

DEBRIS MANAGEMENT PLAN

FOR

Campbell County



CAMPBELL
COUNTY | KY

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EXECUTIVE SUMMARY

One of the most obvious signs that the recovery phase is underway during a community-wide disaster is the removal and disposition of debris generated from the event. Due to the sheer volume of debris that potentially could be generated, communities will most likely be overwhelmed with the disposal of said debris. Therefore, communities may need to develop additional staging and storage areas to collect, separate and process the debris before it is sent to its final disposition. This debris management plan will assist the community in determining the appropriate options available in advance of an incident occurring and provide control over debris management resources and efficiency in the operation. Because of this, the Campbell County Office of Emergency Management and the Campbell County Solid Waste Department have developed this document as an appendix to the Campbell County All-Hazard Emergency Operations Plan.

The purpose of this plan is to provide policies and guidance to the agencies tasked with the removal and disposition of debris caused by an event and/or a major disaster in Campbell County. In addition, the specific tasks each agency and individual are responsible for are defined in the plan and associated annexes.

This plan establishes the framework within which the municipality will respond and coordinate the removal and disposal of debris generated by manmade, technological, and natural disasters. This plan will also address the potential role that the State and Federal agencies and other groups will take in a debris management operation.

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I. INTRODUCTION

A. Purpose

- 1.** The purpose of this plan is to provide policies and guidance to the agencies tasked with the removal and disposition of debris caused by an event and/or a major disaster in Campbell County. This plan unifies the efforts of public and private organizations for a comprehensive and effective approach to:
 - a.** Provide organizational structure, guidance, and standardization guidelines for clearance, removal, and disposal of debris caused by a major debris-generating event;
 - b.** Establish the most efficient and cost-effective methods to resolve disaster debris removal and disposal issues;
 - c.** Implement and coordinate private sector debris removal and disposal contracts to maximize cleanup efficiencies;
 - d.** Expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety, and welfare of residents; and
 - e.** Coordinate partnering relationships through communications and pre-planning with local, State, and Federal agencies that have debris management responsibilities.

B. Scope

- 1.** Campbell County is vulnerable to numerous natural and technological hazards, including severe weather and hazardous materials incidents. Severe storms, drought, flooding, land subsidence, and earthquakes pose the highest natural threats to Campbell County. Critical government and private facilities are potential targets for a terrorist attack. Campbell County is able to manage many disaster situations with internal resources, however there are potential debris generating events that may overwhelm these resources and capabilities.
- 2.** This plan establishes the framework within which Campbell County will respond and coordinate the removal and disposal of debris generated by potential manmade, technological, and natural disasters. This plan will also address the potential role that the State and Federal agencies and other groups will take in a debris management operation.
- 3.** This plan defines the roles and responsibilities of local emergency managers with respect to debris planning prior to an event and actions following a major debris generating event.

II. POLICIES

- A.** Debris Operations – Hand-Loaded Trucks and Trailers; RP9523.12, Federal Emergency Management Agency, May 1, 2006
- B.** Debris Removal from Private Property; DAP9523.13, Federal Emergency Management Agency, July 18, 2007
- C.** Demolition of Private Structures; DAP9523.4, Federal Emergency Management Agency, July 18, 2007
- D.** Hazardous Stump Extraction and Removal Eligibility; DAP9523.11, Federal Emergency Management Agency, May 15, 2007
- E.** Labor Costs – Emergency Work; RP9525.7, Federal Emergency Management Agency, November 16, 2006
- F.** National Response Framework, Federal Emergency Management Agency, January 2008
- G.** Public Law 103-337: The Robert T. Stafford Disaster Relief and Emergency Assistance Act

III. SITUATION AND ASSUMPTIONS

A. Situation

- 1.** The extent of damage and the peculiarities of the transportation network in the incident area will influence the strategy developed by the debris management team.
- 2.** Natural disasters such as hurricanes, tornadoes, and flooding precipitate a variety of debris that include, but are not limited to, trees and other vegetative matter, building/construction material, appliances, personal property, and sediment.
- 3.** The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- 4.** Mobile homes are of high concern as they are highly susceptible to damage from hurricanes, tornadoes, and flooding events.
- 5.** The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
- 6.** Unattended and long-standing debris may pose safety and health threats.

7. Mutual aid resources are under the strategic control of the Incident Commander, but shall remain under the tactical control of their own supervisors whenever possible.
8. Municipalities are responsible for response and recovery operations up to their capability. Mutual Aid Agreements exist among jurisdictions and should be exhausted before assistance from the county is sought.
9. Following disasters that result in significant debris, pre-existing disposal sites likely will not represent effective debris management solutions because of capacity limitations and continuous, regular solid waste management operations.

B. Assumptions

1. The Primary Agency will coordinate mission assignments and the use of personnel; however, the forces of any particular department/agency/company will never be under the command of an individual not associated with that department.
2. A small number of local municipalities have arrangements with waste removal companies.
3. Upon the declaration of an emergency by the Governor, the Kentucky Department of Environmental Protection may issue guidance regarding disaster related debris.
4. Immediately following an emergency there may be heavy demand for debris removal service. Anticipated demand for debris removal services requires a coordinating agency to effectively allocate resources. Transportation routes may be damaged or destroyed requiring close coordination between municipal police, state police, and Kentucky Department of Transportation.
5. A major natural disaster that requires the removal of debris from public or private lands and waters could occur at any time; possibly without warning.
6. The amount of debris resulting from a major natural disaster will exceed local solid waste removal and disposal capabilities.
7. Additional resources will be called upon to assist in the debris removal, reduction, and disposal process.
8. Several years of landfill capacity may be consumed during the debris disposal process.
9. Debris removal may have environmental consequences including erosion or landslides, falling trees or structures, and the release of asbestos or other contaminants.
10. The Campbell County Hazard Vulnerability Analysis has identified twenty (20) specific hazards in which Campbell County is vulnerable

to. Although the cascading effects of these hazards may have the capability to produce debris as a result, for planning purposes the following documentation summarizes the typical types of debris that may be generated from these events.

		Typical Debris Streams								
		Vegetative	C&D	Personal Property	Hazardous Waste	HHW	White Goods	Soil/Mud/Sand	Vehicles	Putrescent
Types of Hazards / Disasters	Civil Disorder			X					X	
	Dam Failure	X	X	X	X	X	X	X	X	X
	Drought									
	Earthquake		X	X	X	X	X			
	Flooding	X	X	X	X	X	X	X	X	X
	Hazardous Materials				X	X				
	Hurricane	X	X	X	X	X	X	X	X	X
	Landslides	X		X	X	X		X	X	
	Nuclear Power Plant Accident									
	Power Failure	X		X			X			X
	Public Health Emergency				X					
	Radon									
	Severe Weather	X	X	X	X	X	X	X	X	X
	Severe Winter Weather	X	X	X	X	X	X	X	X	X
	Subsidence							X		
	Terrorism		X	X	X	X	X		X	
	Tornado	X	X	X	X	X	X	X	X	X
Transportation Accident				X				X		
Urban Fire		X	X	X	X	X				
Wildfire	X						X			

IV. CONCEPT OF OPERATIONS

A. General

1. When an event occurs that has generated debris, Campbell County will assist in the management of the debris removal process by activating this plan and, if deemed necessary, establishing a Unified Command structure. If not already activated, the County Emergency Operations Center will be activated to assist in the facilitation of the debris removal process.

B. Debris Removal

1. General

- a. Manmade, technological, and natural disasters can generate unprecedented amounts of debris in a few hours or minutes. The debris may be equally heavy in both urban and rural areas depending on the magnitude of the incident. This section provides guidelines on debris removal issues including emergency roadway clearance, public right-of-ways removal, private property removal, and household hazardous waste (HHW) removal.

b. Debris removal, regardless of its source, becomes a high priority following a disaster as it is a visible sign of action and helps to restore a sense of normalcy to a shocked and stunned population. The following phases have been developed for planning and operational purposes to facilitate the management and removal of disaster induced debris:

1) Phase I: Consists of the clearance of debris that hinders immediate life saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.

2) Phase II: Consists of the removal and disposal of debris which is deemed necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to health and safety.

2. Phase I Debris Removal Functions

a. Emergency Debris Removal

1) There is an immediate need to open emergency access routes into devastated areas following any type of major disaster. Local governments must identify routes within their jurisdiction that are essential to emergency operations. This information is essential for directing the efforts of local assets and for identifying areas where assistance may be needed.

2) Debris may include trees and broken limbs; yard trash such as outdoor furniture, trash cans, etc.; utility poles, power, telephone and cable TV lines, transformers and other electrical devices; building debris such as roofs, sheds and signs; and personal property such as clothing, appliances, boats, cars, trucks and trailers.

3) Emergency Debris Removal involves the opening of roadways by moving debris to the shoulder of the road.

There is no attempt to dispose of the debris, only to clear key access routes to expedite:

- Movement of emergency vehicles;
- Resumption of critical services; and
- The assessment of damage to critical infrastructure.

4) The requirement for government and municipal services will be increased drastically after a disaster. After the access routes to hospitals, police, fire, and EMS facilities has been opened, emergency debris removal activities shall be focused on access to other critical infrastructure such as municipal buildings, water and waste water treatment plants, and electric facilities.

- 5) All activities which occur and expenses which are incurred during Phase I of the debris removal process shall be documented using the appropriate public assistance documentation provided by FEMA or other compatible method.

3. Phase II Debris Removal Functions

a. Public Right-of-Way Debris Removal

- 1) During Phase I of the debris removal activities, the debris is simply pushed to the shoulder of the roadways for emergency access to the impacted areas. There is little, if any, concern for sorting debris at that time. The objective is simply to provide for the safe movement of emergency vehicles into and out of the disaster area.
- 2) As removal operations progress, the initial roadside piles of debris become the dumping location for additional yard waste and other disaster debris such as construction materials, personal property, trash, white goods (refrigerators, washers, dryers, hot water heaters, etc.), roofing materials, and hazardous waste (household, commercial, and agricultural chemicals).
- 3) Expedient removal of debris from in front of residents' homes should become a priority since it is a positive sign that restoration actions are underway and may help counteract depression and helplessness of the affected residents. The removal operations will also assist in expediting the replacement of key utilities located along public rights-of-way.

b. Private Property Debris Removal

- 1) Manmade, technological, and natural disasters may create health and safety concerns with respect to severely damaged private property. Remaining dangerous structures are the responsibility of the owner to demolish to protect the health and safety of adjacent residents. It is possible that unsafe structures will remain due to lack of insurance, absentee landlords, or other circumstances. Consequently, demolition of these structures may become the responsibility of local government.
- 2) This issue will require the complete cooperation of numerous local officials and may require the resources from any or all of the following: real estate offices, local law and/or code enforcement agencies, qualified contractors to remove HHW, and photographers to document the site before demolition.

c. Household Hazardous Waste Removal

- 1)** Household Hazardous Waste may be generated as a result of a manmade, technological, or natural disaster. This type of debris may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process.
- 2)** Where possible, hazardous materials should be separated from other debris prior to removal and removed by qualified contractors.
- 3)** A separate staging area for HHW materials and contaminated debris should be established at each site. Removal and disposal shall be completed using authorized contractors in accordance with State and Federal regulations.

C. Debris Estimation

- 1.** The amount of debris that is generated by an event can be estimated by several methods. Through the "Windshield Survey" assessment of the municipal damage assessment process, an estimate can be obtained of the amount and type of debris present. Another method that can be used is an aerial assessment by fly overs using Police, National Guard, or Civil Air Patrol reconnaissance flights. The damaged area can be assessed either visually or using aerial photography. Once the area has been assessed, the amount of debris may be estimated using modeling methodology which can be found later in this plan.
- 2.** Specific procedures on the methods available for debris estimation can be found in Appendix 1 of this plan.

D. Debris Management Sites

A Debris Management Site (DMS) is a location to temporarily store, reduce, segregate, and/or process debris before it is hauled to its final disposition. It is frequently used to increase the operational flexibility when landfill space is limited or when the landfill is not in close proximity to the debris removal area.

- 1. Priorities:** After the amount of debris has been estimated, sites for the collection and processing of debris must be considered. Consideration should be given first to establishing a site within the damaged area, in order to facilitate the ease of utilization by the affected community.
- 2. Existing Landfills:** Several landfills currently operate near Campbell County and are listed as available resources later in this plan.

- 3. Site Preparation:** After a site has been selected, several preparatory actions need to be accomplished. The actions can be found in Appendix 2 of this plan.

E. Debris Collection

1. Methods of Collection

The fundamental component of a disaster debris management strategy is the collection of debris. The public expects to have debris removed from neighborhoods immediately after a disaster event. The implementation of disaster debris collection immediately after the disaster event assures the public that recovery efforts are in progress and that the community will return to normal quickly. For the purpose of this plan, there are two methods for debris collection:

- a. Curbside Collection:** Curbside collection parallels an individual's normal trash collection. Debris is placed at the curb or public rights-of-way by the residents and is collected by the appropriate party. There are two different methods for curbside collection; mixed debris collection and source-segregated debris collection.
- b. Collection Centers:** Collection centers are utilized for residents to transport debris to a central location for disposal. Large roll-off dumpsters may be placed in public rights-of-way or public property for the collection. Separate bins should be designated for particular types of debris and individuals assigned to manage the development of the site and oversee the operations.

2. Monitoring Debris Removal

Monitoring debris removal is a critical component of the debris management cycle as it provides the required documentation for Public Assistance grant reimbursement, and, if applicable, verifies the work being completed by a contractor is within the scope of work.

- a. Debris Monitor:** In order to properly document the actions being performed for debris removal and management, debris monitors shall be appointed by the Emergency Management Coordinator or the Emergency Support Function (ESF) Coordinator for the Debris Management ESF. This individual's roles and responsibilities include:
 - 1)** Measure and certify truck capacities (prior to being utilized for debris collection activities);
 - 2)** Complete and physically control load tickets (in monitoring towers and the field);

- 3) Validate hazardous tress, including hangers, leaners, and stumps (using appropriate documentation forms);
- 4) Ensure that trucks are accurately credited for their load;
- 5) Ensure that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted, debris is fluffed – not compacted);
- 6) Ensure that hazardous waste is not mixed in with loads;
- 7) Ensure that all debris is removed from the trucks at the DMS;
- 8) Report to the project manager, any discrepancies or unsafe conditions; and
- 9) Monitor site development and restoration of the DMS.

Debris Monitors will be needed at the DMS and also in the field. Depending on the amount of debris generated, there may be a necessity to have several monitors in the field to monitor the collection of debris.

3. Monitoring Methods for Debris Removal

Monitoring the status of debris removal activities is the responsibility of the Debris Monitors located in the field and at the Debris Management Site. Accurate and complete documentation of these activities is critical in order to be eligible for reimbursement through the Public Assistance Grant Program. In order to facilitate the collection of this information, the following actions must occur.

- a. **Debris Monitor Reports (Field Monitors & DMS Monitors):** In order to accurately document debris removal and management activities, a debris monitor report (found in the Annexes of this plan) shall be utilized by the debris monitor or the appropriate designee. This report shall track critical items for Public Assistance Grant reimbursement in addition to logistical requirements of the debris management operation and any unmet needs of the DMS. A sample of the forms can be found in the Forms Appendix of this plan.
- b. **Truck Certification:** Prior to the utilization of vehicles to remove the debris, each truck must be measured and documented appropriately. A truck certification form allows the monitor to identify the truck itself and its hauling capacity in a standardized manner. It is important to know the truck hauling capacity since debris is often hauled and billed by volume. A sample form can be found in the Forms Appendix of this plan.
- c. **Load Ticket System:** The load ticket system tracks the debris from the original collection point to the DMS or landfill. By

positioning debris monitors at each point of the operations (collection, DMS, and/or final disposition), the eligible work can be properly documented. Each monitor is responsible for populating specific areas of the load ticket. The following table lists the load ticket information and the portions of the ticket to be completed by the respective monitor. A sample load ticket can be found in the Forms Appendix of this plan.

Load Ticket Information	Monitor Ticket Responsibilities	
	Collection Point (Field) Monitor	DMS Monitor
Ticket Number (If not pre-printed)	X	
Contract Number	Contracts may be identified by a number or name	
Prime contractor's name		
Date	X	
Truck Number	X	
Truck driver's name	X	
Vegetation	X	
Construction & Demolition	X	
White Goods	X	
Household Hazardous Waste	X	
Other (Required to be described)	X	
Load Location (GPS or address)	X	
Loading date/time (departure from collection location)	X	
Loading site monitor name/signature	X	
Truck capacity in cubic yards		X
Load size (percent of actual cubic yards)		X
Unloading location		X
Unloading date/time (arrival at DMS)		X
Unloading site monitor name/signature		X

F. Debris Reduction Methods

A variety of debris reduction methods are available; therefore, the proper utilization is critical to ensure that the operation is performed in the most efficient manner.

1. Volume Reduction by Burning

- a. Uncontrolled Open Burning** is the least desirable method because it lacks environmental control. However, in a situation where the debris must be reduced in an expedient manner due to public health and safety concerns, this method may be utilized.
- b. Controlled Open Burning** is a cost-effective method for reducing clean woody tree debris in rural areas. This option should be terminated if mixed debris (pressure-treated lumber, poles, aluminum, etc.) enters the waste flow process. Incineration of clean, woody tree debris presents little environmental damage and the resulting ash can be used as a soil additive by the local agricultural community. The Campbell County Cooperative Extension Office should be consulted to determine if and how the resulting ash can be recycled as a soil additive.

- 1) Air Curtain Pit Burning** offers an effective means to expedite the volume reduction process by substantially reducing the environmental concerns caused by open burning.
 - 2) Refractor Lined Pit Burning** is an alternative to air curtain pit burning where the debris reduction site has a high water table, sandy soil, or where materials are not available to build above ground pits.
- c.** Local citizens should be thoroughly briefed on the type of burning method being used, how the system works, environmental and health issues, and the risks associated with the chosen method.
- d.** If volume reduction by open burning is the chosen method for the reduction of debris, the following controls are essential:
- 1)** A setback of at least 1,000 feet should be maintained between the burn area and the debris piles and also any buildings.
 - 2)** The fire should be extinguished approximately two hours before anticipated removal of the ash mound.
 - 3)** The burn area should be placed in an above ground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep.
 - 4)** The burn pits should be reinforced to support the weight of loaders.
 - 5)** Hazardous or contaminated ignitable material should not be placed in the pit.

2. Volume Reduction by Grinding and Chipping

- a.** Grinding and chipping woody debris is a viable reduction method which is environmentally friendly and the resulting product can be recycled. This method reduces large amounts of trees and branches which may be down and is an efficient method of reduction where the mulch can be left in the area where the woody debris was located.

3. Volume Reduction by Recycling

- a.** Volume reduction by recycling should be considered early in the debris removal and disposal process since it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling:
- 1) Automobiles and Boats** may not typically be viewed as items which can be recycled, however efforts should

be made to identify appropriate resources to facilitate recycling of these.

- 2) Construction & Demolition (C&D) Materials** suitable for recycling include the following materials:
 - Concrete;
 - Lumber and other wood products;
 - Asphalt shingles; and
 - Drywall.
- 3) Electronic waste** includes televisions, desktops and laptop computers, stereo equipment and telephones. Electronic materials should be recycled using an authorized electronic recycler.
- 4) Metals** are a viable material to recycle. Examples include ferrous and non-ferrous such as aluminum, steel, sheet metal, copper tin, etc. Metals that have been processed for recycling can be sold to metal recycling firms.
- 5) Putrescible waste** includes any type of waste that can rot or decay quickly including fruits, vegetables, meats, dairy products, other products from grocery stores and animal carcasses. Items in this category should be segregated accordingly and quickly managed to avoid other issues.
- 6) Road & Bridge Materials** are produced when roadways are washed-out and bridges fail as a result of a disaster. Numerous options are available to recycle these materials.
- 7) Soil/Sediment** is transported to the staging and reduction areas where it is combined with other organic materials that will decompose over time. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with hazardous materials or other impurities. If not contaminated, it can be returned to the original location, used as fill in reconstruction projects, or used as cover material in landfills.
- 8) Treated Wood** should be handled separately from vegetative and C&D materials as it contains chemically-treated materials. Examples of these materials include pressure-treated lumber, utility poles, and railroad ties. Because of the hazardous substances used to treat these products, recycling should be utilized at all times as burning these products would cause adverse effects to the environment.
- 9) Vegetative Debris** consists of uprooted trees, broken tree limbs, stumps, brush and leaves. This debris can be

ground and used as mulch for residential, commercial, or agricultural areas, for producing compost, as landfill cover, and for boiler fuel. If the quantity of mulch produced exceeds typical usage, additional venues for the disposition include large landscaping projects such as parks, along roadsides, or large farming operations.

10) White goods are household items such as refrigerators, washing machines, dryers, dishwashers, stoves, and hot water heaters. Refrigerators and freezers should be segregated from the remaining white goods as they contain Freon which must be disposed of separately.

11) Household hazardous waste are household items that can catch fire, react, or explode under certain circumstances, or that are corrosive or toxic such as cleaners, oils, batteries, pesticides, chemicals, and paints.

- b. Specific information pertaining to the recycling of disaster generated debris can be found in Appendix 3 Debris Management Resources.

G. Private Property Demolition and Debris Removal

Demolition and debris removal from private property is not a common situation, however procedures should be identified on the proper methods and procedures to follow in the event that damage sustained to private property creates a situation where public health, life safety, and economic recovery of the community-at-large is affected.

If private property owners are not available because they have evacuated, local government may need to enter the property to remove debris considered to be an immediate threat to the lives, health, and safety of its residents.

Individual municipalities should identify plans and procedures to implement in preparation for an event such as this. These procedures should be identified in the local municipality's debris management plan.

H. Public Information System

The goal of the public information system is to ensure that the residents are given accurate and timely information for their use and own individual planning purposes. If information is not distributed rapidly, rumors and misinformation spread and erode confidence in recovery operations.

1. Information to be Included

Any information released to the public regarding debris management procedures should include the parameters, rules, and guidelines of debris operations so residents can begin their personal recovery

activities. The Public Information Officer and their respective staff are responsible for developing and writing the information, and ensuring the information is presented in a clear, direct, and organized manner. The language used shall be simple and easy for all residents to understand. The following is a list of topics that shall be included in the public information statements:

a. Collection

- 1)** How will the debris be collected?
- 2)** If utilizing curbside collection:
 - What are the schedules and the routes for collection?
 - What is the final collection date for streets, sectors, or subdivisions?
 - What type of debris will be collected?
- 3)** If utilizing collection centers:
 - Where are the collection centers?
 - What are the daily collection center hours?
 - Is debris to be segregated at the collection centers?
 - What types of debris will be accepted at the centers?
 - How long with the collection centers accept disaster-related debris?

b. Debris Management Sites

- 1)** Where can a resident find a site map of the DMS for public debris drop off of HHW, C&D, etc.? Are these segregated and well-marked for vehicular traffic?
- 2)** Will residents be charged a fee to use the DMS?
- 3)** Will residents be restricted as to how much disaster-related debris can be dropped off at the DMS?
- 4)** Will the DMS have burning, chipping, or grinding operations? If so, during what hours will these activities take place? Address any environmental concerns the public may have as well.
- 5)** How long will residents be able to bring their disaster-related debris to the DMS?
- 6)** How long with the DMS be open to process (reduce/recycle) debris?
- 7)** Are there traffic changes that will impact the general public due to the location or operation of the DMS?

2. Templates which can be utilized to format press releases can be found in the Forms Appendix of this plan.

I. Eligibility of Debris Removal

1. Eligible debris removal work under the Public Assistance Grant Program must meet the following criteria:
 - a. The debris was generated by the disaster event;
 - b. The debris is located within a designated disaster area on an eligible applicant's improved property or rights-of-way; and
 - c. The debris removal is the legal responsibility of the applicant.
2. Field Eligibility Determinations have been established for the following categories of disaster-generated debris. In addition to the criteria listed above, certain requirements must be met of the following debris categories in order to be eligible for reimbursement.

- a. **Vegetative Debris** consists of whole trees, tree stumps, tree branches, tree trunks and other leafy materials. The collection of this type of debris is eligible for reimbursement if it is within a public right-of-way and collected by an eligible applicant.

There are a substantial number of secondary eligibility requirements for hazardous trees, limbs, and stumps. Review the FEMA Debris Management Guide for further information on these items.

- b. **Construction and Demolition Debris** consists of damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, asphalt, equipment furnishings, and fixtures. The collection of this type of material is eligible if it is a result of a federally declared disaster.

Documentation of the debris origin, any processing (reduction or recycling), and the final disposition is required for reimbursement consideration.

- c. **Hazardous Waste** consists of any material that is characterized as having qualities of ignitability, corrosivity, reactivity, or toxicity, and includes household hazardous waste and electronic waste which contains a hazardous material. The collection of this type of material is eligible, given it meets the general requirements for eligibility.

- d. **White Goods** consist of household items such as refrigerators, washing machines, dryers, dishwashers, stoves, and hot water heaters. The collection and disposal of these items is eligible, given they are placed in the public right-of-way, collected by an eligible applicant, and any hazardous materials (such as Freon)

are removed from and properly disposed of by a certified individual. Documentation of this disposal may be required for eligibility consideration.

- e. Soil, Mud, and Sand** are eligible for removal, given they are removed from a public right-of-way or from improved public property. Natural streams and unimproved public property are not considered eligible facilities.
- f. Vehicles** are eligible for removal given the applicant demonstrates the following:
 - 1)** The vehicle presents a hazard or immediate threat that blocks ingress/egress in a public-use area;
 - 2)** The vehicle is abandoned (e.g., the vehicle is not on the owner's property and ownership cannot be determined);
 - 3)** The applicant followed local ordinances and State law by securing ownership; and
 - 4)** The applicant verified chain of custody, transport, and disposal of the vehicle.

J. Funding and Associated Documentation

1. Eligibility for Funding

- a.** Reimbursement for debris management operations may be available through the Federal Emergency Management Agency's (FEMA) Public Assistance Grant Program.
- b.** Determination of reimbursement eligibility is a responsibility of FEMA; therefore, caution should be used when performing certain actions, as reimbursement may not be available.
- c.** Generally, disaster-related debris located on public property and in public rights-of-way is eligible for reimbursement. This includes such items as vegetative debris including trees, shrubs, stumps, branches, etc., gravel, sand, mud, building debris such as wood, drywall, shingles, etc., vehicles, and white goods which includes refrigerators, water heaters, washers and dryers.
- d.** Debris on private property generally is not eligible for funding under the Public Assistance Grant Program, however disaster-damaged personal property may be moved to the curbside to be picked up by an eligible applicant.

2. Documentation and Methods of Procurement

- a.** In order to be eligible for reimbursement under the Public Assistance Grant Program, proper documentation of force

account labor, force account equipment and contracted services is critical.

- b. Force Account Labor** - For debris removal work, overtime labor costs (including benefits) are eligible for permanent employees, reassigned employees, and seasonal employees used during the season of anticipated employment. Both straight-time and overtime labor costs are eligible for non-budgeted employees assigned specifically to perform emergency work. Documentation of these actions shall be filed on the Force Account Labor Summary Record found in the Forms Appendix of this plan.
- c. Force Account Equipment** - For debris removal work, equipment utilized may be reimbursed at an hourly rate. This reimbursement is limited to the time the equipment is actually in use, therefore standby and idle time are not eligible. The hourly rate typically includes the operation, depreciation, maintenance, and fuel for the particular piece of equipment, but does not include operator labor cost. This reimbursement rate is based either on the local rates or the FEMA Schedule of Equipment Rates, whichever is less. Documentation of the equipment utilized shall be filed on the Force Account Equipment Summary Record found in the Forms Appendix of this plan.
- d. Contracted Services** - Reimbursement for contracted services related to debris clearance, removal, disposal, reduction, recycling, and/or monitoring may be available through the Public Assistance Grant Program given that the scope of work reflects that the necessity to remove the debris is an immediate threat to safety, health, and well-being of the community. FEMA will generally reimburse for the following four types of contracts:
 - 1) Lump Sum** contracts, for work within a prescribed boundary with a clearly defined scope and a total price;
 - 2) Unit Price** contracts, for work done on an item-by-item basis with cost determined per unit;
 - 3) Cost Plus Fixed Fee** contracts, either lump sum or unit price with a fixed contractor fee added into the price; and
 - 4) Time and Materials** contracts where the contractor bills the applicant for labor, equipment, materials and overhead. Typically, **FEMA will reimburse for only 70 hours** of a time-and materials contract, therefore this type should be avoided if possible.
- e. Small Purchase Procurement** - An informal method for securing services or supplies that do not cost more than

\$100,000 by obtaining several price quotes from different sources.

- f. Sealed Bids** – A formal method where bids are publicly advertised and solicited, and the contract is awarded to the responsible bidder whose proposal is the lowest in price.
- g. Competitive Proposals** – A method similar to sealed bid procurement in which contracts are awarded on the basis of contractor qualifications instead of on price.
- h. Noncompetitive Proposals** – A method whereby a proposal is received from only one source. This method should only be used when the award of a contract is not feasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances applies:
 - 1)** The item is available only from a single source;
 - 2)** There is an emergency requirement that does not permit a delay;
 - 3)** Solicitation from a number of sources has been attempted, and competition is determined to be inadequate.

For additional information on contract requirements, refer to the FEMA publication "Public Assistance; Debris Management Guide (FEMA-325)".
- i.** For a complete listing of documentation associated with debris management operations, review the Forms Appendix included with this plan.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Primary Agencies

1. Campbell County Road and Solid Waste Departments

- a.** Serve as the Emergency Support Function Coordinator for the Debris Management function and as the primary point of contact for debris management issues.
- b.** Provide guidance in debris clearance and removal activities from municipal property.
- c.** Assist Campbell County in maintaining accurate accounting of debris collection and management costs.
- d.** Provide the physical and human resources to establish a debris collection site (if deemed necessary).

- e. Collect and remove debris from county-owned property.

B. Support Agencies

1. Campbell County Emergency Management Agency

- a. Ensure that all debris estimations and approximate costs for removal are captured and included as part of the municipality's comprehensive damage report. Ensure same is communicated to the Campbell Office of Emergency Management.

2. Kentucky Transportation Cabinet (KYTC)

- a. Provide personnel and equipment to assist in clearing major evacuation routes and routes to critical infrastructure which are located along state highways and roadways.

3. Solid Waste Haulers

- a. Provide personnel and resources to transport debris to debris management sites, reduction sites, or other authorized disposal locations.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. Municipal Reports and Records:** Local governments will submit situation reports, requests for assistance, damage assessment reports and other relevant documentation to the Campbell County Office of Emergency Management in a timely manner.
- 2. County Reports:** The Campbell County Office of Emergency Management will forward reports and requests for assistance as soon as practical to the Kentucky Division of Emergency Management.
- 3. Expenditures and Obligations:** Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations related to debris management.
- 4. Other Organization Reports:** The Campbell County Office of Emergency Management will request reports from other agencies, relief organizations, contractors, and other nongovernmental organizations when deemed appropriate.
- 5. Reports to Kentucky Emergency Management (KYEM):** The Campbell County Office of Emergency Management will make reports to the Kentucky Emergency Management by the most practical means in accordance with KYEM requirements. Written logs shall be maintained by the County to assure an accurate, factual basis for status reports to KYEM as well as other after-action reports.

- 6. Format:** All written records, reports and other documents will utilize standardized NIMS forms, or a local form that matches the NIMS form in layout and content, when such a form exists.

B. Logistics

1. Coordination of Unmet Needs

When the municipality's resources are exhausted or prudent planning projects that resources will become exhausted, as dictated by Title 35, the county shall request assistance from one of the following entities:

- a.** Surrounding counties
- b.** The Commonwealth
- c.** Federal agencies
- d.** Private partners

VII. TRAINING AND EXERCISES

A. Training

- 1.** The procedures and processes identified in this plan shall be incorporated into existing training programs offered by the Campbell County Office of Emergency Management.

B. Exercises

- 1.** The Campbell County Office of Emergency Management maintains a comprehensive exercise program designed around a four-year cycle. The Campbell County Debris Management Plan, the Campbell County Debris Management Plan and its associated components will be included in the four-year exercise cycle.

VIII. PLAN MAINTENANCE AND DISTRIBUTION

A. Plan Maintenance

- 1.** The County Emergency Management Director, or designee, will coordinate the development and maintenance of this plan. The components of this plan will be reviewed on an annual basis, and said review documented on the appropriate page in the plan.
- 2.** The Primary and Support Agencies of this plan should annually review the plan to ensure that procedures are up-to-date and implementing procedures remain valid.

B. Plan Distribution

- 1.** Distribution of this plan is based upon regulatory or functional "need to know". Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the county emergency management director.

IX. AUTHORITIES AND REFERENCES

A. Authorities: At the time this plan was developed, there are no statutory requirements or legal obligations for a county or municipality to maintain a debris management plan. However, it is estimated that upcoming revisions to federal, state, and local emergency operations plans will require provisions for debris management operations, therefore the Authorities section of this plan is reserved for future use.

B. References: The following resources were utilized in developing this plan and associated appendices:

Public Law 103-337: The Robert T. Stafford Disaster Relief and Emergency Assistance Act

National Response Framework, Federal Emergency Management Agency, January 2008

Demolition of Private Structures; DAP9523.4, Federal Emergency Management Agency, July 18, 2007

Hazardous Stump Extraction and Removal Eligibility; DAP9523.11, Federal Emergency Management Agency, May 15, 2007

Debris Removal from Private Property; DAP9523.13, Federal Emergency Management Agency, July 18, 2007

Public Assistance Debris Management Guide; FEMA-325, Federal Emergency Management Agency, July 2007

Debris Monitor Field Pocket Guide for FEMA's Public Assistance Program Region III, Federal Emergency Management Agency

Public Assistance Debris Operations Job Aid; FEMA-9580.1, Federal Emergency Management Agency

Planning for Natural Disaster Debris, United States Environmental Protection Agency, March 2008

X. DEFINITIONS

Construction and Demolition Debris (C&D) – Consists of damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.

Debris – Items and materials broken, destroyed, or displaced by a man-made, technological or natural disaster. Examples of debris include, but are not limited to, trees, construction and demolition material, and personal property.

Debris Management Site (DMS) – A location where debris is sorted, processed, reduced in volume, and/or disposed of.

Debris Monitoring – Actions taken by applicants in order to document eligible quantities and reasonable expenses during debris activities to ensure that the work complies with the contract scope-of-work and/or is eligible for Public Assistance grant reimbursement.

Household Hazardous Waste (HHW) – Used or leftover contents of consumer products that contain chemicals defined in regulatory terms under the Resource Conservation and Recovery Act as appearing on one of the four hazardous waste lists or exhibiting one of the following characteristics: ignitability, corrosivity, reactivity, or toxicity. Examples of household hazardous waste includes small quantities of normal household cleaning and maintenance products, latex and oil based paint, cleaning solvents, gasoline, oils, swimming pool chemicals, pesticides, and propane gas cylinders.

Unified Command – An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Vegetative Debris – Consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material.

White Goods – White goods are defined as discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters.

XI. CONCURRENCE

The following individuals or entities are assigned responsibilities within this plan. The signature below, by an authorized representative, indicates an understanding and acceptance of those responsibilities.

Organization	Authorized Representative	Consent Signature	Date

XIII. RECORDS OF CHANGES & UPDATES

Changes have been made to the plan attachments as indicated, and copies of the changes have been provided to all entities requiring updates as indicated on the plan distribution list

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
1			
SUMMARY OF CHANGE(S):			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
2			
SUMMARY OF CHANGE(S):			

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
3			
SUMMARY OF CHANGE(S):			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
4			
SUMMARY OF CHANGE(S):			