

City of Key West Debris Management Plan

AUTHORITY

Comprehensive Emergency Management Plan (CEMP).
Emergency Support Function 3 (ESF 3); Public Works and Engineering
Community Services Plan
General Services Plan

GENERAL

The City of Key West Community Services and General Services Departments are the primary departments responsible for the restoration of the public infrastructure following a disaster.

Key West Public Works (KWPW) is responsible for emergency debris clearance of essential transportation routes and other critical public facilities based on recommendations from the Rapid Impact Assessment Team.

The General Services, Utilities Division is a supporting agency responsible for implementing debris removal and disposal actions in order to save lives and protect property. KWPW will coordinate with and support the Utilities Division the permanent removal, storage, grinding, and disposal of all disaster-related debris from public property.

To be eligible for removal by the City, private property debris must be placed on or immediately adjacent to the public rights-of-way to be eligible for pickup and disposal.

Debris Removal from Private Property:

Absent a clear and present imminent danger to life safety, state and federal pre-authorization is needed to remove debris from private property, and such authorization must indemnify the Federal government against any claim arising from the removal.

Debris removal from private property must be in the "public interest." "Public interest" is defined as being necessary to:

- Eliminate immediate threats to life, public health, and safety; or
- Eliminate immediate threats of significant damage to improved public or private property; or
- Ensure economic recovery of the affected community to the benefit of the community-at-large.

Generally, debris removal from private property following a disaster is the responsibility of the property owner. However, large-scale disasters may deposit enormous quantities of debris on private property over a large area resulting in widespread immediate threats to the public-at-large.

In these cases, the State or local government may need to enter private property to remove debris to: eliminate immediate threats to life, public health, and safety; eliminate immediate threats of significant damage to improved property; or ensure economic recovery of the affected community to the benefit of the community-at-large.

In these situations, debris removal from private property may be considered to be in the public interest.

Disaster-generated debris: Any material, including trees, branches, personal property and building material on public or private property that is directly deposited by the disaster.

Improved property: Any structure, facility, or equipment that was built, constructed, or manufactured. Examples include houses, sheds, car ports, pools, and gazebos. Land used for agricultural purposes is not improved property.

Legal responsibility: A statute, formally adopted State or local code, or ordinance that gives local government officials responsibility to enter private property to remove debris or to perform work to remove an immediate threat.

Private property: Land and structures, to include contents within the structures, built on land that is owned by non-governmental entities.

Private road: Any non-public road for which a subdivision of the State is not legally responsible to maintain. Private roads include roads owned and maintained by homeowners associations, including gated communities, and roads for which no entity has claimed responsibility. Local police, fire, and emergency medical entities may use these roads to provide services to the community.

Note: Reference from FEMA/FDEM/FHWA-FDOT Publications

PURPOSE

To provide organizational structure, guidance, and standardized procedures for the clearance, removal and disposal of debris caused by a major debris-generating event.

To establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.

To expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety and welfare of PBC residents.

To coordinate partnering relationships through communications and pre-planning with local, State and Federal agencies involved with debris management responsibilities.

To implement and coordinate private sector Debris Removal and Disposal contracts to maximize cleanup efficiencies.

SECTION I – Situation and Assumptions

Situation

Natural disasters such as hurricanes, tornadoes, and flooding precipitate a variety of debris that include, but are not limited to, such things as trees and other vegetative organic matter, building/construction material, appliances, personal property, mud, and sediment.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. This plan is based on the debris-generating capacity of a Category 4 Hurricane with wind speeds in excess of 131 miles per hour and heavy rainfall. A Category 4 Hurricane will cause extensive damage to large trees and shrubs in addition to substantial structural damage to homes and commercial property. Mobile homes will be destroyed. Storm surge will push sea levels 13-18 feet above normal resulting in flooding of areas less than 10 feet above sea level across the island.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.

Assumptions

A major natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.

The amount of debris resulting from a major natural disaster will exceed the City's removal, recycling and disposal capabilities.

The City will contract for additional resources to assist in the debris removal, reduction, recycling and disposal process.

The Governor will declare a State of Emergency that will authorize State resources to assist in removal recycling and disposal of debris.

The Governor will request a Presidential Disaster Declaration if the disaster exceeds both local and State resources.

SECTION II: Concept of Operations

Pre-Event Actions

The Monroe County Emergency Management Director will notify the Key West Fire Department Division of Emergency Management Division and upon notice of a Category 1 or above hurricane or other situation that could generate large volumes of debris.

Personnel assigned to the Debris Management Center (DMC) will establish presence at the Key West Emergency Operations Center, 1604 North Roosevelt Blvd., Key West, FL 33040, and await specific instructions from the County Debris Manager.

The DMC staff should be knowledgeable of their specific responsibilities identified in the City of Key West Comprehensive Emergency Management Plan, standing operating procedures and this Plan.

Post-Event Actions

The Directors of Community Services and Utilities Departments will be designated the City Debris Managers. The Utilities Department Director will be responsible for establishing and staffing the Debris Management Center. The Community Services or Utilities Departments' Emergency Management Coordinator will exercise daily operational control of the DMC staff.

The DMC staff will coordinate the actions necessary to remove and dispose of debris in all areas of within the City Limits of the City of Key West, using both City and contractor assets. Specific actions will include the following:

- Make recommendations on KWPW and contractor work assignments and priorities based on the nine (7) City Debris Zones. (See Enclosure 1)
- Report on progress and prepare status briefings.
- Provide input to the City Public Information Officer (PIO) on debris removal and disposal activities.
- Coordinate City debris removal and disposal operations with those of the participating municipalities, State, and Federal responders.

Debris Manager

The Directors of the Community Service and the General Services Departments will be designated as the City of Key West Debris Managers.

The KW Debris Manager will be responsible for, but not limited to, the following with respect to any and all debris management issues:

- Keep the KW EOC Command Staff briefed on the status of the debris clearing, removal, recycling and disposal operations.
- Assure that KW is represented at all meetings with other government and private agencies involved with the debris cleanup operation.

The City has been divided into _____ Management Zones (See Enclosure 1), to facilitate and coordinate the rapid and economic clearing and eventual removal and disposal of disaster-generated debris. The _____ Debris Zones coincide with the _____ Utilities service areas used for solid waste collection.

The KW Debris Manager will assign a KWPW or Utilities Debris Coordinator (KWDC) to the Emergency Operations Center (EOC) with the responsibility for coordinating all debris clearance and cleanup actions involving KWPW personnel and equipment, Parks and Recreation (KWP&R) Department personnel and equipment. (See Figure 1)

Actions will focus on keeping track of progress of the initial debris clearance from public roadways and critical facilities. The KWDC Debris Coordinator will keep the ESF 3 EOC Representative and other department debris coordinators informed of cleanup progress and any problems encountered or expected.

The KW Debris Manager will be supported by a joint debris staff made up of personnel from the KWPW and Utilities Staff and representatives from other supporting departments and agencies under direct control of the Directors of Community Services or Utilities Departments. (See Figure 2)

The Debris Management Center (DMC) that will be located at the Community Services Office located at 925 Palm Avenue, Key West, FL 33040.

General Services Department Director

The General Services Department Director will be responsible for, but not limited to, the following with respect to any and all debris management issues:

- Keep the KW Debris Manager briefed on the status of debris removal and disposal operations.
- Provide a DMC representative at all meetings with other government and private agencies involved with the debris cleanup operation.
- Appoint a Utilities Emergency Management Coordinator (EMC) responsible for daily operational control of the DMC.
- Appoint a Public Information Officer (PIO) to coordinate media reports on debris operations with the EOC's PIO
- Coordinate with affected cities within the City of Key West on all debris clearance, removal and recycling and disposal issues through EOC conference calls.
- Convene emergency debris coordinating meetings at the DMC as appropriate.
- Ensure that the DMC is provided all needed administrative staff support.

Community Services Director

The Director Community Services will provide a representative to the EOC to coordinate all Key Parks and Recreation (KWP&R) debris missions. The KW P&R Debris Coordinator will be responsible for coordinating all KWP&R debris cleanup actions involving KWP&R and contractor personnel and equipment. Actions will focus on supporting KWPW with debris removal from the City parks and recreational facilities.

The KWP&R Debris Coordinator will keep track of progress of park debris cleanup operations. The KWP&R Debris Coordinator will also keep other department debris coordinators informed of cleanup progress and any problems encountered or expected.

**City of Key West
Debris Management Organization**

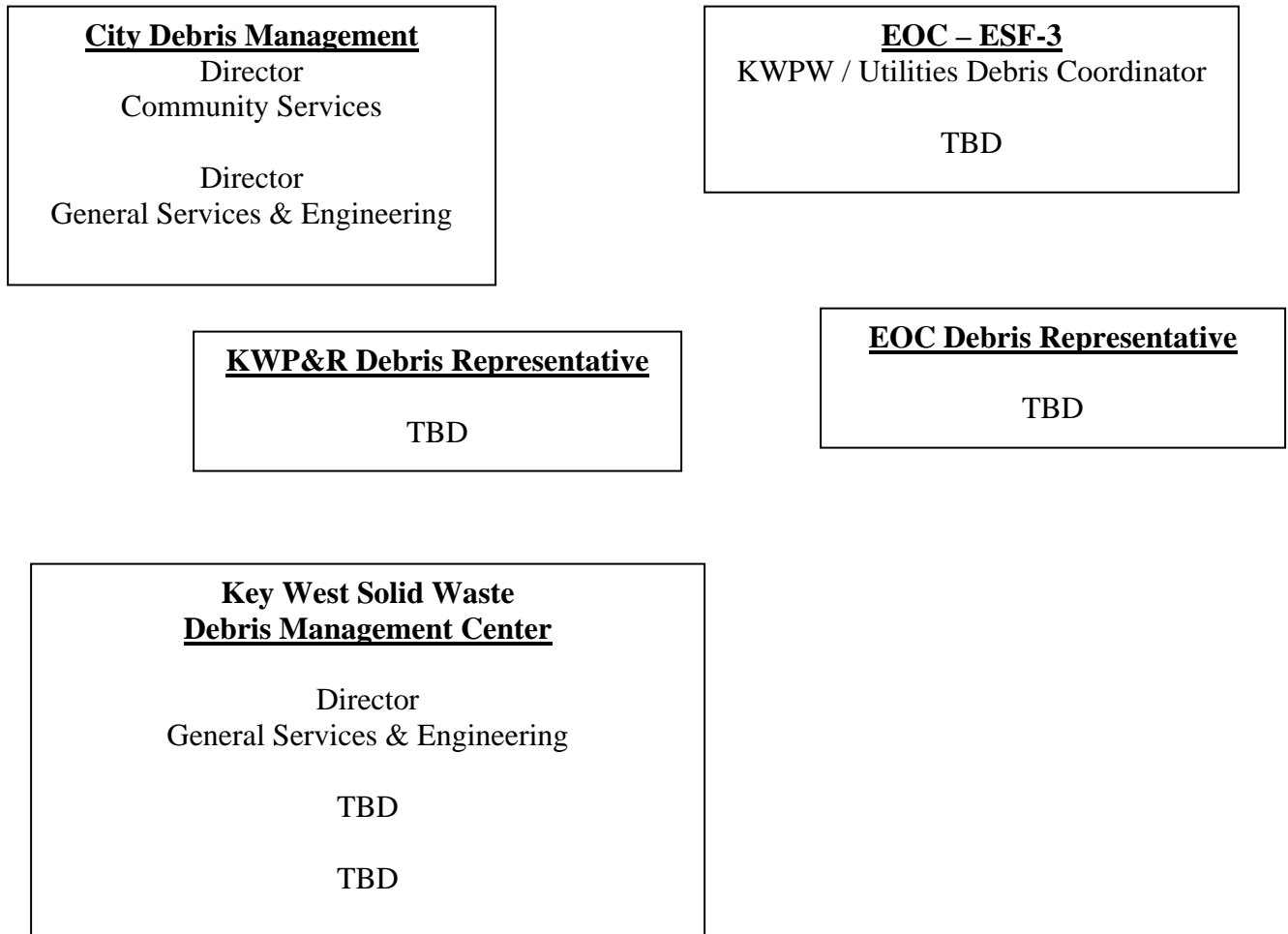


Figure 1

**City of Key West
Debris Management Center
Organization Chart**

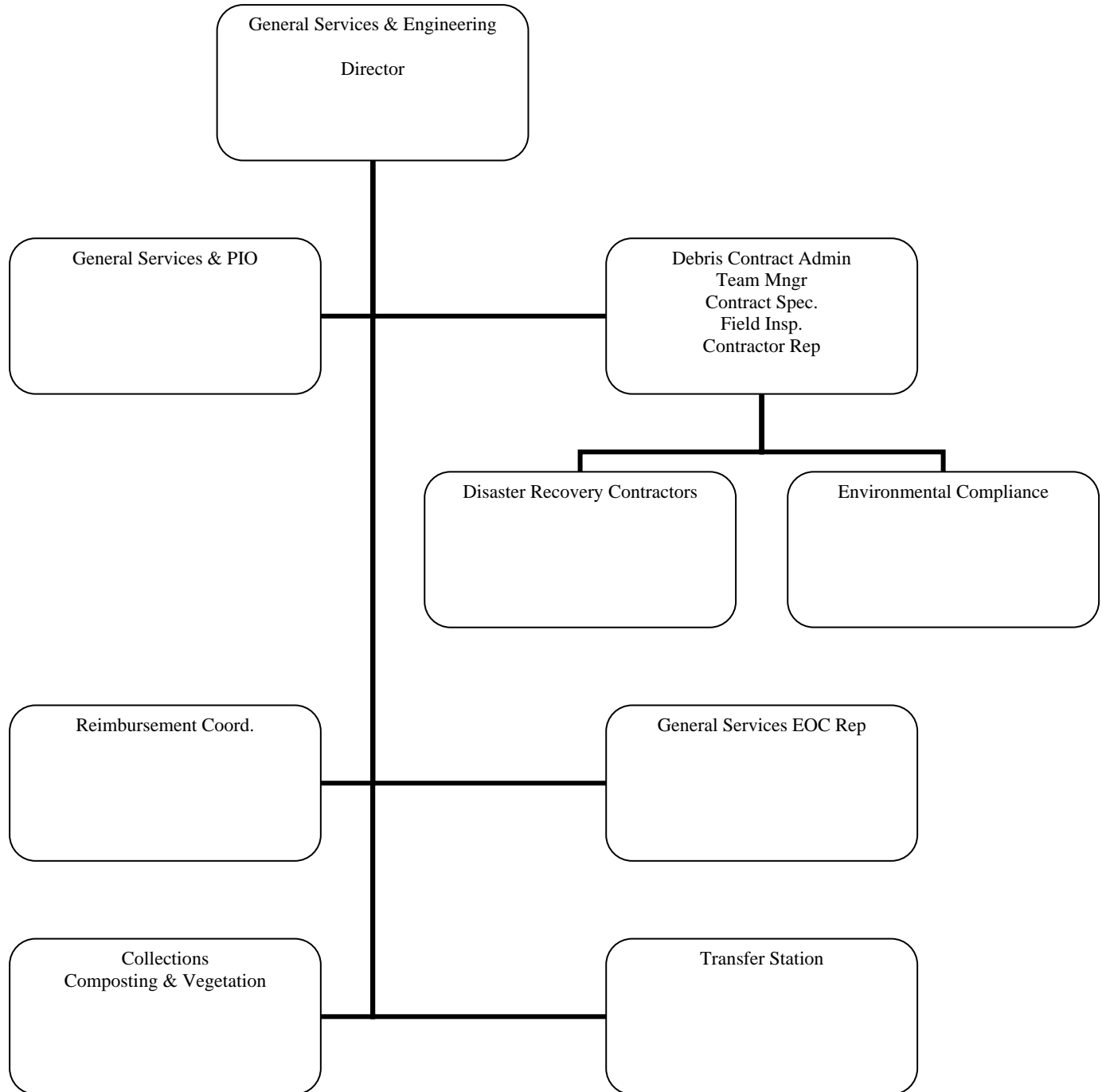


Figure 2

Debris Management Center Staff Responsibilities

KW Utilities Emergency Management Coordinator

The KW Utilities Emergency Management Coordinator (EMC) is responsible for daily operational control of the DMC staff. The EMC will receive current information on the severity of the disaster from the ESF-3 EOC Representative located at the KWEOC. All requests for debris removal or disposal from the EOC staff will go through the ESF-3 EOC Representative to the EMC. Requests for debris clearing from public facilities and roadways will be directed to the KWPW Debris Coordinator.

The EMC will determine the extent of damage and resulting debris and issue appropriate directives to the appropriate ESF-3 Emergency Management Team (EMT) leaders. The EMT leaders, in turn, will execute their Team's debris missions as defined in this plan and Key West Utilities Standard Operating Procedures.

The EMC will coordinate with the Collections Director, Debris Monitoring Consultant and Debris Contractor on Debris Removal and Disposal Contract activities.

The EMC will keep the KWPW Debris Manager informed on all ongoing debris management operations through meetings and / or reports.

EOC Representative

The EOC Representative is located at the KW EOC and is responsible for coordinating all requests for debris removal activities initiated by the EOC staff involving debris removal and disposal mission.

Debris Monitoring Consultant

The Debris Monitoring Consultant will implement a unified system of truck bed volume measurement, placarding and auditing of truck volumes through random checking throughout the debris collection, recycling and disposal process.

The Debris Monitoring Consultant will conduct a pre and post event environmental assessment of each temporary debris storage site.

The Debris Monitoring Consultant will keep the EMC informed of Debris Removal and Disposal Contractor cleanup progress and problems encountered at any of the debris sites.

The Debris Monitoring Consultant will train and supervise the activities of the debris field monitors, debris site monitors as well as the assignment of load tickets by field monitors and collection of load tickets from the City debris sites.

Risk Management

The Director of Engineering Services (ERisk) will be responsible for compiling all damage reports for City of Key West's facilities and coordinate the submission of these forms with the Reimbursement Coordinator and EMC. ERisk will also coordinate with the DCAT, as required, to assure that debris management contractors establish and maintain insurance coverage as required by the contract.

Public Information Officer

The Community Services and Utilities Department's Public Information Officer (PIO) will serve as the DMC's liaison to the EOC's PIO. The PIO will develop a proactive information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, radio and TV public service announcements should be used to obtain the public's cooperation by separating garbage from storm debris; segregating household hazardous waste; placing disaster debris at the curbside; keeping debris piles away from fire hydrants, valves, and fire wells; reporting locations of illegal dump sites or incidents of illegal dumping, and segregating recyclable materials. Pickup schedules will be disseminated in the local news media, City website, Comcast channel 77, and the Emergency Information Hotline Telephone Number: _____. City Website for reporting: _____

Reimbursement Coordinator

The Reimbursement Coordinator will provide for the collection and compilation of all labor, equipment hours, materials / supplies and expenditures related to disaster response and recovery. The Reimbursement Coordinator will also manage the receipt and submission of all Debris Contractor payables via load tickets and load ticket data base information.

Environmental Programs

The City's Engineering Services – Environmental Programs will assist with the coordination with federal, state, and local environmental regulatory agencies, the DCAT and the debris management contractors. In conjunction with the EMC, will provide the FDEP Southeast District office with an annual informational listing of KWPW TDSs as per FDEP document: *Guidance for Establishment, Operation, and Closure of Staging Areas for Hurricane-generated Debris. November 19, 2004 (updated 09-22-05)* allowing for FDEP authorization of KWPW TDSs. Environmental Programs shall also assist with compliance monitoring for all TDSs based on applicable regulations or Emergency Orders issued by the Florida Department of Environmental Protection (FDEP) and debris management contracts.

Customer Information Services

The Customer Information Services (CIS) shall be responsible for the coordination with franchise waste haulers to reestablish garbage collection within the City through contact and Utilities Department. CIS will provide a communication link between the general public, waste haulers and the DCAT. CIS will coordinate their activities with Emergency Management Coordinator in matters regarding storm debris collection, transportation, and disposal. CIS will provide support in the monitoring of Debris Contractors, load inspections at DMs and other off-site areas and the preparation of Load Sheets at Debris Management sites, choke points, or other public right-of-ways in impacted areas.

Purchasing Services

The City's Revenue Department, Purchasing Services shall be responsible for competitively procuring and contracting the necessary goods and services to carry out the tasks charged to the Utilities Department in this Debris Management Plan. The main contracts would be with debris management firms and debris removal and disposal contractors. Additional emergency goods and services can be obtained through regional and national governmental purchasing

cooperatives and the General Services Administration contracts The Purchasing Services representative is the Contracting Specialist on the DCAT.

Hazardous Waste Services

Household Hazardous Waste Services (Hazwaste) shall be responsible for the coordination of inspections, notifications, and if necessary, cleanup or mitigation of any hazardous waste releases at City facilities. Hazwaste will resume operation of household hazardous waste collection centers as soon as conditions allow. In coordination with the Debris Management Consultant and the DCAT, Hazwaste will identify household hazardous waste (HHW) drop-off locations within Debris Zones as needed. Hazwaste will monitor these HHW drop-off points for compliance with appropriate regulations and provide for the timely removal and disposal of any and all hazardous waste brought to these sites. At the request of the DCAT, Hazwaste will coordinate the removal any household hazardous waste left at any of the Debris Management sites located through the City.

Land Management Services

KWP&R shall be responsible for storm debris cleanup at Utilities facilities. KWP&R will provide a status report to the DCAT on the availability of disposal capacity and the types and quantities of storm debris being delivered to the Utilities Rockland Key facilities for processing.

Transfer Stations

The Key West Utilities Transfer Station shall be responsible for accepting and transferring garbage from the City of Key West. All non-garbage storm debris will be directed to a selected Debris Management site for storage, processing or shipment to a designated landfill for disposal. The Transfer Station shall communicate with the EMC to identify and resolve any capacity, transportation, debris contractor or waste handling situations that may arise

Debris Management Phases

Phase I:

Debris Clearance Operations

KWPW is the lead agency responsible for coordinating impact assessment for all City public structures, equipment, and debris clearance immediately following a large scale disaster in order to prioritize the impacted areas and resource needs. Debris clearance from City roadways and City public property will be accomplished using KWPW crews and equipment, mutual aid providers, and private contractor resources.

KWPW's primary mission is to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police and medical responders. A listing of critical facilities and primary road clearance list is at Enclosure 2.

KWPW Damage Assessment Teams will conduct initial zone by zone windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways. The results of the windshield surveys will also be provided to the ESF-3 EOC Representative located at the EOC.

Priority for debris clearance will be based upon the following criteria:

1. Extricate people
2. Major flood drainage arteries
3. Egress for fire, police, and Emergency Operations Center
4. Communications tower at Forest Hill Boulevard
5. Ingress to hospitals, jail, and special care unit
6. Major traffic routes
7. Egress for Belvedere Road complex for fleet, traffic, road and bridge, and designated remote locations
8. Supply distribution points and mutual aid assembly areas
9. Government facilities
10. Public Safety communications towers
11. American Red Cross shelters
12. Secondary roads to neighbor collection points
13. Access for utility restoration
14. Neighborhood streets
15. Private property adversely effecting public welfare.

During the debris clearance and removal process, KPPW will be responsible to ensure that power lines do not pose a hazard to emergency work crews and to coordinate the response effort with Keys Energy Services and other utility companies as appropriate.

Phase II:

Debris Removal, Recycling and Disposal – City Limits

The general concept of debris removal operations includes multiple, scheduled passes of each critical site, location, or rights-of-way as directed by the DMC staff. This manner of scheduling debris removal allows residents to return to their properties and bring debris to the edge of the rights-of-way as property restoration progresses.

The City has been divided into _____ Debris Zones to control and expedite debris removal and disposal operations (See Enclosure 1). The quantity of potential debris generated by a Category 4 Hurricane for each Debris Zone is shown in Table 1.

The City uses a Debris Prediction Model based on the Army Corps of Engineer's Debris Model to calculate the approximate amount of storm debris that will be generated as a result of a category 1 hurricane or above.

Phase II:

Debris Removal, Recycling and Disposal

The City is responsible for coordinating the permanent removal, storage, recycling and disposal of all debris deposited along or immediately adjacent to public rights-of-way within the City Limits.

The City has entered into Interlocal Agreements with Monroe County (County) in to allow for a cooperative effort in the management of disaster debris and securing reimbursement for eligible debris management costs from appropriate Federal, State and Local agencies. The City has printed pre numbered load tickets and numbered truck placards, available to County to use at City Debris Management Sites. If County chooses to use City Debris Management Sites, must certify and placard the trucks used by their contractors to haul debris to the debris site. Each load of debris brought to the debris site must be accompanied by a valid and properly completed KWPW issued load ticket.

Phase II operations involve the removal, recycling and disposal of curbside debris by KWPW, KWP&R, and contractor crews. Contractor operations will require the KWPW and PWP&R to provide Field Monitoring Teams as well as Load Site and Debris Site Monitors to oversee contractor operations.

Debris Removal, Recycling and Disposal Operations

The EMC and staff will coordinate debris removal, recycling, and disposal operations for all areas with City Limits from the DMC.

Utilities’ debris contractors will collect and haul mixed debris from their assigned Debris Zones through monitored choke points to designated C&D Debris Management sites or to designated private landfill sites. Clean vegetative debris will be hauled to the nearest designated vegetative Debris Management site for processing. (See Enclosure 3)

Debris Zone Estimates

Debris Zones	Single Family	Condo Unit	Mobile Home	Estimated Debris (CY)	TDMS (Acres)
1					
2					
3					
4					
5					
6					
7					
8					
9					
Total	0	0	0	0	0

Table 1

Note: Estimated debris based on 50% of single family homes, condo units.
 Estimated debris to be removed from Homeowners’ Associations and Gated Communities must follow FEMA “Debris Removal From Private Property (RP523.13)

City vs. County Debris Estimates

Debris Zones	City	County	City Estimated Debris (CY)	County Estimated Debris (CY)	Total Estimated Debris (CY)
1					
2					
3					
4					
5					
6					
7					
8					
9					
Total					

Table 2

Should human remains be discovered during the collection of storm debris, the debris collection sub-contractor will immediately notify the loading site monitor who will call the KWPD, 305.809.1000, the Collections Director and the EMC.

Contractors will focus on the removal of mixed debris from within their assigned boundaries and haul it a designated Debris Management site or to an approved C&D Debris Management site. Clean woody debris will be hauled to the nearest municipal Debris Management site or approved Vegetative Debris Management site (See Enclosure 3).

KWP&R Department will provide support to Engineering Services, Utilities Division with specialized equipment and operators as required. KWP&R will collect debris from parks and recreation facilities within their assigned Debris Zones based priorities established by the overall City’s Emergency Management Plan. Mixed debris will be hauled to a designated C&D Debris Management sites or to designated private landfill sites. Clean vegetative debris will be hauled to the nearest designated vegetative Debris Management site for processing (See Enclosure 3).

All vehicles hauling debris to debris sites will be certified and obtain a load ticket for each load of debris deposited at a private landfill or DMS.

Load tickets shall identify whether the load is part of the First Pass, and whether or not the load was retrieved from an FHWA approved thoroughfare. Specify identification methods; GPS, digital pictures, etc?

The contractors scale ticket / load tickets will be turned into their supervisor at the end of each day. The supervisor will forward the scale tickets daily to the EMC. The scale tickets / load tickets will be the verification documentation for private landfill invoices, contractor payment,

and State and federal documentation for reimbursement. City franchise contractors will pickup garbage according to current procedures, routes, and removal schedules.

KW Department of Environmental Protection will identify household hazardous waste (HHW) drop-off locations according to Debris Zones. City and KWPW contractors will be encouraged to separate HHW at the curb and not haul it to a Debris Management site. Residents will be encouraged to separate and transport HHW to pre-identified drop-off points. KW Department of Environmental Protection will coordinate the collection of eligible industrial or commercial hazardous waste resulting from the disaster.

Keys Energy Services (KES), Florida Keys Aqueduct Authority (FKAA) and other utility crews will handle all utility related debris such as, power transformers, utility poles, cable, and other utility company material.

Contractor Debris Removal, Recycling, and Disposal Operations

The EMC or his / her authorized representative will be in contact with the firm(s) holding pre-event Debris Removal and Disposal Contract(s) and advise them of impending conditions. The pre-event multiyear, competitively awarded pre-positioned contracts are designed to have a qualified Contractor(s) remove and lawfully dispose of all natural disaster-generated debris, excepting household, industrial or commercial hazardous waste. Debris removal will be limited to City streets, roads, and other public rights-of-way based on the extent of the disaster. Debris removal will be limited to disaster related materials placed at or immediately adjacent to the edge of the rights-of-way by residents within designated Debris Zones.

The Contractor, upon Notice to Proceed, will mobilize such personnel and equipment as necessary to conduct all debris removal and disposal operations as were previously detailed in the Contractor's General Operations Plan as required by the Debris Removal and Disposal Contract. All contractor operations will be subject to review by the EMC.

The Contractor will make multiple, scheduled passes of each site, location, or area impacted by the disaster according to assigned Debris Zones. This manner of debris removal will allow residents to return to their properties and bring all debris to the edge of the rights-of-way adjacent to their property. The number and schedule of passes shall be as directed by the EMC. Sufficient time shall be scheduled between subsequent passes to accommodate reasonable recovery by residents. Schedules will be provided to the PIO for publication and notification by the news media and the Emergency Information Hotline (305.809._____).

The intent of this debris management plan is to pursue recycling of disaster debris as the first option for final disposition of all material. Limitations on recycling may arise due to limits on outlets to accept and/or process debris, or cost limitations if recycling options exceed the cost of disposal, to the extent that recycling becomes cost-prohibitive.

City recognizes the economy of disaster debris disposal through the use of local vegetative Debris Management sites designated for volume reduction of clean vegetative debris. The has pre-designated vegetative Debris Management sites for the sole purpose of temporarily storing and reducing clean vegetative debris through grinding. The Contractor will operate the Debris

Management sites made available by City. The Contractor will be responsible for all site setup, site operations, rodent control, closeout and remediation costs. The Contractor is also responsible for the lawful recycling or disposal of all debris reduction by-products as his/her operations may generate at a Debris Management sites. A listing of all Designated Debris Management sites will be provided to the Contractor at the onset of debris management operations.

Separate Debris Management sites will be established for mixed debris if necessary. These sites will be centrally located to handle construction and demolition (C&D) material. These C&D Debris Management sites will be used to expedite the removal of mixed and C&D material from rights-of-way within the City.

In the event of multiple debris events, debris management sites will store and dispose of debris separately, by either declared disaster or disaster/non-disaster debris. Absent preauthorization from FEMA, debris from one storm can't be comingled with debris from other storms, as separate accountings are required for each disaster. Debris from declared disasters must be stored and disposed of separately than debris from non-declared disasters.

A valid pre numbered (supplied by the Utilities Contractor) load ticket must accompany all material delivered to a C&D Debris Management sites by contractors. All material deposited at C&D Debris Management sites will eventually be taken to a properly permitted landfill for final disposal.

The EMC may direct contractors to bypass C&D TDS sites and approve the hauling of mixed C&D debris directly to a properly permitted C&D recycling facility or landfill for disposal, if recycling is not feasible.

City will not utilize in-county landfill space for the disposal of non-recyclable storm debris. City has contracted with Waste Management of Florida, Inc. (WMI) to dispose of non-recyclable storm debris in the WMI Okeechobee Landfill in Okeechobee County and / or WMI Central Disposal Landfill in Broward County, Florida.

Mulch may be disposed of at bonafide agricultural operations. Although a DEP permit is not required, the City must first obtain written acknowledgement from DEP that a permit isn't required, in order to justify the lack of such permit.

The Utilities Department Director will assist the EMC by monitoring the Contractor's performance for debris removal and disposal operations in each Debris Zone. The Director of Engineering Services will provide Field Monitoring Teams. The Field Monitoring Teams will monitor all Contractor operations.

The Contractor will keep the DCAT staff informed of cleanup progress and any problems encountered or expected at daily / weekly DCAT meetings.

Residents will be encouraged to segregate HHW at curbside. However, small amounts of HHW may be mixed in with material deposited at the Debris Management sites. Therefore, the Contractor must be prepared to place any HHW in a separate enclosed and lined area for

temporary storage. The Contractor will report any accumulation of HHW at the Debris Management sites to the DCAT staff. The DCAT staff will notify the KW Department of Environmental Protection who will coordinate for removal and disposal.

The Contractor will restore the Debris Management sites as close to the original condition as is practical so that it does not impair future land uses. All sites are to be restored to the satisfaction of the site owner and DEP, with the intent of maintaining the utility of each site.

Loading Site Monitors

Loading Site Monitors will be provided by either, Engineering Services, the Debris Monitoring Consultant or DCAT, if activated. The Loading Site Inspectors will be assigned to each Contractor loading site within designated Debris Zones. The Loading Site Monitor will initiate the load tickets (See Enclosure 4) that verify that the debris being picked up is eligible under the terms of the contract.

Debris Site Monitors

Debris Site Monitors will be provided by either the Engineering Services or from other City sources and from the DCAT, if activated. The Debris Site Monitors will be stationed at all Debris Management sites and landfill disposal site for the purpose of verifying the quantity of material being hauled by the Disaster Debris Removal and Disposal Contractor through the use of load tickets.

The Contractor shall construct and maintain Inspection Towers at each Debris Management site and landfill disposal site. The inspection towers will also be provided with portable sanitary facilities. The Contractor will construct the inspection towers with a floor elevation that affords the Disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris.

A Disposal Site Monitor will be located at each inspection station to verify the load and estimate the volume in cubic yards. The Disposal Site Monitors will estimate the cubic yards of debris in each truck entering the Contractor's selected Debris Management sites or landfill disposal sites and will record the estimated quantity on pre-numbered debris load tickets. The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on the debris load tickets. KWPW or Utilities will provide pre numbered load tickets to all users of Debris Sites.

Load Ticket Disposition Representative (Supplied by City)

The Load Ticket will be a 5-part form. The following is the disposition of each ticket part:

Part 1 – (White) Load Site Monitor
(Supplied by City)

Part 2 – (Green) Disposal Site Monitor
(Supplied by City)

Part 3 – (Canary) Debris Site Client's

Part 4 – (Pink) Prime Contractor

Part 5 – (Gold) Subcontractor/Driver

The Load Site Monitor will retain Part 1 (White) and the Disposal Site Monitor will retain Part 2 (Green). Part 1 and Part 2 will be turned in daily to the DCAT manager. Part 3 (Canary) will be given to the Debris Site Client's Representative (Municipality). The Contractor will be paid based on the number of cubic yards of eligible debris hauled per truckload. Part 4 (Pink) will be given to the Prime Contractor and Part 5 (Gold) to the truck driver. Payment for hauling debris will only be approved upon presentation of Part 4 (Pink) with the Contractor's invoice.

(Sample) City of Key West (Sample)

LOAD TICKET		
Ticket Number:		
Prime Contractor:		Sub-Contractor:
Date:	Driver's Name:	
Truck License Number	Measured Bed Capacity (cu yds):	
Debris Zone:	Debris Site Location:	
Debris Type: (check one)	Yes-No	First Pass
Vegetation	<input type="checkbox"/>	C & D <input type="checkbox"/>
Mixed	<input type="checkbox"/>	Other <input type="checkbox"/>
Departure Time:		Distance to Debris Disposal Site:
Loading Site Monitor:		
Print Name		Signature
Debris Disposal Site Location:		
Arrival Time:		
Estimated Debris Quantity (cu yds)		
Disposal Site Monitor:		
Print Name		Signature
White - Load Site		Green - KWPW
Canary - Debris Site		Pink & Gold - Driver
Notes:		

Figure

Sample

Sample

**City of Key West Debris Removal
Mobilization Task Order**

Date: _____ Time: _____ Incident / Event: _____

City Declaration Order: _____ Florida Declaration Order No.: _____

Presidential Declaration Order No.: _____ FEMA Incident / Event No.: _____

Contractor: _____ Project Manager: _____

<u>SAMPLE</u>	<u>SAMPLE</u>
City of Key West Debris Removal Mobilization Task Order	
Date: _____	Time: _____ Incident / Event: _____
City Declaration Order No.: _____	Governor's Declaration Order No.: _____
Presidential Declaration Order: _____	FEMA Incident / Event No.: _____
Contractor: _____ Name of Contractor	Project Manager: _____ Name of Approved PM
Contractor's Estimated Time of Arrival: _____	Number of Crews: _____
1 st Push Priority Locations:	
Roads: _____ Attach: Map / GPS / GIS	
Forecast Amount of Debris: Use Appropriate USACE Model	
<input type="checkbox"/> Tornado / Hurricane:	_____
<input type="checkbox"/> Flood Debris:	_____
<input type="checkbox"/> C & D	_____
<input type="checkbox"/> Vegetative:	_____
<input type="checkbox"/> HHW:	_____

Figure 4

Field Inspection Team

The DCAT, Utilities, and KWPW contracted monitors will provide Field Inspection Team personnel responsible for monitoring all Contractor debris removal and disposal operations. The Field Inspection Teams will periodically inspect each Debris Management site to ensure that operations are being followed as specified in the Debris Removal and Disposal Contract with respect to local, State and Federal regulations and the Debris Management site Baseline Checklist (See Enclosure 4). Each Field Inspection Team will submit a daily written report to the DCAT manager outlining their observations with respect to the following:

- Is the Contractor using the site properly with respect to layout and environmental considerations?
- Has the Contractor established lined temporary storage areas for ash, household hazardous wastes and other materials that can contaminate soils and groundwater?
- Has the Contractor established environmental controls in equipment staging areas, fueling and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
- Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
- Has the Contractor established appropriate rodent control measures?
- Are burn sites constructed and operating according to Enclosure 4?
- Has the Contractor establish procedure to mitigate:
 - **Smoke** – Are the incineration pits constructed properly and being operated according to the contract statement of work?
 - **Dust** – Are water trucks employed to keep the dust down?
 - **Noise** – Have berms or other noise abatement procedures been employed?
 - **Traffic** – Does the Debris Management sites site have a suitable layout for ingress and egress to help traffic flow?

Field Inspection reports will also include observations at loading sites and the locations of any illegal dumping sites.

Debris Management Site Setup and Closeout Procedures

The Contractor will be responsible for preparing and closing out a Debris Management site according to specification in the Debris Removal and Disposal Contract and guidance contained in Enclosure 4

Hazardous Structures – Removal

Dangerous structures should be the responsibility of the owner to demolish in order to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain because of the lack of insurance or absentee landlords. Care must be exercised to ensure that the City of Key West Building Department properly identifies structures.

The EMC will coordinate with the KW

Building Department and Reimbursement Coordinator regarding:

- Demolition of private structures.
- Removing debris from private property.
- Local law and/or code enforcement agencies.
- Historic and archaeological sites.
- Qualified environmental Contractors to remove hazardous waste such as asbestos and lead-based paint.
- Abandoned vehicles.
- Receipt of Right of Entry Agreements with landowners. (See Enclosure 4)

Organization and Responsibilities

Key West Community Services and Public Works Department

The Director of City of Key West Community Services and Public Works will be designated as the City Debris Manager. The KW Debris Manager will be responsible for, but not limited to, the following with respect to any and all debris management issues:

- Keep the City of Key West Commissioners briefed on the status of the debris removal and disposal operation.
- Assure that City is represented at all meetings with other government and private agencies involved with the debris cleanup operation.

The CEMP and Annexes are based upon the concept that the emergency functions for various functional areas of KW Community Services involved in emergency management and operations will generally parallel day-to-day functions. Therefore, it is essential for KWPW to be prepared to carry out disaster response and short-term actions that are assigned by the KW PW Debris Coordinator located at the EOC. (See Figure 1)

KW Community Services will assign a KWPW Debris Coordinator to the EOC using established procedures. All information pertaining to debris clearing (Phase I) will be forwarded through the KWPW Debris Coordinator. The KWPW Debris Coordinator will represent the KW Community Services Director at all DMC meetings.

The purpose of the KWPW Debris Coordinator is to coordinate and direct the use of KWPW debris clearing and cleanup personnel and equipment according to existing standard operating procedures. KWPW and PWP&R will supplement KWPW with personnel and equipment to assist in the Phase I debris clearance operations as required.

KWPW Debris Coordinator will focus on assigning crews to clear debris according to established priorities in specific Debris Zones. Personnel and equipment from KWPW, KWP&R, and local contractors will supplement KWPW forces. Phase I debris clearance operations will be executed by KWPW crews. Crews and equipment may be relocated to other locations based on the type of disaster.

Supporting elements from either KWPW or KWP&R will report to the designated KWPW locations as directed by the KWPW Debris Coordinator.

KW Engineering Services will provide GIS/CADD support to the DMC staff as required.

KWPW will identify _____ staff members for Debris Management Site Monitoring and forward to EMC.

General Services Department, Utilities Division

The Utilities Department Director will be required to support KWPW debris operations by staffing a Debris Management Center (DMC) following a major natural debris-generating event. (See Figure 2)

The General Services Department Director will appoint an Emergency Management Coordinator (EMC) who will be responsible for daily operational control of the DMC.

The Utilities Department Director will assign an EOC Representative to the KWEOC using established procedures. All information pertaining to debris clearing, removal, reduction, recycling or disposal will be forwarded from the EOC staff through the Utilities EOC Representative directly to the EMC.

The EMC will exercise operational control over outside agencies assigned to the DMC with respect to debris clearing, removal, recycling and disposal operations in coordination with the KWPW Debris Coordinator.

This staff constitutes the operating element of the DMC and will be located at the Community Services Office, 925 Palm Avenue, Key West, FL 33040. Community Services is responsible for providing communications and logistic support to the DMC staff.

The Utilities Department Director will be responsible for, but not limited to, the following with respect to all debris management issues:

- Keep the KWPW Debris Manager and EOC staff briefed on the status of the debris cleanup operation.

- Represent the in all meetings with other government and private agencies involved with the debris cleanup operation.
- Call any needed emergency debris coordinating meetings.
- Ensure that the DMC is provided all required staff support.

Key staff members will be assigned to the DMC staff for the sole purpose of coordinating and directing the use of KWPW, PWP&R, and Utilities personnel and equipment according to existing standard operating procedures.

KWPW will supplement with contractors to assist in the Phase I debris clearance operations as required. will provide CADD support to the DMC staff.

Ensure all of the City's disaster related costs (including employee hours) are documented and provided to the Reimbursement Coordinator.

The Utilities Asst. to the Executive Director will coordinate all non-emergency solid waste management activities through the existing Utilities organizational structure. Coordinate with Code Enforcement for Debris Site Monitors and training

Key West Parks & Recreation Department

The KWP&R Department will play a supporting role by providing specialized equipment and personnel to assist in Phase I and Phase II debris cleanup operations.

KWP&R will assign a KWP&R Debris Coordinator to work at the EOC for the sole purpose of coordinating requests for KWP&R personnel and equipment. Actions will focus on support, with specialized equipment and debris removal from PBC parks and recreational facilities. The KWP&R Debris Coordinator will keep the ESF-3 EOC Representative and other department coordinators informed of cleanup progress and any problems encountered or expected.

Debris Contract Administrative Team

The Debris Contract Administrative Team (DCAT) provides a contractor monitoring component under City Debris Management Plan. The Community Services Department will activate this team for training and in advance of a potential debris-generating event.

Pre-Storm Administrative Actions.

A Debris Management Consultant will conduct an annual Debris Management Workshop with the Contractors and other DMC staff to review the Debris Management Plan procedures and to ensure that the DCAT operation works smoothly. Items of discussion will include:

- Contractor responsibility

- Mobilization sites
- Logistical support
- Pre-storm mobilization
- Procedures for call-up of Contractor personnel and equipment
- Haul routing
- Contractor vehicle identification, registration and placarding
- Debris hauling load ticket administration
- Mobilization and operation of the Debris Management sites
- Contractor payment request submission, review, and verification
- Special procedures for HHW
- Debris Management site opening, operation and closure requirements

Pre-Storm Activation Actions.

Community Services and Utilities Departments, should the situation dictate, will activate the DCAT. The DCAT will function as part of the DMC located at Community Services Office, 925 Palm Avenue, Key West, FL 33040.

Post-Storm Actions.

The KWPW Emergency Coordinator will provide overall supervision of the DCAT. A DCAT liaison officer will locate at the KWEOC and will work directly with the ESF-3 EOC Representative if required.

The DCAT staff will recommend assignment of disaster Debris Removal and Disposal Contractors based on City's _____ Debris Zones (See Enclosure 1) according to information received from the EOC Representative located at the EOC and directions from the EMC.

The DCAT staff will administer and provide oversight of the disaster Debris Removal and Disposal Contractor's efforts. Specific actions will include the following:

- Planning, Debris Management sites inspection, quality control and other contract administration functions.
- Receive and review all Disposal Site Monitors' verified debris load tickets.

- Make recommendations on KWPW and Contractor work assignments and priorities based on the Debris Zones.
- Report on progress and prepare status briefings.
- Provide input to the PIO on debris removal and disposal activities.
- Ensure that debris clearance, removal, recycling and disposal operations are in keeping with the Hurricane Clean Up Emergency Guidelines. (See Enclosure 9)

The DCAT will coordinate through City Contract Specialist (Purchasing Services) all required procurement and contracting tasks.

The DCAT will have a qualified hazardous materials specialist available with extensive experience in post-disaster cleanup of HHW and facilities with lead-based paint and/or asbestos if required.

The DCAT will supervise Field Inspection Teams made up of DCAT and ESF-3 personnel to observe contractor activities. The Field Inspection Teams will act as the “eyes and ears” for the DCAT to ensure that safety requirements stated in the contracts are closely monitored.

The DCAT will also provide training for the Load Site Monitors and Disposal Site Monitors to ensure that accurate load quantities are being properly recorded on pre-printed load tickets. ** The intent is to utilize ESF-3 and City Staff as the initial trained cadre of monitors. If the cleanup period extends for a long period of time, the intent is to hire temporary employees to replace ESF-3 and City Staff, and to allow them to return to their regular duties.*

The DCAT Contract Specialist will maintain daily contact with appropriate counterparts in the DCAT and with the Debris Management Contractor to ensure timely and effective provision of goods and services, Task Orders, Task Order log, along with any and all contractual changes.

The DCAT staff will assist the DMC staff with respect to reconciling Contractor load tickets against load tickets submitted by the KWPW’s Disposal Site Monitors. The results will be submitted to the EMC within seven days of receipt.

SECTION IV: City Department and Agency Responsibilities

Information Technology (IT)

- Provide GIS/CADD backup support on a priority as needed basis.
 - Point of Contact: Patti McLaughlin, 305.809.3920 or David White, 305.809.3920

Engineering Services

- Provide GIS/CADD support on a priority as needed basis.
 - Point of Contact: Gary Bowman, Director, 305.809.3901 or Annalise Mannix, Manager, 305.809.3747

Community Services (Public Works, Parks and Recreation, Landscape Services)

- Identify 20 staff members for Debris Management Site monitoring duties and provide list of names to DMC.
- Coordinate with DMC for Debris Management Site monitoring training.

General Services and Public Works Department

- Provide KWPW Debris Coordinator to the KW EOC.
- Provide a prioritized listing of critical facilities and routes that KWPW will concentrate their debris clearing (Phase I) operations. (See Enclosure 2)
 - Ensure First Pass debris removal efforts are accounted for separately from the removal of non-First Pass debris.
- Provide locations of KWPW equipment staging sites.
- Assists in monitoring Debris Management sites operations and closeout activities.
- Assistance as necessary on all environmental and health issues.
- Regulate the burning at debris management / collection sites

Fire-Rescue Department

- Respond to fire at Debris Management sites.
- Respond to request to investigate and handle hazardous materials incidents.
- Approve Debris Management burn site in accordance with appropriate state and local requirements to ensure safe burning.
- Issue bans on open burning based upon assessment of local conditions countywide and ensures information dissemination.

- Supervise burn sites in accordance with all appropriate state and local requirements to ensure safe burning, subject to amendments by the Fire Marshal.

Code Compliance

- Assist in monitoring illegal dumping activities.
- Assist in monitoring Debris Management sites to ensure compliance with local and state safety regulations.
- Coordinate with KWPW to provide Debris Loading Site monitors
- Coordinate with KWPW for Debris Loading
- Site Monitor Training.

Police Department

- Assist in monitoring illegal dumping activities.
- Coordinate traffic control at all loading sites and at entrances to and from Debris Management sites

Parks and Recreation Department

- Assist in Debris Management site investigations.
- Provide digital map files of all identified PWP&R Debris Management sites.
- Coordinate with DMC for the removal, storage, burning, and disposal of debris at debris collection/management sites at City parks.
- Point of Contact: Cynthia Domenech-Coogle, 305.809.3768
- Coordinate with KWPW for the removal of debris from City parks and recreational facilities.
- Point of Contact for digital maps: Name _____

Planning and Building Departments

- Coordinate with Engineering Services and Utilities and KWPA on debris collection and reporting procedures following a large scale disaster.

Facilities Maintenance

- Coordinate debris removal requirements on public facilities with KWPW.

PBC Water Utilities Department

- Coordinate debris removal requirement on waste water facilities with KWPW.

Finance Department

- Review all disaster related contracts, purchases, policies, bid specifications, authorizations and other cost proposals to ensure compliance with state and federal reimbursement rules and regulations.
- Gather, process, and account for all the City's disaster related costs.
- Submit formal Requests for Public Assistance to the federal government.
- Review and approve all disaster related recovery grants prior to City's signing.

SECTION V: Administration and Logistics

All City of Key West departments and agencies will document personnel, equipment, load tickets, and material resources used to comply with this plan.

Documentation will be used to support reimbursement from any state and federal assistance that may be requested or required.

All PBC departments and agencies supporting debris operations will ensure 24- hour staffing capability during implementation of this plan, if the emergency or disaster requires.

Community Services and Engineering Services is responsible for the annual review and of this Debris Management Plan in conjunction with the KWPW and KWP&R. It will be the responsibility of each tasked department and agency to update its respective portion of the plan and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary.

Reference

Emergency Support Function (ESF) 3 Annex to the City of Key West Comprehensive Emergency Management Plan (CEMP).

Enclosures

Enclosure 1: Debris Zone Index Map

Enclosure 2: Critical Facilities and Primary Road Clearance List

Enclosure 3: Debris Management Sites

Enclosure 4: City of Key West Debris Clearing, Removal, and Disposal Guidelines

