

This document outlines the response expectations of Yolo County during a debris management operation and serves as a Support Annex to the Yolo County Emergency Operations Plan



# Yolo County Debris Management Annex

Annex to the Yolo County  
Emergency Operations Plan

Version 1.0

December 2024

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# PROMULGATION

This Emergency Support Function Annex to the County of Yolo Emergency Operations Plan describes how Yolo County will manage an emergency incident or disaster mitigation, preparedness, response, and restoration related to this Emergency Support Function. All Primary and Support agencies identified as having assigned responsibilities in this Emergency Support Function shall perform the emergency tasks described, including preparing and maintaining Standard Operating Guidelines and Procedures and carrying out the training, exercises, and plan maintenance needed to support the plan.

This Emergency Annex plan was developed using the Comprehensive Planning Guide 101 version 3 from the Federal Emergency Management Agency and California’s emergency planning guidance documents. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption under the direction of the Director of Emergency Operations. The revised plan will be relayed digitally to all Primary and Support agencies with assigned responsibilities in this Emergency Support Function. The Primary assigned agency will coordinate the review and update of the plan with the Support agencies as needed at least every three years. This Emergency Support Function plan supersedes any previous versions.

This Emergency Support Function Annex applies to Primary and Support agencies within Yolo County who are assigned responsibilities by Emergency Support Function of the All-Hazard Emergency Operations Plan and identified within the Emergency Support Function Annex.

This plan replaces previous annexes of the same or similar title.

The County of Yolo Board of Supervisors chairperson will formally promulgate this annex. The County Ordinance empowers the County Board of Supervisors to review and approve emergency and mutual aid plans.

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Lucas Frerichs  
Chair of the Board of Supervisors

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Date:

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# TABLE OF CONTENTS

PROMULGATION.....	1
Table of Contents.....	3
Section 1.0: Introduction.....	6
1.1 PURPOSE .....	6
1.2 SCOPE.....	7
1.3 GOALS AND OBJECTIVES.....	7
1.4 PLANNING ASSUMPTIONS AND CONSIDERATIONS .....	8
1.5 INCIDENTS.....	8
Section 2.0: Concept of Operations.....	10
2.1 Concept of Operations .....	10
2.2 NORMAL OPERATIONS.....	11
2.3 PREPAREDNESS .....	12
2.4 RESPONSE.....	14
2.5 INDIVIDUALS WITH DISABILITIES AND ACCESS AND FUNCTIONAL NEEDS .....	22
2.6 RECOVERY .....	23
SECTION 3.0: ROLES AND RESPONSIBILITIES .....	30
3.1 DEBRIS MANAGEMENT STAFF RESPONSIBILITIES.....	31
3.2 OA ROLES AND RESPONSIBILITIES.....	35
3.3 LOCAL MUNICIPALITY ROLES AND RESPONSIBILITIES.....	35
3.4 STATE RESPONSIBILITIES.....	35
3.5 FEDERAL RESPONSIBILITIES .....	36
3.6 NON-PROFIT SECTOR.....	37
3.7 PRIVATE SECTOR.....	38
3.8 RESIDENTS.....	39
SECTION 4.0: FINANCE, ADMINISTRATION, AND LOGISTICS.....	40
4.1 FINANCE .....	40
4.2 DOCUMENTATION.....	42
4.3 LOGISTICS.....	43
SECTION 5.0: OPERATION COORDINATION AND COMMUNICATION .....	43
5.1 SITUATIONAL AWARENESS.....	43
5.2 COMMUNICATION .....	44
5.3 COORDINATION OF RESOURCES.....	44
SECTION 6.0: PLAN MAINTENANCE STRATEGY .....	44
6.1 PLAN MAINTENANCE.....	44
6.2 PLAN UPDATES.....	44
6.3 PLAN TRAININGS AND EXERCISE .....	45
6.4 AFTER-ACTION REVIEW .....	46

APPENDIX A: GLOSSARY OF TERMS..... 47

APPENDIX B: DEFINITIONS ..... 49

Appendix C: Record of Changes..... 52

Appendix D: Record of Distribution..... 53

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## SECTION 1.0: INTRODUCTION

Yolo County is vulnerable to numerous natural and man-made disasters that can produce substantial volumes of debris, creating hazardous conditions that endanger the public and disrupt the essential daily lifestyle and economy of the community. Comprised of 6 jurisdictions (four incorporated cities, one unincorporated area and one Tribal nation), and numerous special districts, state and private agencies to address when managing debris, the Yolo County Operational Area (YOA) can manage many disaster situations with internal resources. However, some potential debris-generating events may overwhelm the County's assets and capabilities.

This plan establishes the framework within which the County will respond and coordinate the management of debris generated by potential man-made and natural disasters. This plan will also address the potential role that state, federal, and other groups/agencies may assume during a debris management operation. Disruptions caused by disaster generated debris are a result of the following:

- Obstructed roads
- Obstructed right-of-way and pedestrian walkways
- Environmental offenses resulting from hazardous material spills or releases, the resulting contaminations of soils, ground and surface waterways, and potential sources for air pollution

Disasters will result in large expenditures of labor, equipment, materials, and supplies at substantial cost to the County. This annex does not address routine debris incidents that the County can manage; the operational concepts reflected in this plan focus on potential large-scale disasters that can generate significant volumes of debris requiring an unusual or extraordinary response. It is imperative the County be prepared to provide all necessary disaster recovery services and have the means to recover eligible costs from state and federal agencies.

It is mandatory that an early, safe, and quick response and recovery process is implemented to restore environmentally safe and economically viable conditions to the disaster-affected areas. To meet this objective, the County developed this annex plan.

### 1.1 PURPOSE

The purpose of the Debris Management Annex is to outline the components critical to the success of a debris removal operation throughout the Yolo County Operational Area. This annex provides key information that will help the County coordinate and effectively manage a turnkey debris removal effort if the County were to be impacted by a major debris generating event. Central to the success of debris removal operations is the County's understanding of the following elements prior to a debris-generating event:

- Parties involved and their roles and responsibilities regarding disaster response and recovery

- Rules, regulations, and guidelines enacted by the Federal Emergency Management Agency (FEMA) and other agencies governing debris removal
- Establish coordinated debris management operations, including debris, collection, removal, reduction, recycling, haul-out, final disposal, and documentation
- Identify potential waste streams and volumes by incident type and location

As with all of the County's emergency plans, this is an all-hazards plans, with operational priorities of saving lives, protect health and safety, protect property, and preserve the environment.

## 1.2 SCOPE

This annex is intended to guide debris operations within the Yolo County Operational Area during the preparation for and/or response to an emergency/disaster event. This plan also takes into consideration the coordination with state, federal, public, and private sector partners. It is based upon the principle that emergency operations should be conducted at the lowest level possible before requesting support, and that the County bears the ultimate responsibility for the safety of its residents and protection of its infrastructure.

## 1.3 GOALS AND OBJECTIVES

The goals of this plan are to:

- Establish a common terminology for issuing evacuation orders
- To return vital life support systems to minimum operating standards.
- To redevelop a disaster area to preexisting conditions or to conditions that are less disaster-prone.
- To perform activities that assist families and businesses to return to a normal or improved state of being.

The plan objectives describe the end result for successful debris operations within the County. These are the broad concepts that should be achieved in order to meet the purpose of this plan. The objectives for the County are as follows:

- Conduct pre-disaster preparedness activities.
- Conduct mitigation planning to reduce hazards in local communities
- Facilitate debris removal operations to ensure public health and safety.
- Consider those with disabilities and access and functional needs throughout debris operations.
- Maximize diversion to the greatest extent possible to preserve remaining landfill capacity.
- Establish mechanisms to coordinate with stakeholders to manage debris operations.
- Coordinate public information regarding debris with other affected jurisdictions and the State.
- Utilize internal and private sector networks to manage debris operations.
- Request additional resources if necessary, through established channels.

- Comply with applicable local, state, and federal requirements throughout debris operations.
- Forecast debris and resource requirements.

## 1.4 PLANNING ASSUMPTIONS AND CONSIDERATIONS

The successful management of disaster debris typically requires a united, cooperative effort by local, regional, tribal, state and federal agencies, private contractors, nongovernmental organizations, business and industry, public and private institutions, and the general public. For the purposes of this plan, the following assumptions are area considered to be facts in order to execute this plan:

- A natural disaster that produces debris on public and potentially private lands and waters could occur at any time
- Debris will be managed at the most local level
- The County has existing or will develop procedures to use local resources to the maximum extent possible to manage debris
- Debris clearance may be an immediate concern following a disaster to allow access to disaster survivors and impacted areas.
- The County and local governments may not have a sufficient quantity of equipment and personnel to appropriately manage the volume of collection, removal, and disposal of debris expected to be generated after a large-scale incident
- Private contractors may likely play a significant role in the debris removal, collection, reduction, and disposal processes during a large-scale incident
- Although private citizens and businesses are expected to remove disaster related debris from their own properties, both groups are likely to seek assistance from local government
- Non-profit, volunteer organizations, and convergent volunteers often provide assistance with debris removal from private property
- The County has a diverse population that will have unique needs during debris operations
- In a catastrophic disaster, communication networks might be inoperable, transportation infrastructure might be severely debilitated, and resources will be limited
- The County may request additional resources as necessary through established channels (SEMS) to ensure an efficient recovery effort.
- Catastrophic disasters will require prolonged, sustained debris operations, and support activities
- Existing solid waste processing facilities may be impacted by the disaster resulting in diminished operational capacity
- Hazardous material/ environmental issues will have to be addressed throughout the debris management operation.

## 1.5 INCIDENTS

The intent of this plan is to provide guidance for a large-scale disaster that generates significant volumes of debris that will overwhelm Yolo County and require contractor and/or State

resources. Yolo County is vulnerable to many disasters that have the potential to generate large volumes of debris, including natural and human-caused disasters.

According to the *Yolo County Hazard Mitigation Plan*, the County is vulnerable to levee failure, wildfire, drought, severe weather, and flooding. Understanding the hazards that the County is vulnerable to as well as the potential quantities and types of debris from those hazards can aid the County in preparing for a large debris-generating incident. Table 1-1 below shows the debris-generating hazards that the County is vulnerable to as well as the types of debris that might be generated from those incidents, whether debris quantities would be high, medium or low, and whether the widespread impact from those incidents would be high, medium, or low.

**Table 1-1: Potential Hazards and Debris Types**

Hazard Type	HMP Risk Rating	Expected Debris	Severity
Levee Failure	High	<ul style="list-style-type: none"> <li>•Vegetative Damage</li> <li>•Construction and Demolition</li> <li>•Soil, Mud, Sand</li> <li>•Household Items</li> <li>•Contaminated Debris</li> <li>•Vehicles</li> </ul>	High
Wildfire	High	<ul style="list-style-type: none"> <li>•Damaged/Destroyed Structures</li> <li>•Burnt Metals</li> <li>•Ash</li> <li>•Charred Wood Waste</li> <li>•Animal Carcasses</li> </ul>	Moderate
Drought	Moderate	<ul style="list-style-type: none"> <li>•Contamination of water</li> <li>•Vegetative Debris</li> </ul>	Moderate
Flooding	Moderate	<ul style="list-style-type: none"> <li>•Construction and Demolition</li> <li>•Household Hazardous Waste</li> <li>•White Goods</li> <li>•Electronic Waste</li> <li>•Soil, Mud, Sand</li> <li>•Household Items Electronic Waste</li> <li>•Damaged/Destroyed Structures</li> <li>•Vegetative</li> <li>•Removal of sand and sandbags used in flood fighting</li> <li>•Vehicles</li> </ul>	High
Severe Weather: Extreme Wind	Possible	<ul style="list-style-type: none"> <li>•Damage to roofs and structures</li> <li>•Secondary damage due to flying debris</li> <li>•Damaged utilities</li> <li>•Trees and Vegetation</li> </ul>	High

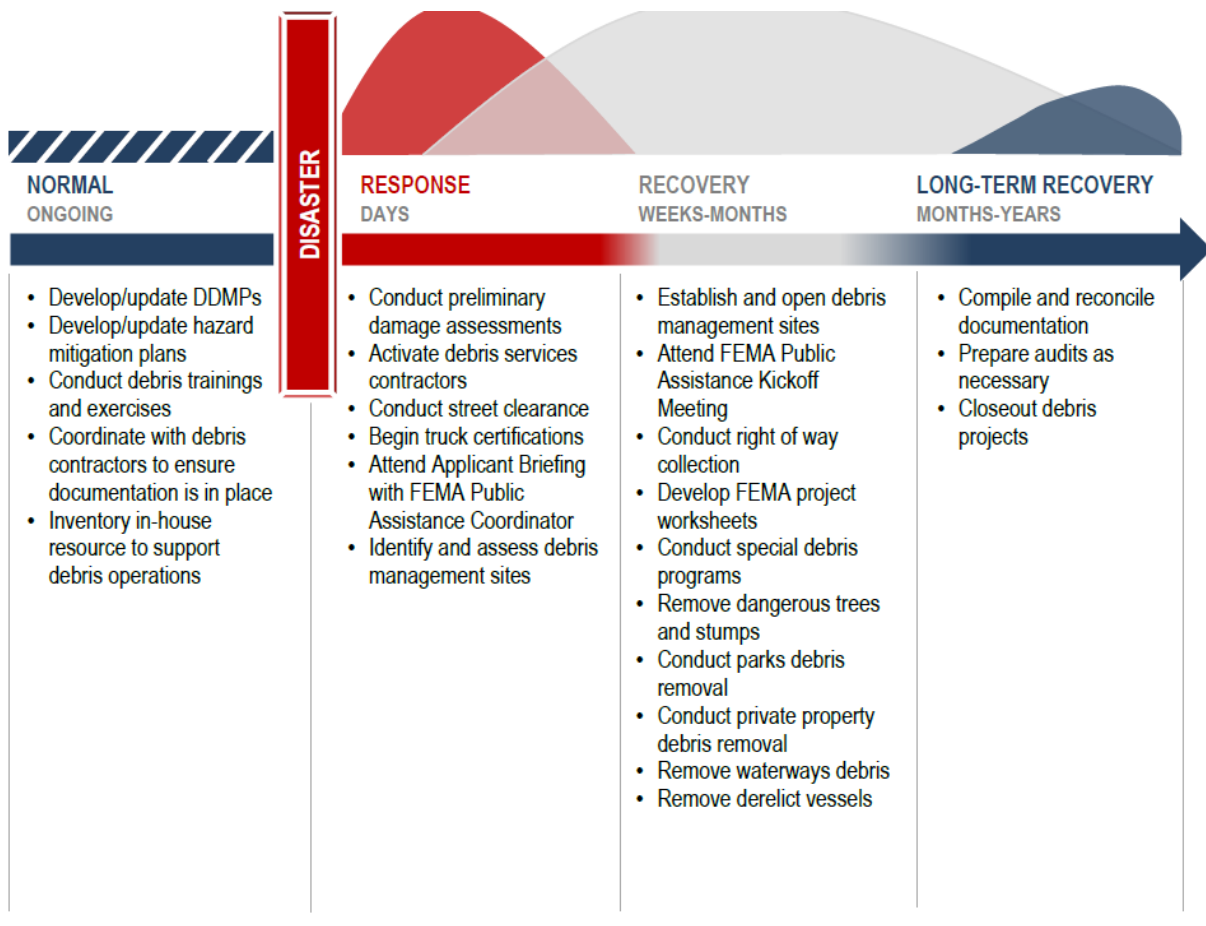
## **SECTION 2.0: CONCEPT OF OPERATIONS**

The National Response Framework establishes a set of core capabilities that must be achieved during disasters to save lives, protect property and the environment, and preserve the social, economic, cultural, and political structure. Debris management operations support several core capabilities, including Critical Transportation, Environmental Response/Health and Safety, Infrastructure Systems, and Public and Private Services and Resources. Depending on the size, scope, and magnitude of the disaster, local jurisdictions will be required to conduct debris operations. In cases where the magnitude of the disaster stretches local resources beyond their capability to respond, local jurisdictions may call upon Yolo County, as the OA to help coordinate resources. Yolo County may in turn reach up to the REOC or the State for assistance.

### **2.1 CONCEPT OF OPERATIONS**

The concept of operations describes the processes to achieve the objectives of the plan. This section is organized chronologically to demonstrate the activities that will take place during each phase of debris operations. Figure 2.1 illustrated the disaster recovery timeline.

Figure 2.1



This section provides the guidance required for all phases of a debris-generating event.

## 2.2 NORMAL OPERATIONS

During “Normal Operations,” the County is not under any serious threat of a disaster incident. Debris-generating incidents can occur throughout the year, so it is imperative to maintain a constant state of preparedness throughout Normal Operations by reviewing and updating the annex on a consistent basis.

The Normal Operations phase is the ideal time for the County to establish and/or review prepositioned contracts with their monitoring firm(s) and debris removal contractor(s), and review locations selected to serve as temporary debris management sites (DMS). The Normal Operations period is also the ideal time for the County to re-evaluate roles and responsibilities of each department and other involved outside agencies. The purpose of this evaluation is to ensure that all departments and external agencies maintain capacities to fulfill their obligations in a timely and effective manner should a disaster strike the County. Once roles and

responsibilities have been re-evaluated OES and OA partners, a review of the Annex should occur on a consistent basis.

### **ACTIVITIES**

- Update contact and equipment lists.
  - Contact lists for staff, contractors, and resources should be updated periodically to reflect changes in personnel or contact information
- Evaluate DMS locations and update any necessary permit requirements.
- Review road lists and road maps.
  - Changes or updates relating to road segments and applicable maintenance responsibilities among local, state, and federal agencies are critical for reimbursement through the Public Assistance (PA) Grant Program and the Federal Highway Administration- Emergency Relief Program. It is critical that jurisdictions review and update road lists and maps annually. Updated and accurate road lists and maps will facilitate documentation of debris removal operations, and thereby assist the jurisdictions during the reimbursement process.
- Establish and maintain pre-positioned contracts.
  - During times of normalcy, the County should establish and maintain pre-positioned contracts for debris monitoring and debris removal services. Procurement of such services should comply with jurisdiction procurement practices and the procurement competition requirements specified in 44 Code of Federal Regulations (CFR) (Emergency Management and Assistance) Part 13.36.
- Review State and FEMA guidance.
  - Rules and regulations dictating operational procedures change periodically, and information in this Annex should be updated consistently to reflect such changes.

## **2.3 PREPAREDNESS**

The County will begin preparations when a debris-generating event is moving toward the County. However, because of relatively short notice of most events that could affect the area, opportunity for pre-event preparations is limited. If pre-incident preparations are feasible, key personnel and departments, as well as outside agencies with a role in debris management operations, should be put on alert and maintain awareness that they may be required to work extended hours under adverse conditions.

Availability of DMS locations will be evaluated by Yolo County Public Works. Alternate locations will be considered by prioritizing potential alternate sites if one or more preapproved sites are not available. The County should place the pre-positioned monitoring firm and debris removal contractors on stand-by.

### **ACTIVITIES**

A pre-event activities checklist has been developed for the County to use prior to or in anticipation of an upcoming event/incident to assemble a coordinated response. The checklist is a valuable tool that ensures that proper steps are taken in a time of extreme duress. The checklist includes the following:

- Download most recent road list and relevant documents to a portable storage device.
- Alert key personnel and place monitoring firm and debris removal contractors on stand-by.
- Review plan with key personnel.
- Issue pre-event media press releases.
- The Procurement Department and the County's legal counsel review contracts for accuracy.
- County Debris Manager reviews pre-identified DMS locations for capacity and permits.
- County Debris Manager facilitates a pre-event coordination meeting with contractors

\*Below is a description of each of the checklist items:

### **Archive Most Recent Road List and Relevant Documents to a Portable Storage Device**

Following each update to this plan, Public Works should archive the plan, the most recent street list, and maps of the County to a portable storage device. Many of the computers and servers that store this information may be unavailable immediately following an event. Having this information on-hand ensures that debris collection commences in a timely manner and proceeds properly. It would be critical at this point for the County to provide updates of the road list to its monitoring firm as they become available.

### **Alert Key Personnel and Place Monitoring Firm and Debris Removal Contractors on Stand-By**

Prior to a debris-generating event, County debris management staff should be put on alert. Additionally, the County Debris Manager should contact key stakeholders via verbal and electronic communication, informing them of information needed to begin the response and recovery process.

The County's monitoring firm and debris removal contractors should be put on alert by the County that their contracts may be activated. Discussions with the monitoring firm and debris removal contractors should address the following key issues:

- Availability and amount of assets that will be dedicated to debris removal operations
- Estimated time of mobilization
- Exchange of mobile contact information
- Identification of staging area(s) for truck certification – with assistance from Debris Contractors

### **Review Plan with Key Personnel**

Once an initial meeting is scheduled with all of the County's key contacts, the County Debris Manager(s), monitoring firm and debris removal contractors should review the annex. Once roles are reviewed and agreed upon, the initial meeting should focus on key activities that need to occur immediately following the debris-generating event, including damage assessments and emergency road-clearing activities. In addition, the proper procedures for documenting hours,

activities and expenses should be reviewed. Supply purchases should also be properly documented and tracked.

### **Pre-Event Media Press Release**

Working with OES and managers of debris operations, the designated PIO will develop a pre-event media press release preparing residents for the possible debris clearance and collection operation. The press release should assure the public that the County is prepared and has a plan in place to immediately respond to an incident. The press releases should also convey information on County office closure times/dates (including information regarding garbage collection). In addition, the County will provide information on proper set-out procedures and estimates of when the cleanup process will begin.

### **The Procurement Department and the County's Legal Counsel Review Contracts**

The Procurement Department and the County's Legal Counsel will review any contracts that might be activated to ensure they are accurate and in accordance with State and Federal requirements and guidelines.

### **County Debris Manager Reviews Pre-Identified DMS Locations for Capacity and Permits.**

Based on the anticipated impacts from the event, the County Debris Manager will review the list of preidentified DMS for readiness including their current debris capacity and permit status.

### **County Debris Manager Facilitates a Pre-Event Coordination Meeting with Contractors**

The County Debris Manager will meet with contractors activated in preparation for the event to discuss responsibilities, how efforts will be coordinated with the County, and the resources they can bring to bear to assist in managing debris anticipated from the incident.

## **2.4 RESPONSE**

Immediately following the debris-generating incident, the emergency push encompasses the time that roadways are cleared of scattered debris, leaning trees, and other obstructions in roadways that might hinder emergency response vehicles. This operation may be reimbursable by FEMA on a time and materials basis. It is critical to document all types of equipment and the amount of time the equipment is used in detail and accurately. Please note reimbursement criteria and duration for time and materials work are subject to change following a disaster.

During this phase, the Public Works Department will coordinate emergency road clearance activities. The County will begin initial push operations using departmental resources and Public Work's force account labor contracts and vendors. If necessary, the County may request additional resources for emergency road clearance operations from its debris clearance and collection contractor(s). Road clearance priorities are pre-established to allow access to critical public facilities such as fire stations, police stations, hospitals, shelters, emergency supply centers, and other critical facilities. Concurrent with emergency push operations, the

jurisdiction's debris clearance and collection contractor should perform necessary preparation work to open DMS locations.

### **ACTIVITIES**

Response activities include:

- Emergency Road Clearance Priorities
- Debris damage assessment
- DMS identification and preparation
- Tracking and Documentation
- Truck certification
- Conduct meeting/ briefings with Key Personnel
- Review Debris Volume and Collection Cost Assessment
- Request Contact Information and Meeting with FEMA PA Program Delivery Manager
- Post Event Press Release

\*Below is a description of each of the checklist items:

### **Emergency Roadway Clearance Priorities**

Establishing road clearance priorities to allow access to critical public facilities such as fire stations, police stations, hospitals, shelters, and emergency supply centers.

### **Debris Damage Assessment**

Damage assessments are necessary to determine the extent and the location of the debris. An initial windshield survey of the impacted area will be conducted to identify critically damaged areas and to assist in prioritizing emergency roadway clearance. If possible, aerial surveys should be conducted to obtain an overview of damaged areas.

Individuals will be designated to serve on a damage assessment team for the County. Members of the damage assessment team should be trained prior to the incident and should be coordinated with utility crews to ensure safety.

Damage assessments should be conducted with consistency throughout all affected jurisdictions to the greatest extent possible. Following completion of the damage assessments, the County will compile the damage assessments for submittal to the State. A thorough and accurate damage process must be implemented to maximize the potential for state and federal disaster assistance.

The Debris Estimating Field Guide, FEMA 329, provides specific guidance on how to conduct damage assessments and estimate debris volumes.

#### **Damage Assessment Phases**

Assessing the damage caused by a particular event is essentially a three-phased process. Each phase of the process serves a distinct purpose.

1. **Phase 1 Initial Damage Estimate** begins **immediately after the disaster**, but in some cases may actually begin during the event. Its

purpose is to be prepared to respond to any immediate requests for assistance, such as sandbags or protective measures.

2. **Phase 2 Preliminary Damage Assessment** is a more detailed look at the needs and usually **occurs prior to a request for federal or state assistance**, so that the most accurate and timely information can be included in the Governor's request.
3. **Phase 3 Recovery Scoping** takes place **after receiving a federal or state declaration**. Its purpose is to review and update the information previously gathered and develop your list of projects.

### Initial Damage Assessment

- **Immediate Survey:** When a disaster occurs, an immediate survey of the County will be conducted by emergency responders assessing the nature, severity, and extent of the situation. The primary responders may include members of Yolo County OES and Public Works Departments. Field responders will accomplish the initial damage assessment by conducting ground surveys which will require the observation and reporting of damage, casualties, and status of affected areas. The ground survey should include the inspection of and reporting on facilities essential to public welfare and safety. Field responders will report their observations to the Situation Branch or to the Damage Assessment Branch, if activated. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination of immediate future actions can be made.
- **Initial Damage Estimate (IDE):** As significant damages become apparent, the Operations Section Chief should direct the Public Works Branch to prepare an Initial Damage Estimate (IDE). When completed, the IDE should be forwarded to the State's Inland REOC. The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to support requests for State and Federal recovery assistance.
- **EOC Reporting:** Once activated, the Planning and Intel Section of the OA EOC will begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage estimate. The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The Planning/Intelligence Section will complete and transmit the various situation reports to the State's Inland REOC. The reports define affected areas, identify status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed. When no damage is observed, a report will be submitted indicating no observed damage.

### Preliminary Damage Assessment

A Preliminary Damage Assessment (PDA) is a detailed assessment of damage to public and private facilities, with more precise dollar loss estimates. This will be

conducted jointly with local and Cal-OES officials. Information needed to determine the operational problems and immediate needs of the community is critical. Specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but will not take priority over the operational problems and emergency needs.

Detailed damage assessment information will be used to plan both short- and long- range recovery efforts. These plans will be given the highest priority as the County emergency organization transitions from response to recovery operations.

#### Preliminary Damage Assessment Checklist

- Complete Initial Damage Estimate
- Identify and document damage to infrastructure and estimate restoration cost
- Document emergency protective measure and debris removal activity and estimate cost
- Confirm insurance deductibles and limits for damaged facilities
- Collect documentation necessary to support estimates (important for large projects or when PA program eligibility may be in question)
- Summarize damage on annotated map(s)
- Summarize the impact damage will have on normal community functions (e.g. number of people impacted and estimated duration)
- Submit damage assessment information to OES
- Complete Preliminary Damage Assessment with Cal-OES
- Guide and accompany Joint PDA team to damaged sites as necessary
- Answer questions related to submitted damage, activities, and impacts posed by Joint PDA team members
- Collect and submit additional information or supporting documentation requested by Joint PDA team members
- For incidents that include Individual Assistance:
  - Document the location of and level of damage to homes and businesses according to criteria defined by FEMA
  - Document trauma, disruption of normal community functions, areas of concentrated damage, and areas where there is a high numbers of residents from defined special populations observed in the field.

#### **Debris Management Sites (DMS) Identification and Preparation**

Concurrent to emergency roadway clearance and damage assessments, the County will identify and prepare DMS locations. The County Publics Work Division will also have a role in approval of DMSs for the County and municipalities in accordance with State guidelines.

The purpose of the DMS is to temporarily store debris and conduct some form of reduction method before the debris is transported to a final disposal facility. Land within transfer stations or solid waste facilities can be utilized as DMSs. This can be desirable because of their ability to immediately accept debris.

Debris brought to a DMS is sorted to remove recyclable materials and materials not suitable for reuse. The materials not suitable for reuse are taken to a landfill. Ideally, all concrete rubble would be processed at the DMS into reusable aggregate. This option may be considered if space, site characteristics, and available resources allow.

The size of the site is dependent on the quantity of debris that needs to be stored and processed. The site should be large enough to safely accommodate processing of various debris materials, storing heavy equipment, and maneuvering trucks and large processing equipment.

The DMS should be established in an area that does not impede the flow of traffic along major transportation corridors, disrupt local business operations, or cause dangerous conditions in residential neighborhoods or schools. Whenever possible, avoid locating a DMS near residential areas, schools, churches, hospitals, and other such sensitive areas.

The County must also consider community acceptability when selecting a potential DMS. The community's acceptance of the DMS location usually depends on the reduction methods that will be conducted at the site. Around-the-clock light and noise from equipment operation, dust, and traffic are generally tolerated early in a disaster recovery operation but may have to be curtailed later in the recovery phase.

The following factors should be taken into consideration when identifying a debris management site:

- Current availability
- Duration of availability
- Site ingress/egress
- Geographic location within the jurisdiction
- A minimum of 5 acres of usable land
- Well-drained site with soils suitable for supporting heavy vehicles and equipment
- Easy access to transportation routes
- Strategic placement to minimize debris transportation requirements and travel time to and from loading points; the DMS should be located as close as possible to the concentrations of disaster debris
- Access to electrical and water utilities for site operations
- Minimum potential for disruption of critical services

Potential locations for a DMS may include the following:

- Recycling facility
- Landfill
- Transfer Station
- Vacant Lot
- Corporation Yard
- Parks
- Large Parking Lots
- Jurisdiction Owned Property

- Private Property

Environmental permits and land use variances may be required during removal operations for DMS(s). Several agencies may be involved in issuing permits and granting land use approvals. Permits may include:

- Waste processing and recycling operations permit
- Temporary land use permits
- Land use variances
- Traffic circulation strategies
- Air quality permits
- Water quality permits
- Household hazardous waste permits
- Fire department permits

After a review of the availability and suitability of a DMS, site preparation can begin. As part of the preparation, baseline data should be gathered from the site to document the state of the land before debris is deposited. The following action items are recommended to compile baseline information:

- **Photograph the site** – Digital photos should be taken to capture the state of the site before debris reduction activities begin. Photos should be updated periodically throughout the project to document the progression of the site.
- **Record physical features** – Records should be kept detailing the physical layout and features of the site. Items such as existing structures, fences, landscaping, etc., should be documented in detail.
- **Historical evaluation** – The past use of the site area should be researched and documented. Issues relating to historical or archeological significance of the site should be cleared with the state historical preservation agency. The California Office of Historic Preservation can be a resource in researching historical significance of an area.
- **Sample soil and water** – If possible and deemed necessary, soil, and groundwater samples should be taken before debris reduction activities commence. Samples will help ensure the site is returned to its original state. Typically, soil and groundwater samples should be analyzed for total Resource Conservation and Recovery Act (RCRA) metals, volatile organic compounds, and semi-volatile organic compounds using approved U.S. Environmental Protection Agency (EPA) methods.
- **Site approval** – Yolo County Public Works will approve DMS locations in the County.

Once debris is collected from the public right of way, it is transported to a DMS where it is segregated and reduced. Reduction methods include:

- **Chipping and Grinding** – Using this method, vegetative debris is chipped or ground and typically results in a reduction ratio of up to 4:1. Factors such as debris composition, weather, site conditions, and other factors may impact the reduction ratio. The leftover mulch is either hauled to a final disposal facility or recycled.
- **Incineration** – Although incineration is rarely authorized, there are circumstances where a public entity can request to reduce debris through burning. The burning of vegetative debris typically results in a reduction ratio of up to 20:1. Factors such as debris

composition, weather, site conditions, and other factors may impact the reduction ratio. The leftover ash may be hauled to a final disposal facility or be incorporated in a land application.

- **Crushing** – The crushing of vegetative debris is the least effective reduction method and results in a reduction ratio of up to 2:1. Crushing is an appropriate reduction method for construction and demolition debris that cannot be reused or recycled.

Common recyclable materials that are a result of a debris-generating event include wood waste, metals, and concrete. The following are potential uses for each of these materials:

- **Wood Waste** – Vegetative debris that is reduced through chipping or grinding results in leftover mulch. The remaining mulch can be used for agricultural purposes or fuel for industrial heating. For the mulch to be viable in agricultural purposes, the end user typically has a size requirement and requests that the mulch be as clean as possible of plastics and dirt.
- **Metals** – Metal debris such as white goods, aluminum screened porches, etc., that may result from a debris generating event can be recycled. Certain metals, such as aluminum and copper, are highly valuable to scrap metal dealers.
- **Concrete** – Concrete, asphalt, and other masonry products that may become debris as a result of a debris generating event can be crushed and potentially used for road construction projects or as trench backfill.

### **Tracking and Documentation**

The primary tracking mechanism, for all debris loaded, hauled, and disposed of under this plan will be a document similar to a “Load Ticket”. A Load Ticket includes information such as:

- Initiated at pickup sites and closed-out upon drop-off of each load at a debris management site or permanent landfill
- Used to document both County force account and contract haulers.
- Serve as supporting documentation for:
  - Contractor Payment
  - Reimbursement from State and Federal Recovery Funds
- Weight tickets from the debris management site or permanent landfill must also accompany the load ticket

### **Truck Certification**

Truck certification is a critical component of debris management operations. Truck certification is the process to document the capacity of debris removal trucks. All debris removal trucks hauling debris on a volumetric basis must have their capacity and dimensions measured, sketched, photographed, and documented on a truck certification form. Each debris removal truck must be assigned a unique number for debris tracking and invoice reconciliation purposes. Truck certifications should contain:

- Unique truck number
- Driver name
- Driver phone number
- Driver license number, state-issued, and expiration date

- Tag number, state-issued, and expiration date
- Vehicle measurements
- Photo of the vehicle

### **Conduct Meetings/ Briefings with Key Personnel**

Coordination meetings and briefings with key personnel should occur to update the status of road clearance efforts, DMS openings, contractor asset ramp-up, and pertinent public information for press releases. Daily meetings should be held each morning at a location determined by the jurisdiction, and include key personnel from the affected jurisdiction, the monitoring firm, and debris removal contractors. The purpose of daily meetings is to focus on daily objectives and include a discussion of operational progress and best practices moving forward. During the meeting, the jurisdiction will also review real-time statistics and completion maps that reflect operations through the end of the previous day.

### **Review Debris Volume and Collection Cost Assessment**

The Public Works Division, monitoring firm, and debris clearance and removal contractors will meet to review debris volume and the collection cost assessment. Topics of discussion in this meeting may include but are not limited to:

- Amount of debris generated (total CYs)
- Type of debris generated (vegetative, construction and demolition, or other miscellaneous debris)
- Number and estimated date of arrival of assets (trucks, loaders, monitoring personnel)
- Estimated number of DMS locations necessary
- Preliminary scope of debris removal efforts
- Estimated cost of debris removal efforts

Following this meeting, the jurisdiction and/or monitoring firm will begin to gather required documentation for development of FEMA PWs.

### **Request Contact Information and Meeting with FEMA PA Program Delivery Manager**

This request goes through FEMA. Local Emergency Management should coordinate through the State Emergency Management Division to immediately request contact information pertaining to the designated FEMA Public Assistance Program Delivery Manager (PA PDMG) for the disaster. Upon receiving the information, the jurisdiction or jurisdictions should each request a meeting with the FEMA PA PDMG. During this meeting, the jurisdiction will:

- Summarize the jurisdiction's debris removal operations to date.
- Review debris and cost estimates for the County.
- Review any Disaster-Specific Guidance (DSG) documents issued by FEMA.
- Examine the jurisdiction's debris removal plan.
- Provide contact information pertaining to all jurisdiction monitoring firm and debris removal contractors and key personnel.

- Determine additional information the PA PDMG will need to generate PWs for the jurisdiction. For FEMA to generate a Category A, debris removal and debris monitoring PW, FEMA will require the following information:
  - Copy of the debris clearance and removal contractor contract(s)
  - Copy of the debris monitoring firm contract(s)
  - Information on the procurement process specified in the debris clearance and removal and monitoring contracts
  - Addresses (if available) and GPS coordinates of all DMS locations
  - Debris volume and cost estimates
  - Monitoring cost estimate (based on budgeted labor hours)
  - Brief debris removal plan overview

### **Post Event Press Release**

As soon as possible following the debris-generating incident, the PIO may issue a press release to various media sources and post it to the jurisdiction's website and social media sites. The press release will inform the public that the jurisdiction is responding to the incident and has activated its monitoring firm and debris clearance and removal contractors to begin debris removal activities. Information should include the following:

- Follow instructions from local officials on set-out procedures for disaster-related debris.
- Segregate disaster debris from regular household waste.
- Safely bring debris to the public right of way.
- Exercise caution when operating equipment and dangerous machinery.
- Help others who may need assistance with debris removal.

## **2.5 INDIVIDUALS WITH DISABILITIES AND ACCESS AND FUNCTIONAL NEEDS**

Cal OES defines access and functional needs as individuals who are or have:

- Physical, developmental or intellectual disabilities
- Chronic conditions or injuries
- Limited English proficiency
- Older adults
- Children
- Low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit)
- Pregnant individuals

Debris management strategies will include actions to meet the needs of access and functional needs individuals. This might include linking them with organizations to assist them in getting debris to the right of way, ensuring public information messages can be received and be understood, and making sure individuals with disabilities and others with access and functional needs can access sidewalks and public transportation resources.

### **DEBRIS PLANNING CONSIDERATIONS**

Disasters create new physical barriers and eliminate and/or lessen services available to everyone. For people with access and functional needs, this may take away their ability to perform certain functions that were previously possible, and/or their capacity to live independently, and/or navigate the available response and recovery systems effectively. To the greatest extent possible, populations with disabilities and functional and access needs must be identified and prioritized during debris operations.

### **PUBLIC INFORMATION**

Information before, during, and after an emergency allows individuals with disabilities and access and functional needs to better respond to disasters. Ensuring that preparedness and emergency information is accessible and available in multiple formats and provides content that addresses access and functional needs is critical.

### **Emergency Roadway Clearance**

Emergency roadway clearance creates challenges for individuals with limited mobility. During the emergency roadway clearance, debris is pushed out of the road onto the right of way. This allows emergency response vehicles to pass but it obstructs sidewalks. The County can coordinate with volunteer organizations to identify vulnerable populations and prioritize those areas for right of way debris removal. This will expedite removal from sidewalks and other critical pathways for individuals with mobility challenges.

### **Right of Way Collection**

Right of way collection can create challenges for individuals with disabilities and access and functional needs. Bringing debris to the right of way will be difficult for individuals with mobility challenges. Jurisdictions can coordinate with volunteer organizations active in disasters to identify potential vulnerable populations and coordinate services to assist with debris removal services.

### **Debris Reduction by Incineration**

In rare cases, debris may be reduced at debris management sites by open burning or using an air curtain incinerator. In these cases, debris managers need to be cognizant of nearby residents and mitigate situations for individuals with health and respiratory challenges that might be exacerbated by this reduction process.

## **2.6 RECOVERY**

For debris operations, the recovery phase begins with debris removal from the public right of way and ends when debris operations are complete, and all documentation is closed out.

During this phase, the County will determine its capacity to conduct debris removal operations internally using force account equipment and labor, using mutual aid or by using contracted services. The County will also assess its capacity to conduct special debris programs, as necessary.

### **SHORT-TERM RECOVERY**

Once the emergency roadway clearance has been completed, the County will begin debris removal operations. This includes the following tasks.

- **Open and approve DMS:** The DMS(s) will be opened, beginning with sites closest to the most heavily impacted areas of the County. Monitoring towers will be located at the ingress and egress of the DMS. Monitoring towers will be high enough so Disposal Monitors can verify the contents inside the debris removal trucks.
- **Prioritize roads/areas and restoring power lines:** After reviewing damage assessments and the concentration of debris within the County, areas that sustained more extensive damage may need to be prioritized, subdivided into smaller work zones, and recorded on the County's GIS data. In coordination with PGE, should prioritize clearing of debris to the extent necessary to allow PGE crews to access and perform power restoration. Primary clearing of debris will be completed after power is restored.
- **Issue press release regarding segregation of debris:** The County should issue a second press release regarding segregation of vegetative, construction & demolition material, and household hazardous waste.
- **Begin right of way debris removal:** The County should allow the debris removal contractors to proceed with curbside collection. Curbside collection entails residents placing their disaster-related debris along the ROW. It is critical residents segregate their debris in categories such as vegetative, C&D, HHW, and white goods. This will help prevent the contamination of debris loads and expedite the cleanup process. To assist the County in an "all-hazards approach" to debris removal efforts, the processes for HHW and white goods debris removal are outlined below.
  - HHW includes gasoline cans, aerosol spray cans, paint, lawn chemicals, batteries, fire extinguishers, fluorescent lamps, household electronics, etc. HHW removal is eligible for FEMA reimbursement if the debris is a result of the debris-generating event and removed from publicly maintained property and roadways whose maintenance is the responsibility of the County. HHW should be collected separately and disposed of or recycled at a properly permitted facility. Collection of HHW can be conducted internally, contracted out on a unit rate basis, or tasked to the existing County debris removal contractor. The following action items are recommended to the County regarding HHW removal:
    - Communicate to County residents the eligibility of HHW following an event. It is important residents separate HHW from other debris, such as vegetative, C&D, etc., to ensure HHW does not enter the debris stream at DMS locations.
    - Decide whether to contract with an established HHW collection firm to augment or replace HHW drop-off sites. This helps ensure that HHW is properly disposed. Measures should still be taken by the debris removal contractor and the monitoring firm to identify, segregate, and dispose of intermingled HHW at DMS locations.
    - Interface with the MDE. Describe the HHW collection program and permitted facilities to be used for disposal or recycling.
  - White goods include refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, etc. White goods debris removal is eligible for FEMA reimbursement if the debris is a result of the debris generating event and removed from publicly maintained property and roadways whose

maintenance is the responsibility of the County. White goods debris that contains ozone-depleting refrigerants, mercury, or compressor oils need to have such materials removed by a certified technician before recycling. All state and federal laws should be followed regarding the final disposal of removed refrigerants, mercury, or compressor oils. Collection of white goods can be conducted internally, contracted out on a unit rate basis, or tasked to the existing County debris removal contractor. The following action items are recommended to the County regarding white goods removal:

- Communicate the eligibility of white goods to County residents following an event. It is important residents separate white goods from other debris to ensure white goods are not mixed with C&D or vegetative debris during collection.
- Interface with MDE. Describe the white goods collection program and permitted facilities to be used for disposal of recovered refrigerants, mercury, or compressor oils.
- **Review Environmental Considerations:** Post-event recovery operations may have environmental considerations that affect operations. Environmental considerations typically correlate to the type of disaster debris and activity needed to address the debris. Table 3-1 below provides a summary of debris-related activities and the regulatory agency such activities will fall under for guidance and regulation.

**Table 3.1**

Debris-Related Activity	Regulatory Agency
<b>Widespread Hazardous Materials Contamination</b>	<ul style="list-style-type: none"> <li>• EPA – Determines the specific activities that may be funded under the PA Program versus those that are under the authority of the EPA.</li> </ul>
<b>Debris Removal Activities That Impact Endangered Species</b>	<ul style="list-style-type: none"> <li>• Contact the U.S. Fish and Wildlife Service.</li> </ul>
<b>Waterways Debris Removal</b>	<ul style="list-style-type: none"> <li>• USACE – Responsible for debris removal from federally maintained navigable channels and waterways.</li> <li>• CalEPA – Responsible for the emergency removal of oil, pollutants, hazardous materials, and their containers from inland zones.</li> <li>• United States Coast Guard (USCG) – Responsible for the removal of oil discharges and hazardous substances releases that occur in the coastal zone.</li> </ul>
<b>Environmental Justice</b>	<ul style="list-style-type: none"> <li>• Contact the CalEPA</li> <li>• FEMA and EPA – Evaluate actions for disproportionately high and adverse effects on minority or low-income populations and to find ways to avoid or minimize these impacts where possible.</li> </ul>

- **Track and Document all Information:** Document all information on a Load Ticket or similar to track all debris loaded, hauled, and disposed of.
- **Begin environmental monitoring program of DMS:** Throughout the duration of the project, data should be collected for use in the remediation and closeout of the DMS. Collected data should be compared to previous data to establish any remediation

actions necessary to return the site to its original state. The following items should be included in an environmental monitoring program:

- **Sketches of Site Operations** – During the project, operations at the DMS may expand, condense, or shift. Changes to the site should be documented along with the locations of debris reduction activity. The sketches and documentation will assist in determining areas of concern that may need additional sampling and testing during site closure.
- **Documentation of Issues at the Site** – Meticulous records should be kept documenting issues such as petroleum spills, hydraulic spills, or the discovery of HHW within debris at the site. This documentation will assist in the remediation of the site.
- **Historical Findings** – If during operations, prehistoric or historic artifacts, vessel remnants, or any other physical remains of historical value are encountered, work activity at the DMS must cease. Other issues relating to the historical or archeological significance of the site should be cleared with the state historical preservation agency.
- **Coordinate with external agencies:** The County should coordinate relevant agencies to ensure debris is being collected and documented appropriately.
- **Issue press release regarding segregation of debris**
- **Initiate discussions with state and/or FEMA:** It will be critical for the County Debris Co-Managers and the monitoring firm to clearly communicate debris removal plans and operations with FEMA. Clear communication fosters a coordinated effort that enhances the transparency of the operation for auditors and ensures maximum FEMA reimbursement.
- **Obtain FEMA Guidance for Gated Community and Private Property Debris Removal:** Eligibility of gated community and private property debris removal (PPDR) will be determined by FEMA on a case-by-case basis following an event. Typically, the debris and devastation must be so widespread that debris removal from private property is a “public interest.” Under the current FEMA PA Program and Policy Guidelines, debris removal from private property is defined as a public interest when operations:
  - Remove threats to the health and safety of the community at large.
  - Prevent significant damage to public or private property.
  - Assist in the economic recovery and thereby benefit the community at large.

For PPDR to be eligible for reimbursement, the County must submit a written request to the FEMA Federal Coordinating Officer (FCO) before PPDR operations begin. The request does not need to be approved for PPDR operations to begin but a denied request will result in the withholding of reimbursement funds for that project. The request will include the following information:

- **Immediate Threat Determination** – The County must provide documentation from the State’s Department of Health that debris on private property is a threat to public health and safety.
- **Documentation of Legal Responsibility** – The County must demonstrate it has the legal authority to enter private property and gated communities and accepts the responsibility to abate all hazards, regardless of whether a federal disaster

declaration is made. Public health nuisance abatement will be addressed by the Department of Health if issues arise.

If PPDR is authorized and considered for the County, the following documentation will be required by FEMA:

- **Right of Entry (ROE) and Hold Harmless Agreements (HHA)** – The County should execute signed ROE and HHA documents with private property owners holding the federal government harmless from any damages caused to private property. The County may execute ROE and HHA forms prior to a disaster under the condition that the ROE and HHA form do not reference a particular event or disaster number.
- **Photos** – It is in the County’s best interest to photograph conditions of private property before and after debris removal is completed. The photos will assist in the verification of address and scope of work on the property.
- **Private Property Debris Removal Assessment** – The assessment will be a property-specific form to establish the scope of eligible work on the property. The assessment can be in the form of a map or work order if the scope of work can be clearly identified.
- **Documentation of Environmental and Historic Review** – Debris removal efforts on private property must comply with all review requirements under 44 CFR (specifically Part 9 [Floodplain Management and Protection of Wetlands] and Part 10 [Environmental Considerations]).

The County as the OA will maintain coordination with local jurisdictions throughout debris operations. During short-term recovery, the County will coordinate with the State and provide guidance to local jurisdictions on any disaster-specific guidance from state and federal agencies. The County will collaborate with agencies at the regional and state level for direction on policies and regulations.

### **INTERMEDIATE RECOVERY**

Intermediate recovery includes activities that take place after immediate debris needs have been addressed. Intermediate recovery typically occurs two weeks to several months post-disaster. These activities include:

- **Maintain and evaluate right of way clean-up:** The monitoring firm will document and provide information on debris collection (vegetative, C&D, white goods, HHW, etc.) and completion progress to the County on a daily basis. To ensure proper record keeping and reimbursement from all appropriate agencies, it will be important for the County to announce the completion of the first pass.
- **Begin right of way stump removal, as necessary:** Following initial ROW debris removal efforts, the County and the monitoring firm may determine if a significant threat remains to the public in the form of hazardous stumps along the ROW. Before ROW stump removal operations commence, all applicable DSG criteria or FEMA Publication FP 104-009-2 should be reviewed for eligibility guidelines. FEMA’s Recovery Policy for Hazardous Stump Extraction and Removal Eligibility is available at <http://www.fema.gov>. In addition, as of the publication of this plan FEMA Publication FP 104-009-2 defines a stump as hazardous if all the following criteria are met:

- The stump has 50 percent or more of the root ball exposed.
- The stump is 2 feet or larger in diameter when measured 2 feet from the ground.
- The stump is located on a public ROW.
- The stump poses an immediate threat to public health and safety
- **Open additional debris management sites, as necessary:** If the initial DMS are approaching maximum capacity, additional DMS may need to be prepared. The same procedures taken to open and monitor the initial DMS should be applied to any additional DMS the County may utilize.
- **Track and Document all Information:** Document all information on a Load Ticket or similar to track all debris loaded, hauled, and disposed of.
- **Conduct daily meetings with the state and/or FEMA:** Maintaining a strong line of communication with the County's assigned FEMA representative is critical. The meetings will help to ensure maximum coordination and expedite resolving any operational problems that may occur.
- **Begin special debris programs:** If approved, debris removal from private property and gated communities should begin.
- **Communicate right of way debris removal program closeout to residents via press release:** Recovery update press releases should focus on clarifying any ineligible debris confusion and communicating a debris set-out deadline to minimize illegal dumping. Protocol for leaners/hangers and private property/gated community debris removal programs, if applicable, should be communicated at this time. Depending on the severity of the debris-generating event, project closeout may be further away.

### **LONG-TERM RECOVERY 1-3 MONTHS**

Long-term recovery includes activities to closeout debris programs and reconcile documentation. Long-term recovery can take several years, depending on the severity of the disaster and the audit processes from regulatory agencies. Long-term activities include:

- **Identify ineligible debris on the right of way:** In addition to disaster debris, ineligible debris may also be placed curbside for collection by County residents. Ineligible debris may include non-disaster-related debris, debris generated by land clearing, or debris types that are not eligible for collection. Once ineligible debris on the ROW is identified, the County may proceed in one of several ways:
  - Hold individual homeowners responsible for the disposal of ineligible debris.
  - Handle the removal of ineligible debris internally with County resources.
  - Task the County debris removal contractor with the removal of ineligible debris and incur the associated cost since the ineligible debris will not be reimbursable by FEMA. This debris shall be hauled directly to a final disposal landfill or transfer station to reduce associated handling costs.
- **Identify Final Disposal Locations/Initiate Haul-Out** At this point in the post-event recovery process, reduced debris from DMS will be hauled to a final disposal site or recycled. Generally, for final disposal purposes, the most environmentally responsible and cost-effective method will be for the County to recycle reduced debris. Any remaining reduced debris that cannot be recycled should be disposed of at permitted landfills with consideration to the cost structure of associated tipping fees.

The County will work with the debris removal contractor to determine potential final disposal locations. It will be important that the County and monitoring firm ensure the debris removal contractor obtains proper disposal tipping fee information.

- **Maintain and evaluate ROW cleanup (vegetative and C&D):** Information on debris collection and completion progress will be documented by the potential monitoring firm and provided to the County daily. During this period, the County should announce the completion of the second pass and establish a deadline for residents to set out debris on the ROW as well as a deadline for the County's debris removal contractor to complete the third pass. In a smaller debris-generating event, the second pass could be announced earlier
- **Begin ROW dangerous trees program:** A ROW leaners/hangers program should be initiated if it is determined a significant threat remains to the County public in the form of leaning trees and hanging limbs along the ROW. To ensure maximum reimbursement, all threats must be identified and verified against DSG criteria for eligibility prior to the commencement of cutwork. It is important to note the County's debris removal contractor may require lead-time to transport specialty vehicles, equipment, and labor force to commence leaner/hanger work. Currently, FEMA Publication FP 104-009-2 provides the following guidance on eligibility requirements for leaners and hangers.
  - **Leaner** – A tree is considered hazardous and defined as a “leaner” when the tree's present state is caused by a disaster, the tree poses a significant threat to the public, and the tree is at least six inches in diameter measured at 4.5 feet above the ground. In addition, **one or more** of the following FEMA Publication FP 104-009-2 criteria must be met:
    - The tree has more than 50 percent of the crown damaged or destroyed.
    - The tree has a split trunk or broken branches that expose the heartwood.
    - The tree has fallen or been uprooted within a public use area.
    - The tree is leaning at an angle greater than 30 degrees.
  - **Hanger** – A hanger is a hazardous limb that poses a significant threat to the public. The current eligibility requirements for hangers per FEMA Publication FP 104-009-2 are as follows:
    - The limb must be 2 inches or greater in diameter when measured at the break.
    - The limb is still hanging in a tree and threatening a public use area.
    - The limb is located on improved public property.
- **Progress to weekly/biweekly meetings with the FEMA:** Although strong communication with the County's assigned FEMA representatives remains important, at this point in the debris removal operation, meetings can move to a weekly/biweekly timeframe. The weekly meetings will help ensure maximum coordination
- **Maintain accurate documentation to obtain maximum reimbursement and grant allocations:** The County's EOC will assist in making sure documentation from force account labor and contracted services are in compliance with County, state, and federal regulations to ensure that the County receives maximum financial reimbursement, eases the grant application process, and receives appropriate grant allocations.

## **LONG-TERM RECOVERY 3 MONTHS- PROJECT COMPLETION**

- **Complete all debris recovery activities:** The County’s debris removal contractor will identify and remove all remaining eligible debris piles.
- **Continue to review ROW for ineligible debris:** Continue to review the County ROW for ineligible debris placed curbside for collection by residents. Ineligible debris should be clearly marked to prevent collection by the debris contractor.
- **Complete the disposal of reduced debris:** Before project closure, remaining reduced debris at the DMS should be recycled through one of the end users or hauled to a local landfill for final disposal landfill.
- **Close out and remediate DMS:** Closeout and Remediate DMS Locations MDE must be contacted before final closure of the DMS to ensure all required actions are taken. Generally, DMS locations must be returned to their original environmental state. Restoration of the DMS includes removing all remnants of operations and the remediation of any contamination that may have occurred during operations. A final sample of environmental data should be collected to ensure the site is returned to its original state. Final closure of the DMS will require written notice to MDE. The results of any required environmental samples should be included with the written notice.
- **Conduct project closeout meetings with FEMA and external agencies:** Prior to the project closeout meeting, the County will receive detailed data from the potential monitoring firm regarding the debris removal operations within the County. The County, in conjunction with their contracted monitoring firm, should compile all contractor invoices, contracts, and other documentation supporting debris removal operations in preparation of the project closeout meeting.
- **Perform contractor reconciliation:** Make sure all contracts are reconciled completely during the project closeout process.

## SECTION 3.0: ROLES AND RESPONSIBILITIES

In many cases, debris clearance, removal, and disposal actions can be accomplished quickly using municipal and potentially regional or state resources. In other cases, however, disaster-generated debris is so extensive that it can only be successfully managed through adequate pre-planning and the coordinated efforts of local, state, and federal governments and non-profit and volunteer organizations, and by potentially leveraging contracts with private-sector organizations.

Yolo County departments and response partners may have various roles and responsibilities related to debris management throughout an emergency’s duration. Typical duties and roles may also vary depending on the incident’s size and the severity of impacts, as well as the availability of local and regional resources. This section discusses some of the roles and responsibilities that particular organizations may be responsible for in managing debris removal in the event of a disaster.

The departments and response partners listed below should plan to assume the roles and responsibilities noted in this section to prepare for and respond to debris-causing incidents and to ensure efficient response and recovery operations. Each jurisdiction should assign staff to develop and maintain its operational disaster debris management plans and support debris

management operations during an incident. Staff should be assigned to these roles prior to an incident so that proper training and planning can take place.

### 3.1 DEBRIS MANAGEMENT STAFF RESPONSIBILITIES

To prevent the duplication of effort following a disaster, the roles and responsibilities of County departments as related to operations and management must be clearly defined prior to a disaster. The purpose of this section is to outline the roles and responsibilities of various County Departments and Divisions will undertake prior to, during, and following a disaster event. Table 4-1 below identifies the roles and responsibilities of the County’s core disaster recovery Departments and Divisions.

**Table 4-1: Departmental Debris Management Roles and Responsibilities**

Department/Division/ Agency	Primary Roles/Responsibilities
Public Works Division (Lead Agency)	<p><b>Preparedness</b></p> <ul style="list-style-type: none"> <li>• Pre-identify potential sites for the following:               <ul style="list-style-type: none"> <li>○ Potential locations for temporary debris storage and reeducation sites</li> <li>○ Emergency transportation routes</li> <li>○ Public depots (non-FEMA eligible residential debris)</li> </ul> </li> <li>• Pre-position equipment for emergency clearance prior to a disaster if possible.</li> <li>• Pre-identify emergency transportation routes (ensure that they do not overlap with debris routes).</li> <li>• Coordinate with the Yolo County Landfill</li> <li>• Maintain documentation for tracking departmental costs.</li> <li>• Help define damage assessment in relation to structures and debris.</li> <li>• Develop right-of-entry processes.</li> <li>• Develop pre-scripted messages and educational outreach for handling and segregation of disaster debris.</li> <li>• Develop outreach and education regarding debris categories and disposal requirements.</li> <li>• Develop criteria for handling and segregation of disaster debris.</li> </ul> <p><b>Response, Removal, and Recovery</b></p> <ul style="list-style-type: none"> <li>• Coordinate and conduct initial, preliminary damage assessment, debris estimation, and gather and track debris information.</li> <li>• Provide a Debris Manager or liaison to support debris operations in the EOC.</li> <li>• Help prioritize debris clearance activities based on pre-identified emergency transportation routes.</li> <li>• If emergency transportation routes are impeded, work with the Region or local contractors to attempt to sufficiently clear the roadways to allow access for emergency vehicles. If debris clearance is beyond current capabilities, communicate the need to the EOC.</li> <li>• Coordinate debris removal in accordance with incident objectives (using contractors).</li> <li>• Coordinate with haulers and waste disposal facilities to re-establish routine curbside collection and disposal of municipal solid waste.</li> <li>• Report debris information to the EOC and request assistance, as needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure compliance with all federal, state, and local environmental, historical preservation, and other applicable laws, regulations, and policies.</li> <li>• Participate in after-action review of debris management operations.</li> <li>• Help establish contractor</li> <li>• Coordinate with the State Historic Preservation Office to address siting issues related to cultural resources.</li> <li>• Conduct building inspections of public and private structures to identify unsafe and hazardous buildings.</li> <li>• Assign staff to conduct damage assessments of jurisdiction-owned housing units and emergency shelters.</li> <li>• Report information on damages, debris quantities, and debris types to the EOC</li> <li>• Oversee the right-of-entry process.</li> <li>• Maintain documentation of departmental costs.</li> <li>• Participate in after action review of debris operations.</li> <li>• Coordinate traffic control at all loading sites and at entrances to and from debris management sites.</li> <li>• Ensure that jurisdictions are using contracted haulers.</li> <li>• Use available equipment and staff in coordination with contracted debris haulers and debris monitors to conduct debris removal services in affected areas of the County including ensuring debris removed from routes, parking, curbs, and architectural elements critical to individuals with disabilities.</li> </ul>
<p>Office of Emergency Services (OES)</p>	<p><b>Preparedness</b></p> <ul style="list-style-type: none"> <li>• Maintain and coordinate regular review of this annex, as well as the County EOP.</li> <li>• Coordinate disaster debris management training and exercises, as appropriate.</li> <li>• Assist County departments in establishing a DMT and identifying a Debris Manager (if not already identified) under the Operations Section.</li> <li>• Work with the Debris Manager to coordinate and participate in disaster debris management training and exercises, as appropriate.</li> <li>• Assign damage assessment teams.</li> <li>• Work with the DMT to develop a damage assessment strategy.</li> <li>• Identify critical facilities that will need to be inspected.</li> <li>• Assess training needs for staff.</li> </ul> <p><b>Response, Removal, Recovery</b></p> <ul style="list-style-type: none"> <li>• Coordinate the activation of debris removal and monitoring contracts following a disaster declaration.</li> <li>• If necessary, immediately activate the EOC and prepare to declare a state of emergency according to the EOP.</li> <li>• Provide a liaison, assigned by the PIO, to the JIC, when established.</li> <li>• Assign public information staff to support the JIC, if appropriate.</li> <li>• Support damage assessment activities and reporting.</li> <li>• Request additional support through the regional partners and/or State Emergency Coordination Center.</li> </ul>
<p>Department of General Services (DGS)</p>	<p><b>Preparedness</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures in coordination with primary and support agencies and cooperating organizations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and maintain internal operational procedures and checklists for conducting debris removal functions.</li> <li>• Develop and maintain inventory of assets.</li> <li>• Identify permanent DMS(s) for emergency debris storage and processing before disposal.</li> </ul> <p><b>Response</b></p> <ul style="list-style-type: none"> <li>• Assess damage to County buildings and facilities managed by the department.</li> <li>• Provide support for debris removal through existing landscape contractors. DGS maintains a list of County properties and has the responsibility for debris removal and monitoring of utility restoration at these locations.</li> <li>• Coordinate with contractors to demolish condemned DGS maintained public property, where appropriate.</li> </ul> <p><b>Recovery</b></p> <ul style="list-style-type: none"> <li>• Monitor status of the repair and restoration of County facilities managed by the department.</li> </ul>
<p>Health and Human Services Agency (HHSA)</p>	<p><b>Preparedness</b></p> <ul style="list-style-type: none"> <li>• Pre-identify potential health risks, including recovery and handling of deceased/fatalities and potential for issues regarding disposal of human sanitary waste and associated diseases, for a debris-generating event and develop plans and procedures to assist in local operations.</li> <li>• Develop messaging related to public safety in a debris event.</li> </ul> <p><b>Response, Removal, and Recovery</b></p> <ul style="list-style-type: none"> <li>• Inspect and coordinate appropriate actions to address issues of contaminated or spoiled food in licensed facilities (i.e. restaurants).</li> <li>• Provide technical advice regarding health risks and safety procedures for first responders and the public.</li> <li>• Assist Solid Waste in evaluating the enforcement of public health regulations in relation to debris response and recovery.</li> <li>• Help develop best practices to dispose of public health related debris.</li> <li>• Assist with private well testing</li> <li>• Provide technical assistance to community water systems.</li> <li>• Work with the Joint Information System to provide health and safety messaging.</li> </ul>
<p>County Counsel</p>	<p>In support of disaster debris operations, County Counsel may:</p> <ul style="list-style-type: none"> <li>• Ensure compliance with all local, state, and federal, environmental, historical preservation and other applicable laws, regulations, and policies.</li> <li>• Review rights-of-entry and hold harmless agreements and identify any potential liabilities.</li> </ul>
<p>County Attorney’s Office</p>	<ul style="list-style-type: none"> <li>• Prepare waivers and legal clearances for debris removal.</li> <li>• Review contracts and agreements.</li> <li>• Update elected leaders on the status of response and recovery operations.</li> <li>• Coordinate with call centers within the County to provide emergency-related info as needed.</li> <li>• Coordinate with Public Works, the Emergency Operations Center, and other jurisdictions to develop public information messages related to debris operations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide press releases and social media posts related to debris removal operations, set-out procedures, and citizen debris drop-off locations.</li> <li>• Provide timely information regarding debris operations in accessible formats.</li> </ul>
<p>Environmental Health Division</p>	<p><b>Preparedness</b></p> <ul style="list-style-type: none"> <li>• Conduct inspections of landfills, composters, chippers and grinders, and debris haulers.</li> <li>• Identify potentially hazardous materials.</li> <li>• Engage residents in the implementation and execution of Right-of-Entry (ROE) documents (As ROE document implementation and execution is not technically challenging work, clerical aspects could be filled by other departments as needed to free up Environmental Health resources for field work).</li> <li>• Manage household hazardous waste receiving facility.</li> <li>• Coordinate hazardous household waste collection/drop-off events</li> </ul>
<p>Yolo County Agriculture, Weights, and Measures</p>	<ul style="list-style-type: none"> <li>• Provide consultation on the verification and certification of truck scales, including scales for large loads. Can provide a list of weighmasters that can be used for the measurement and certification of loads.</li> <li>• Certify measuring tools for truck/load measurement.</li> <li>• Regulate and monitor pesticide use within the county. Can provide expertise on potential invasive weeds, plant pathogens and other vegetative waste from the County that poses a risk of spreading quarantined pests.</li> <li>• Regulate and monitor invasive species.</li> <li>• Suggest procedures for cleaning of tools and equipment (tool hygiene) before leaving site with potential contaminants or invasive species.</li> <li>• Advice regarding the cleanup of pesticide-related debris or damaged industry pesticide storage areas. Can also offer staff training and safety guidance for pesticide-related work, including use of sanitizers.</li> </ul>
<p>Yolo County Landfill</p>	<ul style="list-style-type: none"> <li>• Identify resources and coordinate with contractors to reduce the volume of disaster debris being deposited into landfills through recycling, composting, and other avenues.</li> <li>• Communicate to the public or other agencies the importance of debris segregation.</li> <li>• Collect reports of illegal dumping and coordinate with County departments for clean-up.</li> </ul>
<p>Fire Departments</p>	<ul style="list-style-type: none"> <li>• Respond to fires.</li> <li>• Provide field reports to the OA EOC concerning damages and debris.</li> <li>• Isolate hazards and deny entry if hazards are in the roadway.</li> <li>• Notify dispatch in the event of any road closures.</li> <li>• Report downed power lines to dispatch so they can alert utility companies.</li> <li>• Respond to and contain HAZMAT spills. Call contract firm for clean-up</li> </ul>
<p>Human Resources</p>	<ul style="list-style-type: none"> <li>• Provide staff to function as safety officers in an emergency activation.</li> <li>• Maintain the Occupational Health and Safety Plan.</li> <li>• Manage worker compensation claims.</li> <li>• Manage the employee injury and illness prevention program.</li> <li>• Oversee volunteer and donations management.</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Coordinate with insurance adjusters regarding damages to County facilities.</li><li>• Provide recommendations for personal protective equipment for staff working with potentially hazardous materials.</li></ul> |
|--|---|

## 3.2 OA ROLES AND RESPONSIBILITIES

The Yolo County Operational Area is composed of six (6) jurisdictions (four incorporated cities, one unincorporated area, and one Tribal nation), and numerous special districts, state, and private agencies to collaborate with when coordinating debris management activities. The purpose of the organization is to operate pursuant to Presidential Directive 5, the National Response Framework, NIMS, Presidential Directive 8, the National Preparedness Goal and California's SEMS and local adopted Emergency Operations Plans and Annexes.

- Collaborate in planning for the protection of persons and property based on the five phases of emergency management, prevention, protection, response, recovery, and mitigation.
- Support existing regional Public Information and Notification systems to include emergency notification system as well as other situational awareness tools.
- Support the regional hazardous materials emergency response program.

## 3.3 LOCAL MUNICIPALITY ROLES AND RESPONSIBILITIES

Municipalities will act as their own applicants and will be responsible for:

- Managing their contractors
- Paying their contractors
- Submitting their own paperwork to FEMA for reimbursement

The debris removal and monitoring contractors can assist with these responsibilities.

## 3.4 STATE RESPONSIBILITIES

State agencies provide regulatory guidance and technical assistance for debris operations. The following section provides an overview of the roles and responsibilities of State agencies involved in debris operations.

- California Coastal Commission
  - Provide regulatory guidance and oversight on debris removal from waterways in coastal
- 2.6.2 California Environmental Protection Agency (CalEPA)
  - Provide guidance on environmental regulations regarding debris operations.
  - Provide technical assistance for debris removal of HAZMAT (specifically done by the CalEPA Department of Toxic Substances Control).
- California Department of Fish and Wildlife
  - Provide disaster-specific guidance on regulations for debris operations regarding endangered or protected species and habitats.
  - Provide guidance on regulations for debris operations within streams and lakes.

- Provide support to public entities for debris removal in natural habitats.
- California Department of Public Health
  - Provide disaster-specific guidance on environmental regulations for debris operations.
  - Provide support to public entities for potential debris management site review and approval.
- California Highway Patrol
  - Provide support to address derelict vehicles and other transportation-related debris.
  - Provide traffic control and security for debris clearance from state-maintained roadways
- California Governor's Office of Emergency Services (Cal OES)
  - Implement the California Emergency Services Act.
  - Perform executive functions assigned by the Governor to support and enhance all phases of emergency management.
  - Coordinate debris clearance and removal operations by other State agencies. Approve all mission task orders and manage the requests until the needs have been met.
  - Request the deployment of the National Guard to support response activities including damage assessment and debris clearance operations.
  - Coordinate with local and state entities in the compilation and dissemination of public information messages.
  - Request debris removal resources from other States through the Emergency Management Assistance Compact (EMAC).
  - Coordinate requests for assistance and participate with the federal government in operating a Joint Field Office (JFO) when federal assistance is needed.
  - Task other state agencies as needed to aid local jurisdictions in debris management operations.
  - Oversee the delivery of state and/or federal grant programs.
- California Department of Resources Recycling and Recovery (CalRecycle)
  - Provide support and guidance for debris removal operations including potential provision of resources.
  - Provide approvals for DMSs and emergency waivers of standards such as permitted capacity, throughput, and acreage for permitted solid waste facilities.
- California Department of Transportation (Caltrans)
  - Provide guidance on debris operations from the right of way.
  - Conduct debris removal from state-maintained roadways.
  - Provide guidance for state and federal disaster assistance programs.
  - Provide support for debris removal from County maintained roadways to the extent possible when requested.
- California Regional Water Quality Control Board, Region 5
  - Provide regulatory guidance and oversight on debris removal within state waters and at landfills.

### 3.5 FEDERAL RESPONSIBILITIES

Federal agencies support debris operations by providing disaster assistance funding, regulatory oversight, and technical assistance. The following section provides an overview of the roles and responsibilities of federal agencies involved in debris operations. Federal agencies participating in technical or direct debris removal assistance:

- Federal Emergency Management Agency (FEMA)
  - Provide technical assistance for debris operations:
    - Environmental and historical preservation review process.
    - Public Assistance grant program reimbursement process.
    - Procurement assistance.
  - Assign federal mission assignments as requested:
    - Emergency Support Function #3, Public Works and Engineering
    - Emergency Support Function #10, Oil and Hazardous Material Response
  - Administer the FEMA Public Assistance Program for Category A Debris Removal:
    - Ensure safety, eligibility, and compliance are maintained.
- U.S. Army Corps of Engineers
  - Primary federal entity for Emergency Support Function (ESF) #3 - Public Works and Engineering.
  - Provide debris operations for mission assignments.
  - Remove sunken vessels from navigable waterways under emergency conditions.
  - Provide strong technical assistance and training support to State and local agencies.
  - Enable State and local operations to the greatest extent possible.
- Natural Resources Conservation Service
  - Provide technical assistance for debris removal from natural streams and creeks.
  - Provide funding for debris operations through the Emergency Watershed and Protection program.
- Federal Highway Administration
  - Support repair and reconstruction of federal aid highways and roads on federal lands.
  - Provide funding for debris operations through the Federal Highway Administration Emergency-Relief Program (FHWA-ER).
- U.S. Fish and Wildlife Service
  - Administer programs for the planning, development, maintenance, and coordination of State wildlife resource conservation and rehabilitation.
  - Provide guidance regarding threatened or endangered species that may be affected by debris operations.
- U.S. Department of Homeland Security
  - Provide technical assistance for debris operations following terrorism incidents.
- Office of Inspector General
  - Conduct audits to ensure disaster relief funds are spent appropriately

### 3.6 NON-PROFIT SECTOR

Yolo County will partner with nonprofit and volunteer organizations to provide assistance to individuals with disabilities and/or access and functional needs. The County will ask that

nonprofit sector entities collaborate with the County to ensure their efforts are conducted in coordination with County objectives, and ensure their response efforts are conducted in a safe manner to minimize the risk of injuries. These entities will not be asked to conduct tasks that are beyond their members' training or capabilities. The roles and responsibilities for nonprofit organizations in debris operations are listed below.

- Coordinate with the County to identify vulnerable populations and incorporate strategies to assist these populations in local debris management plans.
- Coordinate with jurisdictions and volunteer organizations post-disaster to assist individuals with disabilities and access and functional needs with bringing debris to the public right of way.
- Coordinate with jurisdictions to provide public information regarding debris operations to populations with communication barriers.
- Provide debris services to vulnerable and underserved groups, individuals, and communities, as necessary.

### 3.7 PRIVATE SECTOR

Private businesses will have a very large role in managing mass debris operations. Jurisdictions do not have enough internal resources to conduct debris operations during a widespread event without the use of contracted service providers. The following provides the roles and responsibilities of private sector business and the commercial sector for debris operations.

- Transfer, transport, and dispose of franchised trash and recyclable materials generated within the contracted service area.
- Coordinate with contract debris haulers in the collection and transport of solid waste recyclables and debris following a debris-generating disaster.

#### **Debris Hauling Business**

In the event the scope of debris collection operations is beyond the capabilities of local force account resources, state, and mutual aid resources, it may be necessary to contract for labor and equipment. The debris haulers' qualifications should include technical experience, equipment/resources, safety record and insurance coverage. Yolo County may use its purchasing policies in coordination with federal contracting guidance to establish a contract with one or more debris hauling firms to assist with debris collection and disposal. Responsibilities of a debris hauling firm may include the following:

- Clear and remove debris from jurisdiction roadways and waterways to make them passable immediately following a declared disaster.
- Conduct debris removal from the right of way.
- Decommission, demolish, and dispose of eligible non-regulated asbestos-containing material (non-RACM) structures on private property.
- Manage and operate DMS locations.
- Conduct debris reduction.
- Haul-Out reduced materials to a final disposal site.
- Remove hazardous leaning trees and hanging limbs.
- Remove hazardous stumps.
- Remove white goods debris from the right of way.

- Coordinate the removal of household hazardous waste from the right of way.
- Remove animal carcasses from areas designated by the jurisdiction.
- Communicate status of operations and supply chains as well as challenges and timelines to local officials.
- Know, understand, and comply with federal regulations for disaster assistance programs.

### **Pacific Gas and Electric Company (PG&E)**

- Restore power and natural gas utilities following a disaster.
- Clear debris from power transmission systems and property

## **3.8 RESIDENTS**

To coordinate effective debris operations, residents play an important role in maximizing the potential for recycling and reuse of disaster-generated debris. The following provides the roles and responsibilities for residents in debris operations.

- Follow instructions from local officials on set-out procedures for disaster-related debris.
- Segregate disaster debris from regular household waste.
- Safely bring debris to the public right of way.
- Bring household hazardous waste (HHW) to citizen drop-off locations.
- Use caution when operating equipment and dangerous machinery.
- Help others who may need assistance with debris removal.

## SECTION 4.0: FINANCE, ADMINISTRATION, AND LOGISTICS

### 4.1 FINANCE

All departments and agencies will maintain records of personnel, equipment, and material resources used to comply with this plan. Such documentation will then be used to support reimbursement from any state or federal assistance that may be requested or required.

#### **Funding Sources for Disaster Debris Operations**

The federal government provides several assistance programs through various agencies to support debris operations. However, these programs have extensive documentation requirements that must be adhered to. Additionally, the policy guidance for these assistance programs changes and adapts with lessons learned from each disaster across the United States. It will be important for the County to maintain awareness of current federal assistance program guidance and regulations related to disaster debris federal funding programs.

- **California Disaster Assistance Act:** The State can provide assistance through the CDAA. The CDAA was created to help the State manage regulatory and administrative issues related to disasters. CDAA governs the eligibility rules for disaster debris removal within the State. The CDAA provides regulatory guidance for three components of disaster finance and administration: emergency work, emergency protective measures, and debris removal.
- **FEMA Public Assistance Program:** The mission of the FEMA PA Program is to provide assistance to State and local governments and certain private nonprofit (PNP) organizations to quickly respond to and recover from disasters or emergencies declared by the President. FEMA provides supplemental federal disaster grant assistance for debris removal, emergency protective measures and repair, replacement, or restoration of disaster-damaged facilities through the PA Program. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

The FEMA PA Program is a cost-sharing program. Cost share refers to the portion of disaster related costs the federal government is responsible for funding. Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), the federal cost share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The remaining 25% is the responsibility of the State and local governments. The State serves as the grant administrator or the grantee. The grantee determines how the non-federal share is funded.

- **Preliminary Damage Assessment:** The preliminary damage assessment (PDA) is a joint assessment used to determine the magnitude and impact of an event's damage. A team of representatives from FEMA, the State, and the local jurisdiction will visit local sites and view the damage first-hand to assess the

- scope of damage and estimate repair costs. The State uses the results of the PDA to determine if the situation is beyond the combined capabilities of the State and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention.
- Governor's Request: The Stafford Act requires that: "All requests for a declaration by the President that a major disaster exists shall be made by the Governor of the affected State".
  - Disaster Declaration and Initiation of Federal Programs: Based on the Governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of federal programs to assist in the response and recovery effort. Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered. Some declarations will provide only FEMA Individual Assistance or only PA Hazard mitigation opportunities are assessed in most situations.
  - Applicants' Briefing: The Applicants' Briefing is a meeting conducted by the State to inform prospective applicants of available assistance and eligibility requirements for obtaining federal assistance under the declared event. The meeting is held as soon as practicable following the President's declaration.

During the briefing, the State will present the incident period and a description of the declared event. Applicant, work, and cost eligibility will be reviewed, and the project formulation process will be introduced. The State will also discuss funding options, record keeping and documentation requirements, and special consideration issues. Typically, applicants will prepare and submit their Requests for PA form during the briefing.

- Request for PA: The Request for PA is FEMA's official application form that public and PNP organizations use to apply for disaster assistance. It is a simple, short form with self-contained instructions. "The Request" (FEMA Form 90-49) asks for general information which identifies the applicant, starts the grant process and opens the Case Management File, which contains general claim information as well as records of meetings, conversations, phone messages, and any special issues or concerns that may affect funding.

The request must be submitted to the regional administrator within 30 days after designation of the area where the damage occurred. The form may be delivered in person at the Applicants' Briefing, sent by mail, or faxed.

- Kickoff Meeting: The first meeting between the applicant, the State Public Assistance Coordinator (PAC) and State Applicant Liaison is called the kickoff meeting. A kickoff meeting is held with each applicant to assess the applicant's individual needs, discuss disaster-related damage, and set forth a plan of action for repair of the applicant's facilities. The liaison will provide the State specific details on documentation and reporting requirements. Both the PAC and Liaison help in identifying special considerations.
- Project Formulation and Cost Estimating: Project formulation is the process of documenting the damage to a facility, identifying the eligible scope of work and

estimating the costs associated with that scope of work for each of the applicant's projects. Project formulation allows applicants to administratively consolidate multiple work items into single projects in order to expedite approval and funding, and to facilitate project management. A project is a logical method of performing work required as a result of the declared event. More than one damage site may be included in a project. Project information is collected in a form called a PW, which is used to document the disaster damage and develop the scope of work for repair.

- Project Review and Validation: The purpose of validation is to confirm the eligibility, compliance, accuracy, and reasonableness of small projects formulated by an applicant, and to ensure that the applicant receives the maximum amount of assistance available under the law.
- Obligation of Federal Funds and Disbursement to Subgrantees
- Appeals and Closeout
- **Other Funding Options**: Public entities may be eligible for other federal assistance programs for disaster debris management including:
  - Federal Highway Administration-Emergency Relief Program
  - Natural Resources Conservation Commission Emergency Watershed Protection Program
  - U.S. Department of Agriculture Farm Services Agency Emergency ProgramsEach disaster assistance program has different documentation requirements.

## 4.2 DOCUMENTATION

Accurate and complete cost tracking is critical to obtain assistance for disaster-related costs. Emergency protective measures can be eligible for reimbursement. If the incident allows for warning, public entities should begin tracking costs once the threat has been identified. If there is no warning, public entities should begin tracking costs as soon as possible. Accounting best practices for tracking costs include the following:

- Identify a person who will be responsible for compiling disaster-related costs for the jurisdiction.
- Establish a cost code for disaster-related costs.
- Establish a file structure for each site where recovery work has been or will be performed.
- Maintain accurate disbursement and accounting records to document the work performed and the cost incurred.
- Obtain and review applicable local, state, and federal policies and regulations.
- Document administrative costs.
- Begin compiling recovery project documentation, including:
  - Executed contracts, bids, periods of performance, and locations worked
  - Property insurance
  - Donated resources (labor, equipment, and materials)
  - Mutual aid
  - Force account labor

- Force account equipment
- Equipment rental agreements
- Fuel logs
- Materials including meals and gas purchases
- Description of damage
- Scope of work to be completed
- Photos of damage
- Copies of estimates
- Maintenance records
- Site inspection records
- Special considerations
- Coordinate with state and federal agencies to obtain disaster-specific cost tracking spreadsheets and templates.

### **4.3 LOGISTICS**

All County departments and agencies will maintain records of personnel, equipment, and material resources used to comply with this annex. Such documentation will be used to support reimbursement from any state or federal assistance that may be requested or required.

## **SECTION 5.0: OPERATION COORDINATION AND COMMUNICATION**

### **5.1 SITUATIONAL AWARENESS**

It is important for debris managers to have a thorough understanding of the status of debris operations throughout the County. County staff in field operations will need to provide situational updates to the debris task force leader in the OA EOC on debris operations. Some of the information that should be documented includes:

- Status of current conditions
- Damage assessments for debris
- Imminent threats to public health and safety
- Resource needs to provide the following:
  - Emergency road clearance
  - Assistance to individuals with disabilities and access and functional needs
  - Right of way collection
  - Special debris programs
  - Reduction, transport, and disposal of debris
  - Public information
- Status and critical needs

- Environmental and historical preservation concerns
- Reduction and disposal strategy
- Health and safety strategy

## 5.2 COMMUNICATION

The Public Works Division will communicate debris management status to the OA EOC at agreed-upon intervals. The Debris Manager will communicate with state and federal agency representatives to obtain accurate information and guidance regarding debris operations. The Debris Manager will communicate this information to municipalities. The County and municipalities will communicate and coordinate directly with state and federal representatives regarding federal disaster assistance. Municipalities will also communicate directly with the OA EOC to request resources to support debris operations.

## 5.3 COORDINATION OF RESOURCES

Yolo County will conduct debris operations within areas under its authority to the greatest extent possible using internal resources, mutual aid, or contracted services. In the event that the County needs additional resources to conduct debris operations, the County can request assistance from the REOC. The County will provide support for debris operations to public entities within the OA in accordance with SEMS and approved mutual aid and operations plans. The County is responsible for prioritizing resources for debris operations in support of the following goals:

- Saving lives
- Preserving the health and safety of responders and the public
- Protecting property and the environment

The County will monitor the status of debris operations throughout the County to assist in providing resources in support of these goals. The County will prioritize resources based on critical need to the greatest extent possible to support a responsible distribution of resources.

# SECTION 6.0: PLAN MAINTENANCE STRATEGY

## 6.1 PLAN MAINTENANCE

The Yolo County Office of Emergency Services coordinates the maintenance and updates of this annex in accordance with the maintenance schedule established for the Operational Area Emergency Operations Plan (EOP).

## 6.2 PLAN UPDATES

The plan may be modified as needed after an incident, exercise, or change in procedures, law, rules, or regulations pertaining to debris management. The Yolo County Office of Emergency Services (OES) is responsible for plan distribution, review, update, testing, training, and how an after-action report will be conducted after the plan has been implemented.

Recommended changes from OA partners or departments should be forwarded to Yolo County OES. Changes made to the plan will be noted on a plan changes log as needed. Items that may be reviewed and/or updated may include, but are not limited to the following:

- Changes in mission
- Changes in concept of operations
- Changes in organization
- Changes in responsibility
- Changes in desired contracts
- Changes in pre-positioned contracts
- Changes in priorities

### **Cal OES and/or FEMA Debris Plan Approval**

Yolo County can submit the Debris Management Annex to the State for review and comment following the finalization of the initial version of the plan and following any major plan revisions. It is not necessary to submit the plan to the State for approval each year.

## **6.3 PLAN TRAININGS AND EXERCISE**

The County will test its ability to respond to a large-scale debris-generating event through discussion-based (e.g., workshops, tabletop exercises) and/ or operations-based (e.g., drills, functional, and full-scale exercises) exercises on a regular basis as funding and resources allow.

Training provides the foundation for successful debris management response and recovery. It is important that the County regularly test debris management capabilities through discussion- and operations-based training. A comprehensive debris management training program should include local debris management training and FEMA training courses that support debris management operations. Refer to the EOP for more information on training opportunities that support general emergency response operations.

### **General**

- Personnel should be trained in their specific job duties related to debris operations.
- Personnel with response responsibilities must maintain competence in SEMS.
- Personnel operating equipment must be trained to operate any equipment they are responsible for competently and safely.
- Personnel performing debris monitoring tasks will be trained by the jurisdiction or a qualified designee.
- Personnel with responsibility for preparing documentation for reimbursement will receive training on State and/or Federal programs.
- All personnel involved in response to a debris-generating incident will participate in a briefing on safety policies and procedures.

### **Finance and Administration**

- Finance and administration staff responsible for documenting and tracking costs and activities should be trained in regulatory requirements for debris operations including:

- Procurement
- Federal disaster grant programs
- Documentation

## **6.4 AFTER-ACTION REVIEW**

The Yolo County OES will conduct an after-action review of the plan following activation of the plan or a component of it.

## APPENDIX A: GLOSSARY OF TERMS

- ADMS Automated Debris Management System
- BRIC Building Resilient Infrastructure and Communities
- C&D Construction and Demolition
- CAA Clean Air Act
- CDBG-DR Community Development Block Grant – Disaster Recovery
- CEMP Comprehensive Emergency Management Plan
- CERCLA Comprehensive Environmental Response, Compensation & Liability
- CFR Code of Federal Regulations County Montgomery County CPG Comprehensive Preparedness Guidance
- CWA Clean Water Act CY Cubic Yard
- DEP Department of Environmental Protection
- DGS Department of General Services
- DMS Debris Management Site
- DRRRA Disaster Recovery Reform Act
- DSG Disaster-Specific Guidance
- EAP Emergency Action Plan
- EOC Emergency Operations Center
- EOP Emergency Operations Plan
- EPA Environmental Protection Agency
- ER Emergency Relief
- ESF Emergency Support Function
- FEMA Federal Emergency Management Agency
- FHWA Federal Highway Administration
- GIS Geographical Information System
- HHA Hold Harmless Agreements
- HHW Household Hazardous Waste
- HMA Hazard Mitigation Assistance
- HMGP Hazard Mitigation Grant Program
- ICS Incident Command System
- MOU Memorandum of Understanding
- NEPA National Environmental Policy Act
- NHPA National Historic Preservation Act
- NIMS National Incident Management System
- NRCS Natural Resources Conservation Service
- OIG Office of Inspector General
- PA Public Assistance
- PAPPG Public Assistance Program and Policy Guide
- PDMG Program Delivery Manager
- PDMP Pre-Disaster Mitigation Program
- PIO Public Information Officer
- PNP Private Nonprofit
- PPDR Private Property Debris Removal

- PW Project Worksheets
- QA/QC Quality Assurance/Quality Control
- RCRA Resource Conservation and Recovery Act
- RECP Regional Emergency Coordination Plan
- ROE Right-of-Entry
- ROW Right-of-Way
- USACE United States Army Corps of Engineers
- USEPA United States Environmental Protection Agency

## APPENDIX B: DEFINITIONS

**Applicant** – State agency, local government, or eligible private nonprofit organization that intends on applying for FEMA PA grants.

**Code of Federal Regulations: Title 44** – Emergency Management and Assistance – The Code of Federal Regulations – Title 44 Emergency Management and Assistance (44 CFR) provide procedural requirements for the PA Program operations. These regulations are designed to implement a statute based upon FEMA’s interpretation of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). They govern the PA Program and outline program procedures, eligibility, and funding

**Construction and Demolition Debris** – FEMA Publication 104-009-2 defines construction and demolition debris as damaged components of buildings and structures such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, plastic pipe, concrete, fully cured asphalt, heating, ventilation, and air conditioning systems and their components, light fixtures, small consumer appliances, equipment, furnishings, and fixtures. Current eligibility criteria include:

- Debris must be located within a designated disaster area and be removed from an eligible applicant’s improved property or right of way;
- Debris removal must be the legal responsibility of the applicant;
- Debris must be a result of the major disaster event.

**Debris Removal Contractor** – The debris removal contractor is contracted by the San Mateo County to remove and dispose of debris that is a result of a severe debris-generating event.

**Disaster-Specific Guidance** – Disaster-Specific Guidance (DSG) is a policy statement issued in response to a specific post-event situation or need in a state or region. Each DSG is issued a number and is generally referred to along with their numerical identification.

**FEMA Publication FP 104-009-2** – Public Assistance Program and Policy Guide – Combines all Public Assistance policy into a single volume and provides an overview of the PA Program implementation process with links to other publications and documents that provide additional process details. It provides a general overview of the FEMA PA Program protocol immediately following a disaster. The PA Program provides the basis for the federal/local cost-sharing program. This document specifically describes the entities eligible for reimbursement under the PA Program, the documentation necessary to ensure reimbursement and any special considerations that local governments should be aware of to maximize eligible activities.

**Force Account Labor** – The use of the County’s own personnel and equipment.

**Hazardous Limb**– A limb is hazardous if it poses a significant threat to the public. The current eligibility requirements for hazardous limbs according to FEMA Publication FP 104-009-2 are:

- The limb is greater than two inches in diameter;
- The limb is still hanging in a tree and threatening a public-use area;
- The limb is located on improved public property.

**Hazardous Stump** – A stump is defined as hazardous and eligible for reimbursement if all of the following criteria are met:

- The stump has 50 percent or more of the root-ball exposed;
- The stump is greater than 2 feet in diameter when measured 2 feet from the ground;
- The stump is located on a public right of way;
- The stump poses an immediate threat to public health and safety.

**Hazardous Tree** – A tree is considered hazardous when the tree's present state is caused by a disaster, the tree poses a significant threat to the public and the tree is six inches in diameter or greater, measured 4.5 feet from the ground. The current eligibility requirements for leaning trees according to FEMA Publication 104-009-2 are:

- the tree has a broken canopy;
- The tree has a split trunk;
- The tree is leaning at an angle greater than 30 degrees.

**Household Hazardous Waste** – The RCRA defines hazardous wastes as materials that are ignitable, reactive, toxic, or corrosive. Examples of household hazardous waste include items such as paints, cleaners, pesticides, etc. Due to the nature of hazardous waste certified technicians must be used to handle, capture, recycle, reuse, and dispose of hazardous waste. The eligibility criteria for household hazardous waste are as follows:

- Household hazardous waste must be located within a designated disaster area and be removed from an eligible applicant's improved property or right of way;
- Household hazardous waste removal must be the legal responsibility of the applicant;
- Household hazardous waste must be a result of the major disaster event.

**Monitoring Firm** – The monitoring firm is an organization under contract with the County to monitor debris removal operations. The monitoring firm ensures the debris removal contractor is working within the scope of work contracted by the County and documents debris removal operations.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act** – Provides the authorization of the PA Program. The fundamental provisions of this Act are as follows:

- Assigns FEMA the authority to administer federal disaster assistance;
- Defines the extent of coverage and eligibility criteria of the major disaster assistance programs;
- Authorizes grants to the states;
- Defines the minimum federal cost-sharing levels.

**Vegetative Debris** – As outlined in FEMA Publication 104-009-2, vegetative debris consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material. Vegetative debris

will largely consist of mounds of tree limbs and branches piled along the public right of way by residents and volunteers. Current eligibility criteria include:

- Debris must be located within a designated disaster area and be removed from an eligible applicant's improved property or right of way;
- Debris removal must be the legal responsibility of the applicant;
- Debris must be a result of a presidentially declared major disaster event.

**White Goods** – As outlined in FEMA Publication 104-009-2, 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. White goods can contain ozone-depleting refrigerants, mercury, or compressor oils that the federal Clean Air Act prohibits from being released into the atmosphere. The Clean Air Act specifies that only certified technicians can extract refrigerants from white goods before they can be recycled. The eligibility criteria for white goods are as follows:

- White goods must be located within a designated disaster area and be removed from an eligible applicant's improved property or right of way;
- White goods removal must be the legal responsibility of the applicant;
- White goods must be a result of the major disaster event

# APPENDIX C: RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented BY	Date	Approved By	Approval Date	Description of Change
1	Yolo OES	11/7/2023			
2					
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