Debris Management Team.
  4. Serve as the primary local point of contact for the media on all matters pertaining to debris management.
  5. Work with appropriate local agency staff to post pertinent debris management information on the [\(name of jurisdiction\)](#) web site(s), and provide linkages to other sites as appropriate.

*EOC Operations Section.* The EOC Operations Section [\(or list an alternate EOC Section\)](#) oversees the [\(name of jurisdiction\)](#) Disaster Debris Management Team and works with the [\(list local member agencies – e.g., Department of Public Works, Department of Solid Waste Management, etc.\)](#), and contracted services to manage debris clearance, removal, and disposal activities. [\(Note: customize the agency names below. These agencies will have different names in different jurisdictions, but the core functions will remain essentially the same or be very similar.\)](#)

Department of Public Works [\(or list alternate agency name\)](#):

1. Implement the [\(name of jurisdiction\)](#) Disaster Debris Management Plan per the direction of the [\(name of jurisdiction\)](#) Debris Manager.
2. Deploy / track supplies, equipment, and personnel for debris management operations.
3. Estimate debris quantities (by type of debris) as part of the jurisdiction's damage / needs assessment effort (if possible).
4. Develop debris clearance and removal priorities – with emphasis on critical facilities and services. Coordinate activities with utility line clearing crews to maximize efficiency and reduce potential conflicts and safety concerns.
5. Develop strategies for debris storage, reduction, and disposal – making sure that all applicable environmental regulations are being complied with.

Department of Solid Waste Management [\(or list alternate agency name\)](#):

1. Remove debris from public property.
2. Transport debris to designated TDSR Sites.

3. Operate Collection Centers – if used (in conjunction with contracted debris services).
4. Operate TDSR Sites (in conjunction with contracted debris services) in accordance with generally accepted standards / practices and in full compliance with applicable environmental regulations.
5. Ensure that all debris is transported to the appropriate TDSR Sites or to a regulated waste facility.

Private Contractors:

1. Clear / remove debris from public / private property in accordance with locally-developed priorities and approved scopes of work in contracts.
2. Operate Collection Centers – if used (in conjunction with the Department of Solid Waste Management [\[list alternate agency name as appropriate\]](#) or other designated local agency).
3. Transport debris to designated TDSR Sites.
4. Operate TDSR Sites (in conjunction with the Department of Solid Waste Management [\[list alternate agency name as appropriate\]](#) or other designated local agency) in accordance with generally accepted standards / practices and in full compliance with applicable environmental regulations.
5. Ensure that all debris is transported to the appropriate TDSR Sites or to a regulated waste facility.

*EOC Planning Section.* The EOC Planning Section ([or list an alternate EOC Section](#)) is responsible for collecting, compiling, and analyzing information about the incident, maintaining equipment logs, tracking the use of personnel, and providing information to the debris manager. The Planning Section manages the Engineering Department, Legal Department, and Environmental Compliance staff. [\(Note: customize these agency names. These agencies will have different names in different jurisdictions, but the core functions will remain essentially the same or be very similar.\)](#)

Engineering Department ([or list alternate agency name](#)):

1. Assist in conducting a debris assessment.
2. Develop cost estimates and scopes of work for public employees and contractors that are part of the debris management operation.
3. Evaluate options for recycling / reducing / disposing of debris.
4. Evaluate / select locations for Collection Centers (if used) and TDSR Sites (in conjunction with other members of the Disaster Debris Management Team).

Legal Department: ([or list alternate agency name](#)):

1. Develop and review all debris management contracts.



2. Secure all authorizations necessary for debris removal activities.
3. Ensure compliance with all federal, state, and local environmental, historical preservation and other applicable laws, regulations, and policies.
4. Review rights-of-entry and hold harmless agreements.
5. Review private property insurance information and other assets to ensure benefits and resources are fully utilized.

Environmental Compliance Staff [\(or list alternate agency name\)](#):

1. Coordinate with applicable federal, state, and local agencies to ensure compliance with environmental, historic preservation and other applicable laws, regulations, and policies.
2. Determine environmental monitoring and reporting requirements for the designated TDSR Sites.
3. Maintain adequate documentation / records of environmental transactions for historical and compliance purposes.

*EOC Logistics Section.* The EOC Logistics Section [\(or list alternate EOC Section\)](#) is responsible for establishing and maintaining any facilities designated for debris management activities. This includes providing food, office supplies, communication devices, equipment, personnel, and any other necessary supplies. The Logistics Section [\(or list alternate EOC Section\)](#) provides administrative staff to coordinate these and other required functions.

*EOC Finance / Grant Administration Section.* The EOC Finance / Grant Administration Section [\(or list alternate EOC Section\)](#) is responsible for ensuring that funds are available for equipment, supplies, and all other expenses associated with the debris management operation. The Finance / Grant Administration Section [\(or list alternate EOC Section\)](#) manages the Contract and Procurement Department and Fiscal Administration staff. **[\(Note: customize these agency names. These agencies will have different names in different jurisdictions, but the core functions will remain essentially the same or be very similar.\)](#)**

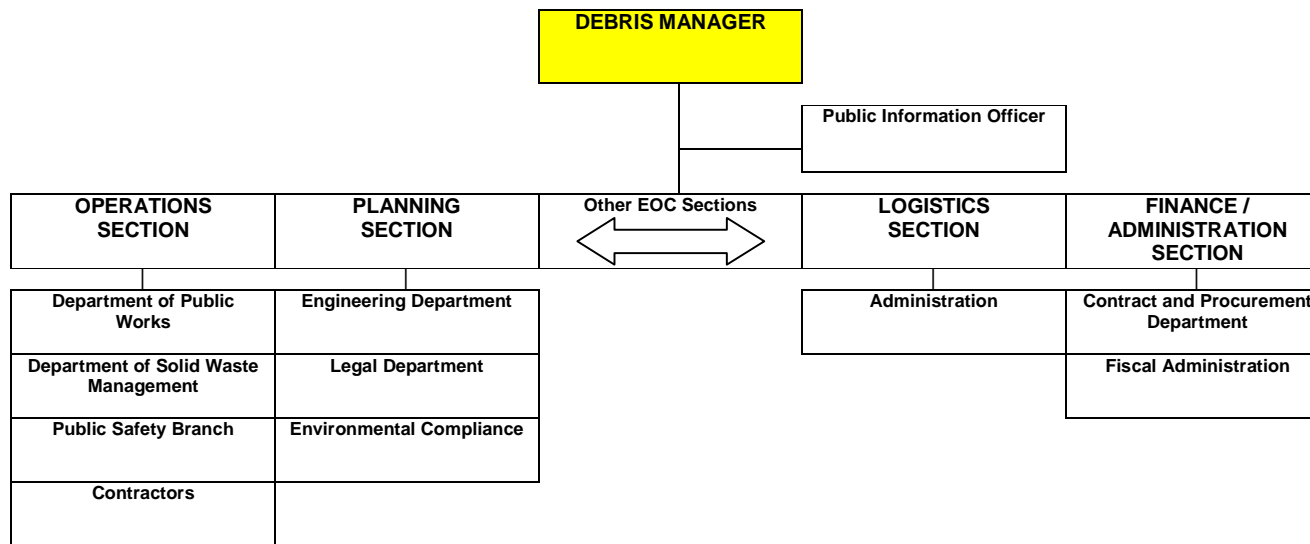
Contract and Procurement Department [\(or list alternate agency name\)](#):

1. Set bidding requirements for debris management activities.
2. Develop forms.
3. Advertise for bids.
4. Instruct bidders.
5. Develop contracts.
6. Document all costs for debris management activities.
7. Ensure compliance with applicable laws, regulations, and policies.

Fiscal Administration Staff [\(or list alternate agency name\)](#):

1. Keep records of financial transactions for reimbursement of debris management activities.
2. Fund debris management activities.
3. Ensure compliance with applicable laws, regulations, and policies.

**FIGURE 3: [\(NAME OF JURISDICTION\)](#) CHAIN OF COMMAND FOR DEBRIS MANAGEMENT**



[\(Note: customize these agency names. These agencies will have different names in different jurisdictions, but the core functions will remain essentially the same or be very similar.\)](#)

**Nongovernmental Organization Roles and Responsibilities.** Nongovernmental organizations play a critical part in the [\(name of jurisdiction\)](#) disaster debris management operations. The [\(name of jurisdiction\)](#) does not have sufficient personnel for widespread / large-scale debris management operations without at least some involvement by volunteers from nongovernmental organizations. The [\(name of jurisdiction\)](#) has entered into agreement [\(insert more specific language as appropriate\)](#) with the following nongovernmental organizations to provide a cadre of volunteers to assist with debris management operations in [\(name of jurisdiction\)](#):

[\(Note: customize this list as appropriate.\)](#)

*Michigan Voluntary Organizations Active in Disaster (MIVOAD).* The Michigan Voluntary Organizations Active in Disaster is a nationally sanctioned coalition of private and church-based relief organizations dedicated to providing disaster relief assistance to individuals and communities in need. The MIVOAD serves as a clearinghouse for the myriad disaster relief and human service organizations that operate in Michigan and elsewhere across the country. The MIVOAD is governed by an Executive Board, elected by the membership. That Board provides the single point of contact for mobilizing all MIVOAD resources. The MIVOAD member organizations are experienced and skilled in all facets of disaster operations, and can perform a wide variety of functions. Specific responsibilities of the MIVOAD related to debris management in [\(name of jurisdiction\)](#) are as follows:

1. As required, assist the [\(name of jurisdiction\)](#) in developing and revising this Disaster Debris Management Plan as a support plan to the [\(name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines\)](#) and as a counterpart to the Michigan Disaster Debris Management Plan. Upon request, assist local officials in developing and revising the debris management portions of the [\(name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines\)](#).
2. Assist the [\(name of jurisdiction\)](#) Debris Manager and LEMC in identifying and training appropriate MIVOAD representatives in debris management operations as part of the [\(name of jurisdiction\)](#) Disaster Debris Management Team within the EOC and/or JFO structure.
3. Provide a representative to report to the EOC (Disaster Debris Management Center, if activated) to coordinate the participation of MIVOAD members in disaster debris management activities, and to ensure coordination with other MIVOAD relief efforts.
4. Upon request, mobilize appropriate member organizations and representatives within the MIVOAD structure to provide disaster debris management assistance to the [\(name of jurisdiction\)](#). Such assistance may be required at: 1) the EOC (Disaster Debris Management Center) and/or JFO; 2) State Satellite Disaster Debris Management Office(s) located within or serving the [\(name of jurisdiction\)](#); 3) the Base / Camp located within or serving the [\(name of jurisdiction\)](#); or 4) local debris management support facilities such as Staging Areas, Collection Centers, or Temporary Debris Storage and Reduction (TDSR) Sites.
5. Provide continuous, updated information on debris management efforts of MIVOAD members for inclusion in [\(name of jurisdiction\)](#) damage assessment reports, disaster situation / status reports, press releases, and the disaster after-action report.
6. As required, provide regular reports to the MIVOAD membership and other interested parties on the status of MIVOAD participation in [\(name of jurisdiction\)](#) debris management operations.

(Note: the MIVOAD has the following member organizations: Lutheran Social Services of Michigan; Seventh Day Adventist / Adventist Community Services (ACS); United Methodist Committee on Relief (UMCOR); Salvation Army; Mennonite Disaster Services; American Red Cross (ARC); Michigan Crisis Response Association; ACCESS; International Aid; Southern Baptist Disaster Response; Church World Service; 2-1-1; Church of the Brethren; and Michigan React.)

*Michigan Citizen Corps.* If required, the [\(name of jurisdiction\)](#) Emergency Management Coordinator [\(or list an alternate local official\)](#) can mobilize volunteers from the Michigan Citizen Corps to provide supplemental labor for debris management operations. Such assistance will be provided through the [\(name of jurisdiction Citizen Corps Council / Community Emergency Response Team \[CERT\]\)](#). Specific responsibilities of the Citizen Corps volunteers related to debris management in [\(name of jurisdiction\)](#) are as follows:

1. As required, assist the [\(name of jurisdiction\)](#) in developing and revising this Disaster Debris Management Plan as a support plan to the [\(name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines\)](#) and as a counterpart plan to the Michigan Disaster Debris Management Plan. Upon request, assist local officials in developing and revising the disaster debris management portions of the [\(name of jurisdiction Emergency Operations Plan / Emergency Action Guidelines\)](#).
2. Assist the [\(name of jurisdiction\)](#) Debris Manager and LEMC in identifying and training Citizen Corps / CERT members in debris management operations to be part of the [\(name of jurisdiction\)](#) Disaster Debris Management Team within the EOC and/or JFO structure.
3. Provide a representative to report to the EOC (Disaster Debris Management Center, if activated) to coordinate the participation of Citizen Corps / CERT members in disaster debris management operations.
4. Upon request, mobilize appropriate Citizen Corps / CERT members to provide disaster debris management assistance to the [\(name of jurisdiction\)](#). Such assistance may be required at: 1) the EOC (Disaster Debris Management Center) and/or JFO; 2) State Satellite Disaster Debris Management Office(s) located within or serving the [\(name of jurisdiction\)](#); 3) the Base / Camp located within or serving the [\(name of jurisdiction\)](#); or 4) local debris management facilities such as Staging Areas, Collection Centers, or Temporary Debris Storage and Reduction (TDSR) Sites.
5. Provide continuous, updated information on debris management efforts of Citizen Corps / CERT members for inclusion in [\(name of jurisdiction\)](#) damage assessment reports, disaster situation / status reports, press releases, and the disaster after-action report.
6. As required, provide regular reports to the Citizen Corps / CERT membership and other interested parties on the status of Citizen Corps / CERT participation in [\(name of jurisdiction\)](#) debris management operations.

*Other Organizations.* [\(Provide a list of specific roles and responsibilities for other involved nongovernmental organizations \[e.g., community-based, faith-based, etc.\] as appropriate.\)](#)

**State Support Agency Roles and Responsibilities.** The Michigan Disaster Debris Management Plan (a support plan to the MEMP developed and maintained by the MSP/EMHSD) details the roles and responsibilities of various state departments and agencies in providing support to affected local jurisdictions in managing disaster debris operations. Refer to that document for a complete listing of state department / agency roles and responsibilities. The following state-level positions provide key support assistance to the [\(name of jurisdiction\)](#) disaster debris management operations. The list of responsibilities for each position is not all-inclusive but instead focuses on those key actions and activities that directly or indirectly impact the provision of debris management support assistance to the [\(name of jurisdiction\)](#):

*Emergency Management and Homeland Security Division, Department of State Police (MSP/EMHSD).* The MSP/EMHSD coordinates state-level emergency management activities and provides overall direction and guidance to state disaster relief forces. In that role, the MSP/EMHSD is responsible for the following key debris management-related tasks during the incident response and recovery phases:

1. In accordance with the Information and Planning ESF in the MEMP, coordinate the collection, compilation, review, analysis, and verification of state and local damage assessment data, to include an assessment of the anticipated debris management needs of the communities affected by the disaster.
2. In accordance with the Direction and Control ESF in the MEMP, coordinate the establishment of the SEOC and other emergency coordination facilities necessary to effectively manage the disaster or emergency situation. (This includes the State Disaster Debris Management Center and other debris management support facilities such as Staging Areas, the Base / Camps, Satellite Debris Management Offices, and required local debris management facilities.)
3. Request a Governor's disaster or emergency declaration (under Act 390, PA 1976, as amended), as required.
4. If circumstances warrant, activate the State Disaster Debris Management Team and State Disaster Debris Management Center as part of the SEOC structure. Activate members of the Team as appropriate for the situation.
5. Map the status of the debris management operation in a Geographic Information System (GIS) for use in reports and for display in the SEOC, the State Disaster Debris Management Center, the JFO, and other emergency coordination facilities as appropriate.
6. Request federal technical and disaster relief assistance as required.
7. As required, request additional volunteers through the Michigan Citizen Corps program and/or the Michigan Department of Human Services (MDHS) / Community Service Commission to supplement state, local, and nongovernmental labor forces involved in disaster debris management operations.
8. As appropriate, conduct a post-incident review of debris management operations and then develop a summary of the findings for inclusion in the incident After-action report.

In addition to these general responsibilities, the following disaster positions with the MSP/EMHSD have specific debris management roles and responsibilities that directly or indirectly impact debris management operations in [\(name of jurisdiction\)](#):

*State Coordinating Officer (SCO).* The Commanding Officer of the MSP/EMHSD or another designated MSP/EMHSD staff person normally serves as the State Coordinating Officer subsequent to a major disaster or emergency declaration under the federal Stafford Act. The SCO is in charge of all disaster planning, response, recovery and mitigation operations within this state. The SCO will work directly with the Federal Coordinating Officer (FCO), normally from FEMA, in the provision of all Individual, Public, and Hazard Mitigation Assistance provided under the federal declaration. (Debris management falls under the purview of the Public Assistance element of the President's Disaster Assistance Program.)

The SCO is responsible for appointing appropriate staff to serve in disaster positions, including appointment of a State Public Assistance Officer (SPA) and necessary support staff for the provision of disaster assistance to affected communities. The SCO also keeps the Governor advised of all events and progress as the disaster unfolds and as recovery takes place. The status of debris management efforts is part of that progress report.

*State Public Assistance Officer (SPA0).* The SCO will appoint a person from within the MSP/EMHSD to serve as the State Public Assistance Officer. Specific response / recovery responsibilities of the SPA0 as they relate to debris management are as follows:

1. Coordinate with the designated State Debris Manager (SDM) from the MSP/EMHSD, and the Federal Public Assistance Officer (FPAO) from FEMA, in the establishment and operation of the State Disaster Debris Management Team and State Disaster Debris Management Center.
2. Work with the State Disaster Debris Management Team, FEMA, and the [\(name of jurisdiction\)](#) Debris Manager to ensure that the debris management function is being adequately addressed to meet the health and safety needs of the affected population in [\(name of jurisdiction\)](#) as well as the operational needs of the recovery effort.
3. Advise the SCO and other appropriate officials on debris management issues throughout the disaster period.
4. Determine applicant, work, and cost eligibility for debris clearance and removal work under the PAGP (in coordination with the State Debris Manager, FPAO, and the [\(name of jurisdiction\)](#) Debris Managers).
5. In the event of an incident that involves potential biological or WMD contamination, work with the State Disaster Debris Management Team and staff at the various support facilities (i.e., State Disaster Debris Management Center, Staging Areas, and local debris management facilities) to ensure that potentially hazardous / contaminated debris is dealt with in a safe and appropriate manner.

*State Debris Manager (SDM).* Specific response / recovery responsibilities of the State Debris Manager from the MSP/EMHSD are as follows:

1. Coordinate with the SPA0 and FPAO in the establishment and operation of the State Disaster Debris Management Team and State Disaster Debris Management Center.
2. Work with the SPA0, FPAO, the [\(name of jurisdiction\)](#) Debris Manager, and other debris management support staff to:
  - Assist in determining debris clearance and removal priorities;
  - Ensure compliance with environmental laws and regulations by working continuously with the MDEQ (and MDA and/or MDNR if mass disposal of dead animals is involved) throughout the operation;
  - Assist in establishing work schedules, a communications plan, and a health and safety plan for involved work crews;
  - Assist in determining applicant, work, and cost eligibility for debris clearance and removal work under the PAGP;
  - Assist in developing and implementing contracts with involved agencies and contractors in a manner consistent with federal, state, and local guidelines and requirements;
  - Assist in managing the flow of paperwork involved in the debris management operation;
  - Assist in reviewing and approving cost documentation for debris management related work;
  - Assist in supervising and coordinating work activities;
  - Address issues that may arise related to possible hazardous / contaminated debris in the event of an incident that involves potential biological or WMD contamination; and
  - Ensure that all involved parties complete the required work on time and in accordance with local, state and federal regulations. (Determine final inspection responsibilities before the actual work begins.)
3. Establish any Satellite Debris Management Offices that may be required based on the needs of the debris management operation.

4. As necessary, coordinate with the SPAO, SEOC Incident Commander, State Disaster Debris Management Team, and other appropriate officials to identify and mobilize state agency staff to provide supplemental support to the [\(name of jurisdiction\)](#) in managing / operating debris management facilities (i.e., Collection Centers, Staging Areas, Temporary Debris Storage and Reduction Sites, the [\(name of jurisdiction\)](#) Disaster Debris Management Center).
5. Provide continuous, updated information on debris management efforts for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.

*State Public Information Officer (SPIO).* In accordance with the Information and Planning ESF in the MEMP, the SPIO is the Governor's Press Secretary. This position is not debris management specific, but rather handles all aspects of media relations and press announcements related to a disaster or emergency. All public information related to state debris management efforts in the [\(name of jurisdiction\)](#) will be released through the SPIO, on behalf of the Governor, and in conjunction with the State Disaster Debris Management Team, FEMA press officers, and the [\(name of jurisdiction\)](#) PIO.

**Note: Normally, the SPIO will delegate public information responsibilities related to disasters and emergencies to the MSP/EMHSD Public Information Officer, who will act on the SPIO's behalf.**

1. Work with the [\(name of jurisdiction\)](#) PIO and the PIOs from all other involved agencies and organizations to develop an incident-specific public information plan for the debris management operation.
2. Coordinate the development and release of all information related to debris management, in conjunction with the [\(name of jurisdiction\)](#) PIO, the State Disaster Debris Management Team, FEMA, the U.S. Army Corps of Engineers (USACE) – if direct federal debris management assistance is being provided, and the State Joint Public Information Team (JPIT).
3. Work with appropriate MSP/EMHSD and state agency staff to post pertinent debris management information on the MSP/EMHSD and/or State of Michigan web sites, and provide linkages to other sites as appropriate. As required, assist the [\(name of jurisdiction\)](#) PIO in posting information on the [\(name of jurisdiction\)](#) web site.

*MSP/EMHSD District Coordinator for [\(name of jurisdiction\)](#).* The primary response / recovery responsibilities for the MSP/EMHSD District Coordinator as they relate to disaster debris management are as follows:

1. Assist in identifying local disaster debris management needs and issues. Ensure this information is adequately communicated to the MSP/EMHSD and SEOC in a timely manner via the damage / needs assessment process and other appropriate means.
2. Assist the [\(name of jurisdiction\)](#) in establishing and staffing necessary disaster debris management support facilities (i.e., Disaster Debris Management Centers, Collection Centers, Staging Areas, the Base / Camps, and TDSR Sites).
3. Assist the [\(name of jurisdiction\)](#) with disaster debris related public information activities, as required.
4. Assist in resolving any problems that may occur with regard to the management of disaster debris within the [\(name of jurisdiction\)](#).
5. Ensure that all relevant disaster debris management information is reported to the SEOC and the [\(name of jurisdiction\)](#) EOC in a timely manner for inclusion in disaster situation / status reports, press releases, and the disaster after-action report.



*SEOC Geographic Information System (GIS) Specialist.* Specific responsibilities of the SEOC GIS Specialist (from within the SEOC Logistics Section) as it relates to disaster debris management are as follows:

1. Geo-locate (or obtain the geospatial coordinates for) all facilities used in the disaster debris management operation in the [\(name of jurisdiction\)](#) – including the Disaster Debris Management Center, Collection Centers, Staging Areas, the Base / Camps, TDSR Sites, Satellite Disaster Debris Management Offices, and the JFO. Use this and other information to develop and continuously update maps and other displays with disaster debris management operational information for use in reports and for display in the EOC, the Disaster Debris Management Center, the JFO, and other emergency coordination facilities as appropriate.

*State Disaster Debris Management Team.* Depending on the disaster circumstances, these member agencies of the State Disaster Debris Management Team may be called upon to provide the following types of assistance in support of the [\(name of jurisdiction\)](#) disaster debris management operation:

Michigan Department of Agriculture (MDA). [\(Note: customize as required. Urban / suburban and some rural jurisdictions will not have the potential for livestock debris management operations so those particular references can be removed or modified.\)](#)

1. Assist in the analysis of the [\(name of jurisdiction\)](#) damage assessment data to determine the anticipated need for state participation in the debris management operation (i.e., due to a widespread plant or animal disease).
2. Coordinate agricultural crop and livestock debris disposal / management operations in the [\(name of jurisdiction\)](#).

Crops. The MDA will normally coordinate debris disposal / management operations that involve agricultural crops (field crops, nursery stock, fruit trees, etc.), working in conjunction with the affected farmers / agricultural enterprises, the USDA and MDEQ, MSU Extension and other agricultural agencies. Debris disposal / management operations that involve very large quantities of vegetation or more than one type of vegetation, or that require interaction and coordination with multiple agencies and levels of government, will normally be handled in conjunction with the MSP/EMHSD.

Livestock. The MDA will be the lead coordinating agency for livestock debris disposal / management operations, working in conjunction with the affected farmers / agricultural enterprises, the USDA, MSU Extension, the MDEQ and MDCH, and other appropriate agencies. Livestock disposal / management operations that involve a very large number of livestock will normally be handled in conjunction with the MSP/EMHSD.

Michigan Department of Corrections (MDC).

1. Provide personnel (inmate work crews), supervisors (guards), and vehicles (if available) to support debris management operations in the [\(name of jurisdiction\)](#).

Michigan Department of Environmental Quality (MDEQ).

1. Minimize environmental contamination from disaster debris by providing technical assistance to the [\(name of jurisdiction\)](#) and all involved entities regarding proper debris reduction, storage, and disposal methods in accordance with established laws and regulations.
2. Expedite required environmental permitting processes (to the extent possible) to accommodate post-incident debris management / clean up activities in the [\(name of jurisdiction\)](#) that pose a threat to public health and/or safety.



Michigan Department of Management and Budget (MDMB).

1. Provide personnel (work crews), vehicles, and state facilities (as available and required) to support debris management operations in the [\(name of jurisdiction\)](#).
2. As required, provide technical assistance in emergency procurement procedures to facilitate / aid debris management operations in the [\(name of jurisdiction\)](#).

Michigan Department of Military and Veterans Affairs (MDMVA).

1. Provide personnel (work crews), vehicles, MNG facilities (as available and required), technical engineering expertise, and communications support to debris management operations in the [\(name of jurisdiction\)](#).

(All requests for MDMVA assistance will be processed in the normal manner via Governor's Executive Order / Proclamation, through the MSP/EMHSD and SEOC in Lansing.)

Michigan Department of Natural Resources (MDNR). [\(Note: customize as required. Urban / suburban and some rural jurisdictions will not have the potential for wildlife debris management operations so those particular references can be removed or modified.\)](#)

1. Assist in the analysis of the [\(name of jurisdiction\)](#) damage assessment data to determine the anticipated need for state participation in the debris management operation (i.e., due to a widespread plant or animal disease).
2. Provide personnel (work crews), vehicles, and MDNR facilities (as available and required) to support debris management operations in the [\(name of jurisdiction\)](#).
3. Coordinate forest and wildlife debris disposal / management operations in the [\(name of jurisdiction\)](#).

*Trees.* The MDNR will normally coordinate debris disposal / management operations that involve infested trees in state forest lands and adjacent lands, working in conjunction with the affected landowners, the USDA / Forest Service and MDEQ, MSU Extension and other appropriate agencies. Debris disposal / management operations that involve very large quantities of trees or more than one type of vegetation, or that require interaction and coordination with multiple agencies and levels of government, will normally be handled in conjunction with the MSP/EMHSD.

*Wildlife.* The MDA will be the lead coordinating agency for wildlife debris disposal / management operations, working in conjunction with the affected landowners, the U.S. Fish and Wildlife Service, MSU Extension, hunting and fishing organizations (as appropriate), the MDEQ and MDCH, and other appropriate agencies. Wildlife disposal / management operations that involve a very large number of animals will normally be handled in conjunction with the MSP/EMHSD.

Michigan Department of Transportation (MDOT).

1. Provide personnel (work crews), vehicles, MDOT facilities (as available and required), and technical engineering expertise to support debris management operations in the [\(name of jurisdiction\)](#).

2. As required, issue permits for oversize and/or overweight vehicles that may be involved in the debris management operation in the [\(name of jurisdiction\)](#).

#### Other State Support Agencies.

Although not a formal part of the State Disaster Debris Management Team, the following state agencies may be requested to provide support to other state agencies involved in the debris management operation (in accordance with task assignments outlined in the MEMP):

- **Michigan Department of Community Health** – As required, provide technical advice and assistance to agencies involved in animal debris disposal activities in the [\(name of jurisdiction\)](#). (This may include issuing health advisories, in conjunction with local health departments and other affected state agencies, to inform the affected population about the nature of the disposal operations, the possible health risks associated with contacting dead / diseased animal carcasses, and the steps being taken to protect public health.)
- **Michigan Department of Human Services / Michigan Community Service Commission** – As requested, provide volunteers through the AmeriCorps and other programs to supplement labor forces involved in debris management operations in the [\(name of jurisdiction\)](#).

State support agencies will be mobilized through the MSP/EMHSD. Support activities may take place in the SEOC / State Disaster Debris Management Center, the [\(name of jurisdiction\)](#) EOC / Debris Management Center, the JFO, or at other debris management facilities such as Staging Areas, the Base / Camps, Collection Centers, Temporary Debris Storage and Reduction (TDSR) Sites, or Satellite Debris Management Offices located in or serving the [\(name of jurisdiction\)](#).

**Federal Roles and Responsibilities\***. Federal disaster debris management activities are coordinated by FEMA. All federal assistance will be provided through the MSP/EMHSD and SEOC in accordance with the provisions set forth in the National Response Framework (NRF). Refer to that document and the Michigan Disaster Debris Management Plan for a complete listing of roles and responsibilities as well as specific operational information involving federal agencies. The primary responsibilities for FEMA related to the provision of debris management support assistance in the [\(name of jurisdiction\)](#) include:

1. If requested by the State, activate the U.S. Army Corps of Engineers (the primary agency for providing ESF #3 technical, engineering, and construction management assistance and support under the NRF) if **direct** debris removal assistance is required in the [\(name of jurisdiction\)](#) under the federal Stafford Act declaration.
2. If requested by the State, activate the Public Assistance Grant Program (PAGP) to provide for required assistance under Category A (Debris Removal and Disposal) and/or Category B (Emergency Protective Measures), as well as other categories of assistance as dictated by the needs and circumstances of the disaster. Provide a Federal Public Assistance Officer (FPAO) and support staff to coordinate the PAGP in conjunction with the designated State Public Assistance Officer (SPA0) and State Debris Manager (SDM).
3. Provide support and technical assistance to the State and the [\(name of jurisdiction\)](#), especially regarding potentially hazardous / contaminated debris removal, large-scale / widespread debris management operations, debris in navigable waterways, and debris that is preventing / hampering critical facilities and/or the provision of critical services.
4. Coordinate with other federal Emergency Support Functions (ESFs) under the NRF to provide vital debris management support services to the [\(name of jurisdiction\)](#), including but not limited to:
  - Supplemental transportation and telecommunications assets and guidance;

- Logistical support (to include, as necessary, technical assistance, supplies, services, equipment and facilities);
- Coordination with private sector organizations for incident management support; and
- Technical / operational assistance for hazardous / contaminated debris removal, processing, and disposal.

**\*Note: The Federal Government will only become involved subsequent to a Presidential major disaster or emergency declaration under the Stafford Act that includes 1) direct debris removal assistance by a federal agency, and/or 2) debris clearance and removal and/or emergency protective measures work under the Public Assistance Grant Program (PAGP), Categories A and B, respectively.**

**Facility-Specific Roles and Responsibilities.** Disaster debris management positions at the (name of jurisdiction) Disaster Debris Management Center and the various local support facilities will be filled by a combination of governmental employees and nongovernmental organization employees and volunteers. Because the disaster debris management organization and operation is customized to meet the needs of each incident, it is difficult to assign specific personnel to specific positions at each facility. The following task assignments are designed to provide basic guidance to the individuals that staff Collection Centers, Staging Areas, the Base / Camps, and TDSR Sites. These task assignments will be supplemented by expedient training provided by the (name of jurisdiction) Debris Manager (or list title of other local official) with assistance (as required) by the MSP/EMHSD and/or other members of the State Disaster Debris Management Team, by FEMA, or both.

*Collection Center Staff.* The primary responsibilities of the individuals assigned to oversee / monitor Collection Centers are:

1. Install temporary signage (as needed) at the site indicating the locations of ingress and egress; loading / unloading areas; inspection stations; collection areas (for the various types of debris) – may be bins an/or separated piles; parking areas; handicapped person access (as applicable); restrooms (as applicable); etc.
2. Regulate the ingress and egress of vehicles transporting debris to the site.
3. To the extent possible, inspect vehicles to ensure that the debris being brought to the site is actually disaster-related debris and not general refuse. Work with the (Department of Solid Waste Management? – customize with name of local agency) to re-direct any non-disaster debris to a regulated waste facility.
4. In the event of an incident involving potential biological or WMD contamination, check the place of origin and route of transport of debris being brought to the Collection Center by conducting a brief interview with the hauler. Any suspected contamination should be reported immediately to the (name of jurisdiction) Disaster Debris Management Center / EOC for follow up as required. (The follow up measures will be dictated by the type and level of potential contamination. State assistance will likely be required through the MSP/EMHSD and MDEQ.)
5. Properly document monitoring to ensure FEMA reimbursement. Documentation should include a monitoring schedule / plan, load tickets, photographs, etc.
6. Ensure that the various types of debris are properly separated and stored in accordance with generally accepted standards / practices and applicable environmental regulations.
7. Ensure that debris unloading, loading, storage, and transportation activities are carried out in a safe and environmentally appropriate manner. Report any problems encountered to the (name of jurisdiction) Disaster Debris Management Center for appropriate follow up.

8. If the site is dirt, determine the need to bring in water trucks on a regular basis to spray for dust control. Work with the [\(name of jurisdiction\)](#) Disaster Debris Management Center to arrange for this service if required.
9. Monitor site usage to prevent theft, vandalism, or other inappropriate activities.
10. Provide regular status updates to the [\(name of jurisdiction\)](#) Disaster Debris Management Center / EOC regarding debris types and quantities, number of loads, status of collection efforts, problems encountered, etc.
11. For multi-day operations, open and close the site in accordance with the designated business hours. Properly secure the site at night.
12. When the site closes down for good, oversee the clean up / restoration of the site to ensure it is returned to its pre-incident condition in accordance with applicable environmental regulations. Report any damage or lingering impacts to the [\(name of jurisdiction\)](#) Disaster Debris Management Center for appropriate follow up with applicable agencies.

*Staging Area Staff.* The primary responsibilities of the individuals assigned to oversee / monitor Staging Areas are:

1. Install temporary signage (as needed) at the site indicating the locations of loading / unloading areas, parking areas, handicapped person access, restrooms, etc.
2. Receive, temporarily park, and deploy vehicles, equipment, and crews that will be used in debris management operations.
3. In the event of an incident involving potential biological or WMD contamination, work with the [\(name of jurisdiction\)](#) Debris Manager and Disaster Debris Management Center / EOC, the MSP/EMHSD and FEMA, and other involved parties (i.e., through the EMAC or the private sector) to ensure that resources for use in [\(name of jurisdiction\)](#) are not contaminated by checking their place of origin and route of transport. Any suspected contamination should be reported immediately to the [\(name of jurisdiction\)](#) Disaster Debris Management Center / EOC for follow up as required. (The follow up measures will be dictated by the type and level of contamination. State assistance will likely be required through the MSP/EMHSD and MDEQ.)
4. Record the type, kind, and quantity of resources deployed in the E Team "Critical Asset" Report (if using E Team), or the hardcopy form approved by the MSP/EMHSD and found in the Attachment titled "Commodities Inventorying / Tracking Form." (Note: If using hardcopy forms, provide the information to the [\(name of jurisdiction\)](#) Disaster Debris Management Center for centralized inventorying / tracking via E Team.)
5. Deploy staged assets to sites within the [\(name of jurisdiction\)](#) at the direction of the [\(name of jurisdiction\)](#) EOC Operations Section and/or EOC Incident Management Section in order to meet the operational needs of the debris management effort.
6. Monitor site usage to prevent theft, vandalism, or other inappropriate activities.
7. For multi-day operations, open and close the site in accordance with the designated business hours. Properly secure the site at night.
8. Provide continuous, updated information to the [\(name of jurisdiction\)](#) Disaster Debris Management Center / EOC on Staging Area activities for inclusion in damage assessment reports, disaster situation / status reports, press releases, and the disaster after-action report.
9. Work with contractors and the EOC / Disaster Debris Management Center to resolve any problems or concerns that may arise related to Staging Area operations and/or the transportation / delivery of debris management resources from the Staging Area.

10. When the disaster debris management operation closes, oversee the clean up / restoration (as needed) of the site to ensure it is returned to its pre-incident condition. Report any damage or lingering impacts to the [\(name of jurisdiction\)](#) Disaster Debris Management Center for appropriate follow up with applicable agencies.

*Base / Camp Staff\**. The primary responsibilities of the individuals assigned to staff the Base / Camps are:

1. Install temporary signage (as needed) at the site(s) indicating the locations of parking areas, registration areas, handicapped person access, dining areas, restrooms, sleeping areas, showers / sanitation services, etc.
2. As appropriate, provide and equip areas at the Base / Camp for vehicle parking, equipment storage, registration, meal preparation, dining, sleeping, sanitation, recreation / relaxation, food / water storage, animal care, and other functions required for the incident circumstances. (Note: required materials, supplies, and equipment may come from a variety of sources, including federal, state and local agencies, nongovernmental organizations, and private donations. The MSP/EMHSD – SEOC Logistics Section, if requested, can provide assistance in working with involved agencies and organizations to stock, staff and manage the Base / Camps.)
3. Ensure the Base / Camp operations meet all applicable codes, regulations, and standards related to public health, safety, and sanitation. Report any problems to the [\(name of jurisdiction\)](#) EOC / Disaster Debris Management Center for immediate investigation and resolution.
4. Register personnel staying at the Base / Camp, using the E Team “Volunteer Record” Report (if using E Team), or the hardcopy form approved by the MSP/EMHSD and found in the Attachment titled “Deployed Personnel Registration Form.” (Note: If using hardcopy forms, provide the information to the [\(name of jurisdiction\)](#) Disaster Debris Management Center for centralized personnel tracking via E Team.) For personnel already registered through E Team (“Volunteer Record”), simply verify the information and check the appropriate status indicator.
5. Track the number of persons served at the Base / Camps and the type, kind, and quantities of supplies and materials used to support Base / Camp operations. Report this information via the E Team “Agency Situation Report” (if using E Team), or the hardcopy “Agency Situation Report” found in MSP/EMHSD Publication 901 – “Damage Assessment Handbook.” (Note: If using hardcopy forms, provide the information to the [\(name of jurisdiction\)](#) Disaster Debris Management Center for centralized inventorying / tracking via E Team.)
6. Deploy personnel / resources from the Base / Camp to the facilities / locations at which they are needed, at the direction of the [\(name of jurisdiction\)](#) Disaster Debris Management Center and/or EOC Incident Management Section, in order to meet the operational needs of the debris management operation.
7. Work with the EOC, local agencies, and nongovernmental organizations to request, transport, receive, and store needed materials, equipment, and supplies to support the Base / Camp operations.
8. Monitor site usage to prevent theft, vandalism, or other inappropriate activities. Properly secure the site at night.
9. Provide continuous, updated information to the [\(name of jurisdiction\)](#) Disaster Debris Management Center / EOC on Base / Camp operations for inclusion in damage assessment reports, disaster situation / status reports, press releases, and the disaster after-action report.
10. Work with the EOC / Disaster Debris Management Center to resolve any problems or concerns that may arise related to Base / Camp operations and/or the transportation of personnel / resources to their intended work locations.

11. When Base / Camp operations close, oversee the clean up / restoration (as needed) of the site(s) to ensure it is (they are) returned to pre-incident condition. Report any damage or lingering impacts to the [\(name of jurisdiction\)](#) Disaster Debris Management Center for appropriate follow up with applicable agencies.

\*Note: The [\(name of jurisdiction\)](#) will normally select, establish and manage the Base and any required Camps, although there may be situations in which supplemental state assistance will be required. Camps will be used in those situations where the [\(name of jurisdiction\)](#) Disaster Debris Management Center / EOC determines that the Base does not have sufficient room and/or capabilities to accommodate the resources required for the debris management operation. Camps may also be established when: 1) sufficient hotel / motel rooms or other suitable accommodations for deployed resources are not available in the general incident area, 2) large numbers of resources have been activated to participate in incident response / recovery efforts (e.g., EMAC resources), and 3) the incident area is particularly large or widely dispersed. Camps are temporary locations at which food, water, sleeping areas, and sanitation services are provided to deployed resources. Possible facilities for use as the Base / Camps include county fairgrounds, state / local parks and recreation areas, local campgrounds, military bases, college campuses, school grounds (if tents are used), community centers or community recreation centers, etc.. Ideally, using the facility as a Base / Camp will not greatly interfere with its normal, day-to-day use.

Staffing of the Base / Camps will be handled through local and state agencies and nongovernmental organizations. In most cases, nongovernmental relief organizations will be relied upon to assist the [\(name of jurisdiction\)](#) in meeting the material and supply needs of the Base / Camp operations. This includes the provision of food and water, bedding, and basic sanitation services. Under a Stafford Act declaration, the federal government may be able to provide technical and logistical assistance regarding the establishment and operation of the Base / Camps. However, federal officials are NOT responsible for management of or security at the Base / Camps; those are local and State of Michigan functions. All federal assistance is obtained and coordinated through the MSP/EMHSD in the SEOC.

*Temporary Debris Storage and Reduction Site Staff (Site Manager).* The primary responsibilities of the individuals assigned to oversee / monitor local TDSR Sites are:

1. Install temporary signage (as needed) at the site indicating the locations of ingress and egress; roadways and buffer zones; loading / unloading areas; inspection stations; storage areas (for the various types of debris); parking areas; material reduction areas (as appropriate, burning areas, chipping / grinding / shredding areas, compacting areas, and recycling areas); handicapped person access (as applicable); restrooms; etc.
2. Regulate the ingress and egress of trucks transporting debris to the site.
3. To the extent possible, work with Debris Monitors to inspect trucks to ensure that the debris being brought to the site is actually disaster-related debris and not general refuse. Work with the Department of Solid Waste Management [\(customize with name of local agency\)](#) to redirect any non-disaster debris to a regulated waste facility.
4. In the event of an incident involving potential biological or WMD contamination, check the place of origin and route of transport of debris being brought to the TDSR Site by conducting a brief interview with the hauler. Any suspected contamination should be reported immediately to the [\(name of jurisdiction\)](#) Disaster Debris Management Center / EOC for follow up as required. (The follow up measures will be dictated by the type and level of potential contamination. State assistance will likely be required through the MSP/EMHSD and MDEQ.)
5. Properly document monitoring to ensure FEMA reimbursement. Documentation should include a monitoring schedule / plan, load tickets, photographs, etc.

6. Ensure that the various types of debris are properly separated and stored in accordance with generally accepted standards / practices and applicable environmental regulations.
7. Ensure that debris reduction activities are carried out in a safe and environmentally appropriate manner. Report any problems encountered to the [\(name of jurisdiction\)](#) Disaster Debris Management Center for appropriate follow up.
8. If the site is dirt, determine the need to bring in water trucks on a regular basis to spray for dust control. Work with the [\(name of jurisdiction\)](#) Disaster Debris Management Center to arrange for this service if required.
9. Monitor site usage to prevent theft, vandalism, or other inappropriate activities.
10. Provide regular status updates to the [\(name of jurisdiction\)](#) Disaster Debris Management Center / EOC regarding debris types and quantities, number of loads, status of reduction efforts, problems encountered, etc.
11. For multi-day operations, open and close the site in accordance with the designated business hours. Properly secure the site at night.
12. When the site closes down for good, oversee the clean up / restoration of the site to ensure it is returned to its pre-incident condition in accordance with applicable environmental regulations. Report any damage or lingering impacts to the [\(name of jurisdiction\)](#) Disaster Debris Management Center for appropriate follow up with applicable agencies.

*Debris Monitoring Staff.* The primary responsibilities of the individuals assigned to monitor the debris management operation (at established facilities or in the field) are:

1. Measure and certify truck capacities (and recertify on a regular basis as appropriate). (Note: Use the FEMA “Truck Certification Form” found in the Attachment titled “Debris Monitoring Issues” for this purpose.)
2. Complete and physically control load tickets (at TDSR Site inspection tower or in field). (Note: Use the FEMA “Load Ticket” found in the Attachments titled “Debris Management Record Keeping” and “Debris Monitoring Issues” for this purpose. Guidance for completing load tickets can also be found in the “Debris Monitoring Issues” attachment.)
3. Approve the removal of hazardous trees, including hangers, leaners, stumps, and those on private property that pose a danger to public safety. (Note: Use the FEMA “Roving Monitor Log” or “Daily Issues Log” to record the locations and provide comments as appropriate. Use the FEMA “Hazardous Stump Worksheet” found as an attachment to FEMA Recovery Policy 9523.11 to document hazardous stumps.)
4. Ensure that trucks are accurately credited for their load and are not artificially loaded to maximize reimbursement (e.g., debris is wetted, fluffed or not compacted). (Refer to the Attachment titled “Debris Monitoring Issues” for guidance.)
5. Ensure that hazardous waste is not mixed in debris loads.
6. Report improper equipment usage or breaches in safety standards (for personnel and/or the general public) to the [\(name of jurisdiction\)](#) Debris Manager / Disaster Debris Management Center.
7. Report to the [\(name of jurisdiction\)](#) Debris Manager / Disaster Debris Management Center if work completion schedules are not on target.



8. Report to the [\(name of jurisdiction\)](#) Debris Manager / Disaster Debris Management Center if debris removal work does not comply with local ordinances as well as state and federal regulations.
9. Ensure that only debris specified in the contract scope of work is collected and identify work as potentially eligible or ineligible.
10. Monitor development and restoration of Collection Center sites and TDSR Sites.
11. Provide regular updates to the [\(name of jurisdiction\)](#) Disaster Debris Management Center on the status of debris removal and related activities.

**ATTACHMENTS:**

Sample Public Information Materials – Debris Clearance, Collection, and Sorting  
Disaster Debris Management Team – Membership Roster / Contact List  
Disaster Debris Management Team – State Support Elements Contact List  
Debris Categories and Forecasting  
Debris Collection Strategy  
Temporary Debris Storage and Reduction Sites  
Debris Management Phases: Planning and Operational Considerations  
Debris Management Contract Considerations  
Sample Debris Management Contracts  
Debris Management Record Keeping  
Debris Monitoring Issues  
Debris Removal from Private Property Special Considerations  
Disposal of Disaster Debris  
Debris Collection and Management Site Hazard Analysis Guidance Tool  
Federal Debris Management Resources  
Commodities Inventorying / Tracking Form (Hardcopy of E Team “Critical Asset” Report)  
Deployed Personnel Registration Form (Hardcopy of E Team “Volunteer Record” Report)  
Pre-Identified Debris Management Facilities