

# Operational Disaster Debris Management Plan Review Checklist

Areas highlighted in salmon were included in the FEMA Debris Management Public Assistance Pilot Program plan review checklist.

1 Introduction	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the document contain a purpose statement that contains valuable goals and explains why the plan was developed?	Yes - No	1.1 Purpose		Section 1 Instructions, Goals from other Jurisdiction Emergency Plans (Comprehensive Emergency Plan, Emergency Response Plan, Continuity of Operations Plan, etc.)
Does it have a mission statement that explains what the plan does?	Yes - No	1.2 Mission		Section 1 Instructions,
Does the plan's Scope refer to both the geographic boundaries and political or organizational boundaries the plan covers? Does it also define, in general terms, what the plan does not cover or include.	Yes - No	1.3 Scope		Section 1 Instructions,
Does the plan describe its alignment with other plans including the Jurisdiction's comprehensive emergency management plan (CEMP) and/or Recovery plan?	Yes - No	1.4 Alignment with Other Plans: Jurisdiction Emergency Plans		Section 1 Instructions,
Does the plan identify how it was developed, and how it will be updated and maintained to ensure its accuracy?	Yes - No	1.5 Plan Maintenance and Update: Introduction and Plan Revisions Sections		Section 1 Instructions, Information will be based on the plan development strategy used by the jurisdiction

2 Situation and Assumptions	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan identify the potential debris causing hazards for the jurisdiction?	Yes - No	2.1 Types of Hazards		Jurisdiction Hazard Identification and Vulnerability Assessment (HIVA) and UASI Regional Disaster Debris Management Plan
Does the plan have a section that contains debris volume	Yes - No	2.2 Debris Estimates:		HIVA, HAZUS Model, FEMA

estimates specific to the jurisdiction for two events; a low-medium debris impact wind storm, and a medium to high debris impact earthquake?		Wind Storm event Earthquake event		325
Does the plan describe any known situation or assumption information that was used during the development of the plan?	Yes - No	2.3 Situation and Assumptions		N/A

3 Applicable Rules and Regulations	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan identify the regulations and policies that affect disaster debris operations, including the selection of debris management sites?	Yes - No	Section 3.1 Planning		FEMA 325
Does the plan have a section that states that during the response phase of a disaster, the jurisdiction will contact the environmental officials who have regulatory authority for the operations and monitoring of the debris management sites and the disposition of the disaster debris?	Yes - No	Section 3.2 Response		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan identify the appropriate regulations and policies that shape how disaster debris will be managed at the debris management sites?	Yes - No			
Does the plan identify the legislation/policies that give management and staff authority to act to in a disaster/emergency?	Yes - No	Section 3.2 Response		UASI Regional Disaster Debris Management Plan, Jurisdiction Comprehensive Emergency Management Plan
Does the plan identify procedures for acquiring required regulatory permits or other approvals?	Yes - No	Section 3.3 – Recovery Appendix X, Debris Management Site Operating Plan		Consult local regulatory Agency
Does the plan emphasize debris separation to maximize recycling, composting, and other diversion from disposal throughout all stages of debris management?	Yes - No	Section 6.6 Debris Reuse, Reduction, and Disposal Methods: Debris Sorting and Diversion		

4 Concept of Operations	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan describe the three different levels (Routine, Medium Impact, and High Impact) that the jurisdiction will use to characterize debris management operations?	Yes - No	4.1 Debris Management Response Levels		UASI Regional Disaster Debris Management Plan
Does the plan describe the steps the jurisdiction will take to prepare for, respond to, and recover from a debris causing incident?	Yes - No	4.2 Debris Management Operational Phases		UASI Regional Disaster Debris Management Plan
Does the plan explain that the jurisdiction will use the incident command system to organize debris management operations?	Yes - No	4.3 Incident Command System		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan describe the roles and responsibilities that departments/divisions within the jurisdiction will have relating to debris management?	Yes - No	4.4 Roles and Responsibilities		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan provide details on additional resources that can be used to support debris management operations?	Yes - No	4.5 Additional Resources		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan have a section that outlines the strategy that the jurisdiction will use to communicate during an event?	Yes - No	4.6 Emergency Communication Strategy		UASI Regional Disaster Debris Management Plan
Does the plan have a section that outlines the health and safety strategy for the jurisdiction?	Yes - No	4.7 Health and Safety Strategy		FEMA 325 Template Appendix X – Health and Safety Supplement
Does the plan establish a debris management team?	Yes - No	4.4 Roles and Responsibilities		FEMA 325

5 Current Resources	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan identify staff roles that may be needed for debris management operations?	Yes - No	5.1 Staff		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan identify equipment that may be available for debris management operations?	Yes - No	5.2 Equipment		UASI Regional Disaster Debris Management Plan
Does the plan identify types of technology tools that may be available for debris management operations?	Yes - No	5.3 Technology		Local / provincial collaboration

Does the plan identify contract resources that are available to assist with debris management operations?	Yes - No	5.4 Contract Resources		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan identify any mutual aid or inter-local agreements that could be utilized to support debris management operations?	Yes - No	5.5 Mutual Aid Agreements		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan identify facilities that are available for disposal of disaster debris?	Yes - No	5.6 Disposal Facilities		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan identify recycling/composting facilities that are available for processing disaster debris?	Yes - No	5.7 Recycling/Composting Facilities		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan identify equipment and other resources that could be shared among neighboring municipalities?	Yes - No	5.5 Mutual Aid		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan estimate staffing requirements for diversion programs as part of staffing needed for overall recovery programs?	Yes - No	5.1 Staff		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan list all possible sources for obtaining additional staffing?	Yes - No	5.1 Staff		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan list the local landfill's locations, capacity and debris accepted?	Yes - No	Appendix A Additional Debris Resources		UASI Regional Disaster Debris Management Plan
Does the plan contain or reference an emergency contact list of employees?	Yes - No	Appendix X: Employee Contact List		UASI Regional Disaster Debris Management Plan
Does the plan contain a contact list of debris contractors?	Yes - No	Appendix A Additional Debris Resources		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan specify that contractors <b>CAN NOT</b> be awarded pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster?	Yes - No	5.4 Contracted Resources		FEMA 325, FEMA suggests that this language be included in your plan.

6 Debris Collection and Hauling Operations	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan describe the processes for damage assessment required within Saskatchewan?	Yes - No	6.1 Preliminary Damage Assessment and Debris Estimates:		FEMA 325
Does the plan summarize the jurisdictions guidelines for establishing debris removal priorities?	Yes - No	6.2 Debris Clearance and Removal Guidelines		UASI Regional Disaster Debris Management Plan
Does the plan have a section that uses the guidelines referenced in Section 6.2 to develop debris removal priorities?	Yes - No	6.3 Debris Removal Priorities		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan describe how debris clearance, removal, and collection will be accomplished in the jurisdiction?	Yes - No	6.4 Debris Operations		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan describe the number, and location, or neighborhood collection sites and debris management sites that jurisdiction has identified?	Yes - No	6.5 Debris Management and Neighborhood Collection Sites: Establishment of Operations Planning		FEMA 325
Does the plan provide extensive detail on the identification, development, operation, and close-out of Debris Management Sites (DMS)?	Yes - No	6.5 Debris Management and Neighborhood Collection Sites: Establishment of Operations Planning		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan explain staff roles necessary to operate a debris management site?	Yes - No	6.5 Debris Management and Neighborhood Collection Sites: Site Management		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan outline procedures for debris reduction techniques such as grinding, chipping, or recycling?	Yes - No	6.6 Debris, Reuse, Reduction, and Disposal Methods: Recycling and Reuse Volume Reduction Methods		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan specify how the materials will be collected using the following procedures: o Curbside?	Yes - No	6.4 Debris Operations: Collections Methods		FEMA 325, UASI Regional Disaster Debris Management Plan

<ul style="list-style-type: none"> <li>○ Drop Box?</li> <li>○ Debris Management Site?</li> </ul>				
Does the plan determine how materials amounts and types will be identified such as geographic information system, windshield assessment, or hotline for public calls?	Yes - No	6.1 Preliminary Damage Assessment and Debris Estimates: Damage Assessment Operations		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan list the area lifeline transportation routes?	Yes - No	Appendix X List of Lifeline Routes		UASI Regional Disaster Debris Management Plan
Does the plan include methods to monitor and enforce recycling and diversion guidelines?	Yes - No	6.6 Debris, Reuse, Reduction, and Disposal Methods: Debris Sorting and Diversion		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan identify a process for the collection and management of any materials that require separation (e.g., hazardous waste, white goods, asbestos)?	Yes - No	6.6 Debris Reuse, Reduction, and Disposal Methods: Problem Waste Processing and Disposal		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan explain how debris monitoring will occur at debris management sites, neighborhood collection sites, or curbside pickup, and special monitoring issues (switched identification markers, excessive dirt, ineligible debris, ect)?	Yes - No	6.8 Debris Management Contractor Monitoring: Awareness of Improper Contractor Strategies		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan contain documentation procedures for debris contractor management?	Yes - No	6.7 Debris Management Operations Monitoring: Documentation and Reporting Requirements		FEMA 325, UASI Regional Disaster Debris Management Plan

7 Contracted Resources	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan identify what additional resources existing solid waste companies have available for debris clearance and removal activities, beyond their normal capacity to maintain municipal solid waste services?	Yes - No	7.1 Existing Debris Management and Solid Waste Contracts		UASI Regional Disaster Debris Management Plan
Does the plan list pre-establish contracts for additional resources to support response and recovery operations following a debris-causing incident?	Yes - No	Appendix A Debris Resources		FEMA 325, UASI Regional Disaster Debris Management Plan

Does the plan include a list of pre-qualified contractors that provide disaster debris services and can be called after an incident has occurred including an explanation of how the list was developed	Yes - No	Appendix A Debris Resources		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan address emergency contracting/procurement procedures?	Yes - No	7.3 Existing Debris Management and Solid Waste Contracts		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan stipulate that a debris removal contract should only be signed <b>AFTER</b> it has been reviewed by the jurisdictions legal representative?	Yes - No	Section 7		FEMA 325, FEMA suggests that this language be included in your plan.
Does the plan stipulate that the local authority, or the Province of Saskatchewan <b>DO NOT</b> certify, credential, or recommend debris contractors?	Yes - No	7.3 Existing Debris Management and Solid Waste Contracts		FEMA 325

8 Private Property Demolition and Debris Removal	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan identify regulations and procedures that apply to demolition and debris removal involving privately owned property?	Yes - No	8.1 Debris Removal and Demolition Permitting and Procedures: Demolition Documentation		UASI Regional Disaster Debris Management Plan
Does the plan outline several planning considerations that should be reviewed during disaster debris management planning?	Yes - No	8.2 Special Considerations		FEMA 325, UASI Regional Disaster Debris Management Plan

9 Public Information Strategy	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan provide a brief description of the roles and responsibilities of the Public Information Officer (PIO)?	Yes - No	9.1 Public Information Officer 5.1 Staff		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan describe actions the jurisdiction can take prior to an incident to inform the public about debris management?	Yes - No	9.2 Communication and Public Information Strategy Prior to an Incident		UASI Regional Disaster Debris Management Plan
Does the plan describe how public information and messaging	Yes - No	9.3 Public Information		FEMA 325, UASI Regional



will be delivered during a debris incident?		Strategy during an Incident		Disaster Debris Management Plan
Does the plan identify and outline alternative outreach channels that can be used in an emergency?	Yes - No	9.3 Public Information Strategy during an Incident: Developing Messages in Alternative Languages and Formats		UASI Regional Disaster Debris Management Plan
Does the plan coordinate with city/county public information stakeholders to develop awareness campaign material such as door-hangers, or print, radio, or TV adds	Yes - No	9.3 Public Information Strategy during an Incident: Distribution Strategy		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan include a description of establishing a Joint Information Center or media center to handle debris questions from the public?	Yes - No	9.3 Public Information Strategy during an Incident: Coordination with Joint Information Center		UASI Regional Disaster Debris Management Plan
Does the plan include a contact list for the media?	Yes - No	9.3 Public Information Strategy during an Incident: Distribution Strategy		UASI Regional Disaster Debris Management Plan
Does the plan set up hotline for debris pickup and to answer questions about diversion programs when activated?	Yes - No	9.3 Public Information Strategy during an Incident: Distribution Strategy		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan determine need for interpreters and translators?	Yes - No	9.3 Public Information Strategy during an Incident: Distribution Strategy		UASI Regional Disaster Debris Management Plan

10 Training and Exercises	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan include a section that provides general information on basic training relating to Emergency Management Operations?	Yes - No	10.1 General Emergency Management Training		UASI Regional Disaster Debris Management Plan
Does the plan include a section that contains information on specific training courses suggested for the staff who will assume roles in disaster debris management operations?	Yes - No	10.2 Position-Specific Training		FEMA 325, UASI Regional Disaster Debris Management Plan
Does the plan include a section that provides information on conducting debris management exercises?	Yes - No	10.3 Exercises		UASI Regional Disaster Debris Management Plan



Appendices	Review Status	Location within template (section/subsection)	Reviewer Comments	Information Sources/Guidance
Does the plan include priorities for the clearance of debris and outline a response operation, including mapping critical facilities and anticipated concentrations of debris?	Yes - No	Appendix X: Lifelines, Critical Infrastructure, and other Debris Clearance Priorities		Local / provincial assessment
Does the plan contain a sample Intergovernmental Emergency Mutual Aid Agreement form?	Yes - No	Appendix X: Mutual Aid Agreement Sample Template		UASI Regional Disaster Debris Management Plan
Does the plan contain a sample Time and Material Contract?	Yes - No	Appendix X: Example of Time and Materials Contract for Debris Removal		UASI Regional Disaster Debris Management Plan
Does the plan contain a sample Lump Sum Contract?	Yes - No	Appendix X: Example of a Lump Sum Contract		UASI Regional Disaster Debris Management Plan
Does the plan contain a sample Unit Price Contract?	Yes - No	Appendix X: Example of a Unit Price Contract		UASI Regional Disaster Debris Management Plan
Does the plan contain a sample Right of Entry Agreement and Hold Harmless Form?	Yes - No	Appendix X: Example of Right of Entry for Debris Removal		UASI Regional Disaster Debris Management Plan
Does the plan contain sample Debris Load Slips?	Yes - No	Appendix X: Sample Forms for Debris Tracking		UASI Regional Disaster Debris Management Plan
Does the plan contain a sample Load checking form?	Yes - No	Appendix X: Sample Forms for Debris Tracking		UASI Regional Disaster Debris Management Plan
Does the plan contain a map of Lifeline Routes?	Yes - No	Appendix X: Map of Lifeline Routes		Local / provincial assessment
Does the plan contain a map of DMSs?	Yes - No	Appendix X: Map of DMSs		Local / provincial assessment
Does the plan contain a map of the local Landfills?	Yes - No	Appendix X: Map of Local Landfills		Local / provincial assessment