

Appendix A – Pre-Disaster Checklists

This appendix contains the following lists of tasks:

- ❑ Review Local Ordinances and Regulations
- ❑ Pre-Disaster Waste Analysis
- ❑ Processing Facilities and Operations
- ❑ Temporary Storage Sites
- ❑ Processing and Barriers to Processing
- ❑ Processing Equipment Needs
- ❑ Labor Needs
- ❑ Contracts
- ❑ Funding Options
- ❑ Mutual Aid Agreements
- ❑ Public Information

Pre-Disaster Waste Analysis

Recommended Position: Public Works, Planning, Solid Waste, and Park Departments

Lead Position: _____

Report to: _____

Deadline for Completion: _____

Updates: _____

Tasks:

- ❑ Analyze risk posed by various categories of hurricanes and related storms. (Refer to *H-GAC Regional Mitigation Plan*, <http://www.h-gac.com/HGAC/Programs/Disaster+Preparedness/Regional+Mitigation+Plan.htm>.)
- ❑ Project amount of waste generated using the USACE hurricane debris model. (Refer to <http://www.swg.usace.army.mil/em/mg/mguide.asp> and *H-GAC Regional Storm Debris Management Assessment 2002*: Tab D Detailed County and City Debris Estimating Tables.)
- ❑ Estimate waste components and quantities– Divide your community in terms of land use (rural, urban, industrial, or mixed use); review areas for maturity of vegetation and density of development; potential categories: household hazardous waste, vegetative debris, and construction and demolition.
- ❑ Develop a directory of processors, including landfills that can handle the estimated volumes for each type of waste.

Notes: *(Identify Critical Path tasks and individual task deadlines)*

Temporary Storage Sites

Recommended Position: Public Works, Planning, Solid Waste, Local Environmental Enforcement, Park, Legal, and Household Hazardous Waste Departments

Lead Position: _____

Report to: _____

Deadline for Completion: _____

Updates: _____

Tasks:

- ❑ Complete Waste Analysis.
- ❑ Develop the criteria for selection of a temporary storage site – location, current state of vegetation, current use, previous uses (possible contamination), public or private ownership, proximity to water body, drainage, access (ingress and egress), surrounding land uses, and zoning.
- ❑ Make a list of available sites – Include both public and private, but consider purchasing the land prior to use, if it is a privately owned site. (Refer to the *H-GAC Regional Storm Debris Management Assessment 2002*: Assessment Tab, Table 8 Temporary Debris Management Site Requirements.)
- ❑ Identify necessary permits for storage and processing from various agencies, including city, county, state, and federal. (Necessary permits would include Wetlands, Groundwater, Endangered Species, Archeological and Historical Resources, Hazardous and Toxic Waste Site.)
- ❑ If time permits, pre-approve sites. Complete an Environmental Site Assessment Phase II analysis (Video/photograph aerial, video/photograph ground, notation of features, random soil sampling, water samples from existing wells, and volatile organic carbon “sniffer” also known as a PID). Send this information to the TCEQ and request a preliminary evaluation of the site for the purpose of a Storm Debris Temporary Disposal Site. Contact the county for permit requirements and consult local ordinances.
- ❑ Enact a temporary storage site waiver ordinance – Be sure to specify conditions in order to avoid use by landowners other than the City/County.
- ❑ If applicable, rezone the selected sites and back up sites.
- ❑ Set up guidelines for use of the temporary site – accepted materials, hours of use, condition of material, types of processing, schedule for removal to landfill, amount of material that can be stored, and facilities needed at the site for processing and measuring debris.
- ❑ Develop a household hazardous waste screening program
- ❑ Develop an access management plan – determine the flow of traffic in and out of the site to maximize efficiency and minimize wait time.
- ❑ Develop a restoration plan based on the completed ESA Phase II analysis.

Processing Equipment Needs

Recommended Position: Public Works, Planning, Household Hazardous Waste, Local Environmental Enforcement, Legal, and Finance Departments

Lead Position: _____

Report to: _____

Deadline for Completion: _____

Updates: _____

Tasks:

- Identify the type and amount of processing equipment needed to support selected diversion programs. A separate facility for household hazardous waste (HHW) would need to be set up with special equipment including a impermeable liner; however, in communities without qualified staff, qualified environmental contractors should be used to collect and remove HHW. Incineration may include various types of equipment depending on the type, open-air or air curtain pit. Grinding and Chipping requires various levels of chippers and grinders depending on the desired end product. Based on debris estimates, number of teams and number of temporary sites, determine the number of track hoes, dump trucks, and dozers needed to remove and manage debris. Inspection and monitoring equipment should also be considered.
- Identify organizations/agencies/businesses that may be able to provide equipment through MAA in the event of a disaster. Consider the wide-reaching impact of a disaster when setting up memorandums of understanding for equipment with other communities in your area. State equipment stored locally may also be destroyed by a disaster. When requesting equipment from the state, request an operator also. Set contracts with reputable equipment companies that can supply equipment from places unaffected by a disaster in your area.

Notes: *(Identify Critical Path tasks and individual task deadlines)*

Labor Needs

Recommended Position: City Manager/ Administrative Officer, Solid Waste, General Services Administration, Finance, and Legal Departments

Lead Position: _____

Report to: _____

Deadline for Completion: _____

Updates: _____

Tasks:

- Estimate staffing requirements for diversion programs as part of staffing needed for overall recovery programs.
- List all possible sources for obtaining additional staffing, including other municipalities and the county, temporary employee companies, and volunteers.
- Develop MAA and contracts with the appropriate entities to provide staffing needs.

Notes: *(Identify Critical Path tasks and individual task deadlines)*

When using staff after a disaster, FEMA only reimburses for overtime. When using a contractor to provide staffing, FEMA reimburses the full time (usually FEMA pays 75% of costs and requires a 25% match, but this varies by disaster). When considering labor needs, consider the regular business that your staff is required to complete, and then consider contracting additional labor to support your staff's efforts during the response and recovery efforts after a disaster. It is good to consider levels of disasters, i.e. a Category 1 hurricane may require less assistance than a Category 3 hurricane.

Contracts

Recommended Position: City Manager/ Administrative Officer, Public Works, Engineering, Legal, and Finance, Departments

Lead Position: _____

Report to: _____

Deadline for Completion: _____

Updates: _____

Tasks:

- Review local and state contracting policy and guidelines.
- Determine equipment, personnel, and removal needs.
- Determine contract type – Time and Materials Contracts are good for first pass activities and should not exceed 70 hours. Unit price contracts use construction units and prices for these units to develop line item costs and total contract costs. (Refer to <http://www.swg.usace.army.mil/em/mg/mguide.asp>, Appendix I, Contract Scope of Work and the *H-GAC Regional Storm Debris Management Assessment 2002*, Tab G Sample Debris Management Contract Scopes of Work.)
- Develop contracts based on procurement policies.
- Set up a tracking system that can verify the load requirements.
- Determine qualified contractors who have the appropriate equipment and experience necessary to respond quickly after a disaster.
- Using local and state procurement policies, request a proposal from contracting firms and pre-qualify contractors. You may want to go ahead and contract with your selected contractors. Have each contractor give prices that are good for that year, with the intent to update pricing annually. The contractor may cost more up front, but the time saved will be worth it. This gives you time to get FEMA review of your contracts before you sign them (Neva Elliot, (940) 898-5399).

Notes: *(Identify Critical Path tasks and individual task deadlines)*

Appendix B – Post-Disaster Checklists

This appendix contains the following lists of tasks:

- 0-70 Hours After Disaster
- 70 Hours to 10 Days
- 10 Days to 90 Days

70 Hours – 10 Days

Tasks:

- ❑ Terminate emergency time-and-material debris clearance and removal time and materials contracts after 70 hours of actual work or when price limit is reached, whichever comes first. Complete competitive bidding process, if it has not already been completed during pre-disaster preparation.
- ❑ Coordinate debris removal efforts with Contractor(s).
- ❑ Assign and deploy debris contract monitors to debris management zones to monitor Contractor activities.
- ❑ Meet daily with debris managers and key officials to update progress and discuss issues.
- ❑ Continue to disseminate public information. Provide information about curbside debris pickup dates, household hazardous waste drop-off sites, and other debris-related public information.
- ❑ Maintain documentation for costs of debris clearance, removal and disposal.
- ❑ Enter debris load ticket information into a spreadsheet or database and update daily.
- ❑ Ensure that debris management sites meet environmental and permitting requirements.
- ❑ Have your first meeting with your FEMA Public Assistance Coordinator. Be able to:
 - Identify your Debris Manager and provide contact information.
 - Provide the address and phone number of the Debris Management Center.
 - Provide an estimate of debris quantities based on your Preliminary Damage Assessments.
 - Identify how debris will be removed – in-house using force account labor and/or by a Contractor.
 - Provide addresses and maps of debris management sites.
 - Provide addresses and maps of final disposal sites.
 - Provide copies of all relevant contracts and be able to explain how bidding was completed. Discuss if contracts are lump sum or unit price.
 - Provide contract rates for debris removal labor and equipment and tipping and other disposal fees.
 - Explain the debris removal monitoring program.
 - Discuss load ticket documentation.
 - Discuss how other costs are being documented (time sheets, equipment logs, etc.).
 - Ask for FEMA Debris Monitors and Specialists to be made available.
 - Ask for a storm-related debris removal timeline and deadline, which is usually six months but varies with each event.

Notes:
