

## SUPPORT ANNEX DEBRIS MANAGEMENT

### **I. Introduction**

The Guernsey County Commissioners and the Emergency Management Agency recognize the need for close coordination for debris removal between the County, local political subdivisions, and State and Federal agencies. Therefore, when necessary debris operations will be directed and coordinated by a Debris Management Coordinator appointed by the Board of Commissioners as required.

#### **A. Purpose**

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

#### **B. Scope**

This Debris Management Annex identifies the actions required to plan for and respond to a natural or manmade debris-generating event. It is designed to identify County, State and Federal resources available for debris operations and defines the procedures to be followed in the event of a major debris-generating event.

#### **C. Policies**

1. The Guernsey County Commissioners will appoint a Debris Management Coordinator as the need arises to coordinate debris removal operations.
2. Debris removal from private property is the responsibility of the property owner.
3. The Guernsey County Public Information Officer will coordinate the release of public information regarding debris removal through the media.
4. All agencies will document personnel and material resources used to comply with this annex. Documentation will be used to support any Federal or State assistance that may be requested or required.
5. Requests for support and/or assistance will be requested from the local level to the county level EMA/EOC and then to the proper authorities.
6. Agencies with debris removal duties are responsible for developing and maintaining departmental SOPs, Protocols, or SOGs, mutual-aid agreements, personnel rosters including 24-hour emergency notification telephone numbers, and equipment inventories.
7. Hazardous and toxic materials/contaminated soils and debris generated by the event will be handled in accordance with Federal, State, and local regulations.
8. The placing of large dumpsters or debris receptacles will be at the discretion of the local jurisdictions that will be financially responsible for them.
9. All government entities will be responsible for managing any debris contracts they enter into from project inception to completion. Managing the debris contract would include such things as monitoring of performance, contract modification, inspections, acceptance, payment, and closing out of activities.

### **II. Situation and Assumptions**

#### **A. Situation**

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1. Any disaster precipitate a variety of debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc.
2. The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
3. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.
4. In an emergency/disaster, many local jurisdictions will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

### B. Assumptions

1. A major natural disaster that requires removal of debris from public or private properties could occur at any time.
2. The amount of debris generated by a major natural disaster will exceed the county's removal and disposal resources.
3. Private contractors play a significant role in the debris removal, collection, reduction, and disposal process of local governments.
4. The debris management program implemented by local agencies will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.
5. Labor and equipment for debris clearance, removal and disposal should be available from local contractors. Following a major disaster, emergency contracts may be needed to augment local force account resources

## III. CONCEPT OF OPERATIONS

### A. General

1. During and immediately following an emergency or disaster, field forces (police, fire, medical, road department and utilities workers) will advise of debris accumulations that may hamper the provision of life safety or emergency services throughout the areas impacted by the emergency.
2. Primary emphasis will be placed on the removal of debris from critical roads and facilities to enable effective emergency response.
3. Upon recommendation of the Emergency Management Agency the Guernsey County Commissioners will implement debris management practices immediately after a major debris-generating event, by appointing a Debris Management Coordinator to coordinate debris removal with the political sub-divisions within the county.

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4. A Debris Management Team may be identified to develop and implement a Debris Management Strategy. This team will be under the leadership of the County Debris Management Coordinator and will consist of representatives from various government agencies. At the minimum, the Debris Management Team will attend daily briefings and will assure that the disaster debris removal activities are going as planned.
5. As possible the Guernsey County Health Department, will monitor the public and environmental health impacts of any accumulated debris and assist in recommending disposal alternatives.

### B. Pre-Incident Actions

1. Development of local and regional resource list of contractors who can assist local governments in all phases of debris management.
2. Development of mutual aid agreements as appropriate for debris management.
3. As possible identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a disaster.
4. Pre identify local and critical transportation routes.
5. Develop site selection criteria checklists to assist in identifying potential debris storage sites.
6. Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.
7. As possible develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.
8. Establish debris assessment process to define scope of problem.

### C. Debris Removal Priorities

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event.

1. Phase I - Emergency Roadway Debris Clearance
  - a. Each jurisdiction and their personnel will identify which routes are essential to emergency operations. This will allow them to direct local efforts and to target areas for possible outside assistance.
  - b. All political subdivisions are encouraged to enter into cooperative agreements with other political subdivisions to maximize public assets for emergency roadway debris removal.
  - c. The designated Debris Management Coordinator and the debris management team must be aware of each jurisdiction's capabilities to provide service for emergency roadway debris clearance. Available resources may include the following:
    - (1) Jurisdictional workers and equipment.
    - (2) County and State Department of Transportation workers and equipment.
    - (3) National Guard.
    - (4) Local contractors hired by the local government.
2. Phase II - Household and Private Property Debris Removal
  - a. The primary responsibility for private property and household debris is that of the property owner.

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- b. If manpower, equipment, and financial resources are available, and for health and safety reasons local government entities may choose to assist private property owners with the removal of debris.
  - (1) It shall be the responsibility of the resident and/or owner of the affected property to place all resultant debris at the edge of the public right-of-way (i.e. curbside/roadside) for pickup. The public should be urged (through the Public Information Office and the Media) to accomplish as much curbside sorting of debris as possible.
  - (2) The local government entity will pick up debris at curbside/roadside and transfer debris to the waste transfer station located west of Cambridge on Rt. 40.
- 3. Phase III - Building Demolition Debris
  - a. Private Property Demolition and Debris Removal
    - (1) State and federal agencies and the private sector would be highly depended upon to provide for building inspectors used to condemn, demolish, and dispose of structures that present a safety hazard to the public due to the lack of local available resources.
    - (2) Although some insurance policies do not provide coverage for debris removal, most homeowner, fire, and extended coverage insurance policies have specific coverage for debris removal from private property and for demolition of heavily damaged structures.
    - (3) Demolishing or securing remaining structures that threaten the health and safety of adjacent residents should be the responsibility of the owner or local government; however, experience has shown that unsafe structures will remain because of lack of insurance, absentee landlords, or understaffed and under-equipped local governments. Consequently, ensuring the demolition of these structures may become the responsibility of the local government.
- D. Environmental Compliance
  - 1. Following a disaster event, compliance with environmental protection laws and regulations is still required. Federal and State Environmental Protection Agencies and the local Health Department should be consulted for applicable regulatory requirements.
  - 2. The Guernsey County Health Department is part of the debris management team and will be consulted regarding health issues relating to the debris management process to include but not be limited to:
    - a. Information for mosquito/fly infestation control
    - b. Information on hazardous and infectious waste disposal
    - c. Arrangements for inspections of food establishments and proper methods for the disposal of contaminated food supplies

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### E. Documentation

Documentation of debris management activities is important for potential reimbursement of costs. In addition, documentation is important to record activities performed and authorizations granted, and to develop a historical record for updating plans. Documentation of activities is the responsibility of those performing work as well as those who provide oversight and direction. At a minimum, documentation needs to address the following:

1. Labor, equipment, rental fees and material costs.
2. Mutual-aid agreement expenses.
3. Use of volunteered resources, including labor.
4. Administrative expenses.
5. Disposal costs.
6. Types of debris collected and amounts of each type.

### IV. Supplemental Assistance

If local and county resources have been exhausted and a county declaration of emergency has been made the Guernsey County EMA may request supplemental assistance through the Ohio Emergency Management Agency.

#### A. State Agencies.

To receive state assistance a mission assignment “work order” must be completed for a specific need and forwarded to the Ohio EMA by the county EMA.

##### 1. State Mission Assignments

- a. **Direct State Assistance** applies to emergency debris removal work and reflects the need to address a health and/or safety threat. Debris activities that are eligible for Direct State Assistance include:

- (1) Debris Removal from critical roadways and facilities.
- (2) Debris Removal from curbsides or from eligible facilities and hauling to either temporary or permanent disposal sites.

- b. **Technical Assistance** is available to local officials for a variety of tasks related to debris planning. The Ohio Environmental Protection Agency, and Ohio Emergency Management Agency, can provide technical assistance in the following areas:

- (1) County debris management plan annex.
- (2) Debris management site plans.
- (3) Contract/TDSR checklist.
- (4) Documentation aids (ex. Trip tickets).

##### 2. State Mission Assignment Process

- a. County demonstrates work beyond capability of resources through situation/damage assessment.
- b. County Emergency Management Agency makes request to the State Emergency Management Agency for supplemental assistance.
- c. State Assigns Mission to State agency.
- d. State Provides a Liaison.
- e. State agency accomplishes mission.

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### 3. State Agencies that may participate in debris removal activities

- a. Ohio Department of Transportation.
- b. Ohio Environmental Protection Agency.
- c. Ohio Department of Health.
- d. Ohio State Highway Patrol.
- e. Ohio Emergency Management Agency.
- f. Ohio Department of Natural Resources.
- g. Ohio National Guard.
- h. Ohio Department of Corrections

### B. Federal Agencies

If state resources are exhausted or not available additional assistance may be requested from the Federal Emergency Management Agency under the National Response Plan.

#### 1. **Federal Mission Assignments** (in accordance with 44CFR, 206.208)

- a. **Direct Federal Assistance** applies only to Emergency Work (debris removal and emergency protective measures) and must meet general Federal Emergency Management Agency eligibility criteria. Debris activities that are eligible for Direct Federal Assistance include:
  - (1) Debris removal from critical roadways and facilities.
  - (2) Debris removal from curbsides or from eligible facilities and hauling to either temporary or permanent sites.
  - (3) Identification, design, operation, and closeout of the debris management sites.
  - (4) Monitoring debris contractor's activities.
  - (5) Demolition or removal of disaster damaged structures and facilities in accordance with Federal Emergency Management Agency regulations and policies.
- b. **Technical Assistance** applies when a state or county lacks technical knowledge or expertise to accomplish an eligible task. The Federal Emergency Management Agency will then request technical assistance from the appropriate Federal agency in the National Response Plan. Eligible technical assistance includes:
  - (1) Assistance in developing an overall debris management plan.
  - (2) Assistance in developing Debris Management Site plans.
  - (3) Assistance in developing of monitoring plans.
  - (4) Assistance in developing contract guidelines.
  - (5) Assistance in developing and implementing trip tickets processes.

#### 2. Federal Mission Assignment Process

- a. State demonstrates work beyond county and state capabilities.
- b. State makes request to Federal Emergency Management Agency for assistance.
- c. Federal Emergency Management Agency assigns mission to Federal agency.
- d. Federal Emergency Management Agency provides a Project Monitor.
- e. Federal Agency conducts assignment.
- f. Federal Agency bills the Federal Emergency Management Agency.
- g. State is informed of the cost-share.
- h. State reimburses the Federal Emergency Management Agency for non-federal share.

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3. Agencies that may be assigned missions from the Federal Government (according to 44 CFR 206.208)
  - a. Federal Highway Administration
  - b. United States Department of Agriculture
  - c. Environmental Protection Agency
  - d. United States Army Corps of Engineers
  - e. United States Coast Guard
  - f. Bureau of Indiana Affairs

### C. Volunteers

1. Volunteer organizations can assist private property owners or provide financial assistance in the removal of debris from private property. Additionally, community organizations, such as civic clubs, student groups and neighborhood organizations can be a tremendous community resource in disasters.
2. To provide for maximum utilization of these resources, the donations and volunteer resource manager should be prepared to organize the volunteer groups and keep the debris management coordinator informed of their activities.
3. Documentation should include the number of volunteers, the type of work performed and the hours worked. Sponsoring organizations should ensure that personnel are properly equipped and that common sense safety precautions are followed.

## V. Temporary Debris Storage Site Selection

- A. As a last resort for health and safety reasons debris temporary storage and reduction sites will be identified by each jurisdiction that are familiar with the area. This information will be communicated to the Emergency Management Office/EOC.
  1. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be coordinated with of the Debris Management Coordinator and will be coordinated with other recovery efforts through the emergency operations center.
  2. The Debris Management Coordinator will determine site selection criteria (Attachment 1) for use by all jurisdictions to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.
- B. Debris Classification
  1. To facilitate the debris management process, debris will be segregated by type.
  2. Categories of debris appear in TAB O-5. Modifications to these categories will be made as the incident dictates.

## VI. Assignment Of Responsibilities

- A. County Commissioners
  1. Appoint a Debris Management Coordinator following a major debris-generating event.
  2. Provide a representative to the debris management team.

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### B. Debris Management Coordinator

1. The Guernsey County Debris Management Coordinator will be responsible for coordinating debris removal operations for Guernsey County.
2. Report to the EOC upon its activation. From this location, will coordinate the debris management efforts.
3. Keep county commissioners informed of debris management issues.

### C. Local Jurisdictions

1. Each political jurisdiction will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest.
2. Provide a representative to the debris management team as requested.

### D. Guernsey County EMA

1. Develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorized contractors by their capabilities and service area to facilitate their identification by local jurisdictions, as well as ensure their effective utilization a prompt deployment following the disaster.
2. Request supplemental support from Ohio EMA as needed.

### E. The Guernsey County Public Information Officer (PIO)

1. Coordinate with the necessary agencies to keep the public informed of the following debris removal activities and regulations:
  - a. Debris pick-up schedules.
  - b. Disposal methods and ongoing actions to comply with Federal, State, and local regulations.
  - c. Disposal procedures for self-help and independent contractors.
  - d. Restrictions and penalties for creating illegal dumps.
2. Provide public notices that will emphasize what actions that the public can perform to expedite the cleanup process, such as the following:
  - a. Separating flammable and nonflammable debris.
  - b. Segregating household hazardous waste.
  - c. Keeping debris piles away from fire hydrants and valves.
  - d. Reporting locations of illegal dumpsites or incidents of illegal dumping.
  - e. Segregating recyclable materials.



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Attachment 1 to Debris Management Annex

**TEMPORARY DEBRIS STORAGE AND REDUCTION SITES  
SELECTION CRITERIA**

**SITE OWNERSHIP**

- ☐ Are public lands available?
- ☐ Are private land lease terms long enough?
- ☐ Are private land lease terms automatically renewable?
- ☐ Does the private land lease include a landscape restoration agreement?

**SITE SIZE**

- ☐ Is the site large enough to accommodate the planned debris storage and/or reduction methods?
- ☐ Will the site configuration allow for an efficient layout?

**SITE LOCATION**

- ☐ Does the site have good ingress/egress?
- ☐ Does the site have good transportation arteries?
- ☐ Does the site have open, flat topography?
- ☐ Does the site have wetlands? (If unavoidable, require the contractor to flag the area and establish buffers and/or sediment barriers.)
- ☐ Does the site have public water supplies, including well fields and surface waters?
- ☐ Does the site have threatened and endangered animal and plant species?
- ☐ Does the site have threatened and endangered species' critical habitats?

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### Attachment 2 to Debris Management Annex

#### TEMPORARY DEBRIS STORAGE AND REDUCTION SITES SITE PREPARATION

##### **Before activities begin**

- ☐ Take ground or aerial video/photographs.
- ☐ Note important features, such as structures, fences, culverts, and landscaping.
- ☐ Check with the State Historic Preservation Officer to determine if any structures identified are listed on or eligible for the National Register of Historic Places.
- ☐ Take random soil samples.
- ☐ Take water samples from existing wells.
- ☐ Check the site for volatile organic compounds.
- ☐ Sketch Site Operation Layout.
- ☐ Document Quality Assurance Issues (hazardous waste, spills, dust control, etc.)
- ☐ Plan Environmental Remediation.

##### **After activities begin.**

- ☐ Establish groundwater monitoring wells.
- ☐ Take groundwater samples.
- ☐ Take spot soil samples at household hazardous waste, ash, and fuel storage areas.

##### **Progressive updates**

- ☐ Update videos and photographs.
- ☐ Update maps and sketches of site layout.
- ☐ Update quality assurance reports and fuel spill reports.

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Attachment 3 to Debris Management Annex

**TEMPORARY STORAGE AND REDUCTION SITES  
SITE CLOSURE CHECKLIST**

The following is a recommended temporary site closure checklist. Narrative responses may be required along with other closure documents.

- ☐ Site number and location.
- ☐ Date closure complete.
- ☐ Household hazardous waste removed.
- ☐ Contractor equipment and temporary structures removed.
- ☐ Contractor petroleum spills cleaned.
- ☐ Ash piles removed.
- ☐ Comparison of baseline information to conditions after the contractor has vacated the temporary site.
- ☐ Appendices.
  - ☐ Closure documents.
  - ☐ Contracting status reports.
  - ☐ Contract.
  - ☐ Testing results.
  - ☐ Correspondence.
  - ☐ Narrative responses.

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### Attachment 4 to Debris Management Annex

#### DEBRIS CLASSIFICATIONS

Definition of classification of debris is as follows:

**Burnable Materials:** Burnable debris includes all biodegradable matter except that included in the following definitions of other categories of debris. It includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; untreated structural timber; untreated wood products; and brush.

**Non-burnable Debris:** Non-burnable debris includes, but is not limited to, treated timber; plastic; glass; rubber products; metal products; sheet rock; cloth items; non-wood building materials; and carpeting. Some non-burnable debris is recyclable. Recyclable debris includes metal products (i.e. mobile trailer parts, household appliances (White Metal), and similar items), or uncontaminated soil.

**Household Hazardous Waste (HHW):** Household hazardous wastes, such as petroleum products, paint products, etc., and known or suspected hazardous materials, such as asbestos, lead-based paint, or electrical transformers shall be removed by others. Coordination for hazardous debris removal is the responsibility of the Government. Known or suspected HHW that mistakenly enter the waste stream shall be placed in an appropriate storage area for removal by others.

**Infectious Waste:** Once the questionable debris has been identified as infectious waste, disposal shall become the responsibility of others (much the same as listed under the HHW category as listed above). Those others shall be contracted, licensed infectious waste entity disposal agents who are recognized and licensed by the Ohio EPA and the local Solid Waste District.

**Stumps:** Tree stumps with base cut measurements less than 2 feet in diameter will be disposed of with the same methods used for other burnable debris. Tree stumps larger than 2 feet in diameter will be disposed of by either splitting and burning, or chipping/grinding.

**Ash:** Ash is the residue produced by incineration of the burnable debris. When handling ash, it will be required to "wet down" the ash to prevent dust problems.

**Chips/Mulch:** Chips and mulch are the end product of chipping or grinding wood products. Proper disposal of chips and mulch is to find environmentally friendly (non-landfill disposal) use for the material.

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### Attachment 5 to Debris Management Annex Ohio Environmental Protection Agency

#### Management Options for Disaster Related Wastes

Type of Waste	Description of Waste	Management Options
General Solid Waste (aka Municipal Solid Waste)	<p>food, packaging, clothing, appliances, furniture, machinery, electronic equipment, garbage, plastic, paper, bottles, cans, loose carpeting, paper products, scrap tires, street dirt, dead animals</p> <p><b>note regarding sand bags used for controlling flood water:</b> the sand may be emptied from the bags and reused; only the bags (if not reused) are considered solid waste and should be disposed of appropriately</p>	<ul style="list-style-type: none"> <li>* MSW Landfills</li> <li>* MSW Transfer Facilities</li> </ul> <p><b>preferred option for general solid wastes:</b> segregate and recycle materials as much as possible to reduce disposal costs</p> <p><b>scrap tires:</b> take to tire recovery/recycling facility or tire monofill</p> <p><b>dead animals:</b> bury, burn, or render per Dept. of Agriculture guidelines or take to MSW Landfill</p>
Agricultural Waste/ Vegetative Waste (aka solid waste)	vegetative or woody waste, tree limbs, brush, shrubs (does not include buildings, dead animals, or vehicles)	<ul style="list-style-type: none"> <li>* MSW Landfills</li> <li>* MSW Transfer Facilities</li> <li>* Composting Facilities</li> <li>* Controlled Burning (For individuals in declared disaster areas only; local governments must contact local Ohio EPA District Office to receive approval to use air curtain destructors.)</li> </ul> <p><b>preferred option:</b> drying, chipping, grinding, mulching for reuse</p>
Construction & Demolition Debris (C&DD)	<p>brick, stone, mortar, asphalt, lumber, wallboard, glass, roofing, metal, piping, fixtures, electrical wiring, heating equipment, insulation, carpeting attached to structures, railroad ties, utility poles, mobile homes</p> <p>clean, hard fill: C&amp;DD which consists only of reinforced or non-reinforced concrete, asphalt concrete, brick, block, tile, and/or stone which can be reused as construction or fill material</p>	<ul style="list-style-type: none"> <li>* C&amp;DD Landfills</li> <li>* MSW Landfills</li> <li>* MSW Transfer Facilities</li> </ul> <p><b>preferred option:</b> segregate and reuse clean, hard fill as much as possible to reduce disposal costs</p> <p><b>mobile homes:</b> can take to a salvage company or C&amp;DD Landfill</p>
Infectious Waste	sharps (needles, medical related glass, etc), syringes, blood-containing items such as tubing, clothing, bandages, etc.	Contact Local Health Department or Ohio EPA District Offices for guidance.
Hazardous Waste	flammable materials (fuels, gasoline, kerosene, propane tanks, oxygen bottles, etc.), explosives, batteries, common household chemicals, industrial and agricultural chemicals, cleaners, solvents, fertilizers, etc.	Segregate (where practical) and dispose at an approved Hazardous Waste Facility. Contact Ohio EPA District Offices for guidance.

**Variances/Exemptions:** All regulated disposal facilities in Ohio have operational requirements/restrictions regarding the types and volume of waste that can be accepted for disposal. During emergency events, a facility may seek authorization from the Director of the Ohio EPA to temporarily accept different waste streams or an increased volume of waste. Before taking disaster-related debris to a disposal facility, please make sure that the facility may accept the material.

**Stream Cleanup Activities:** Prior to removing debris from streams/waterways, please make sure you have the appropriate authorizations, if necessary (e.g., permits from COE and/or Ohio EPA, permission from private property owners, etc.). Once debris is removed from the streams/waterways, segregate the debris as much as practical, and manage according to the options outlined above.

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### Attachment 6 to Debris Management Annex

#### DEMOLITION OF PRIVATE PROPERTY CHECKLIST

##### **Private Property Documentation Checklist**

- ☐ Obtain copies of all ordinances that authorize the community to condemn privately owned structures. The authority to condemn privately owned structures might be different from the authority for the demolition of publicly owned structures.
- ☐ Coordinate use of adjacent lands, easements, and rights-of-way necessary for accomplishing the approved work.
- ☐ Implement laws that reduce the time it takes to go from condemnation to demolition.
- ☐ Obtain copies of all applicable permits required for demolition of subject structure(s).
- ☐ Document the age of the structure to determine if eligible or on the National Registration of Historic Places with the SHPO.
- ☐ Obtain copies of pertinent temporary well-capping standards.
- ☐ Obtain executed right-of-entry and hold harmless agreements that have been signed by the owner and by the renter, if rented. Right-of-entry should indicate any known intent by owner to rebuild to ensure foundation and utilities are not damaged. If these agreements are not executed, document reason(s). See TAB O-9 for a Right-Of-Entry Agreement example.
- ☐ Use radio, public meetings, and newspaper ads to give notice to property owners and their renters to remove personal property in advance of demolition.
- ☐ Document name of owner on the title, the complete address, and legal description of the property and the source of this information.
- ☐ Ensure property will be vacated by demolition date.
- ☐ Provide written notice to property owners that clearly and completely describe the structures designated for demolition. Additionally, provide a list that identifies related structures, trees, shrubs, fences, and other items to remain on the respective property.
- ☐ Notify mortgagor of record.
- ☐ Provide the property owner the opportunity to participate in the decision on whether the property can be repaired.
- ☐ Determine the existence and amount of insurance on the property prior to demolition.
- ☐ Specify procedures to determine when cleanup of a property is completed.

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### **Private Property Inspection Checklist.**

- ☐ Coordinate all pertinent site inspections with local, tribal, State, and Federal inspection team(s). Identify asbestos and lead-based paint materials prior to demolition.
- ☐ Notify the owner and/or renter of all site inspections.
- ☐ Verify that all personal property has been removed from private structure(s).
- ☐ Immediately prior to demolition, verify that the building is unoccupied.
- ☐ Ensure that the property is properly posted.
- ☐ Obtain a clear, concise, and accurate property description and demolition verification.
- ☐ Include a Public Health official on the demolition inspection team.
- ☐ Evaluate the structural integrity of the building and also demonstrate “imminent and impending peril” to public health and safety caused by the structure.
- ☐ Make arrangements to remove and transport all asbestos and lead-based paint materials to a permitted facility prior to building demolition.
- ☐ Obtain photographs of the property and verify the address. Provide additional photographs of the property taken immediately prior to the following demolition.

### **Private Property Utilities Checklist.**

- ☐ Locate, mark, turnoff, and disconnect all water and sewer lines.
- ☐ Locate, mark, turn off, and disconnect electrical, telephone, and cable television services.
- ☐ Locate, mark, turn off, and disconnect gas service.

### **Private Property Debris Removal Checklist**

The following actions will require close coordination when removing debris from demolished buildings on private property:

- ☐ Ensure that buildings have been properly condemned according to local ordinances.
- ☐ Ensure that right-of-entry and hold harmless agreements are properly executed.
- ☐ Ensure that local officials remove any legal residents or squatters from the building before demolition and debris removal begins.
- ☐ Ensure that buildings identified for demolition are properly inspected to verify that they are unsafe, cannot be repaired and present a hazard to the community.
- ☐ Ensure that the inspection team includes a structural engineer and a hazardous materials specialist. Any household hazardous waste, such as paints, oils, cleaning supplies, and pesticides that are found should be removed prior to demolition. Houses that contain asbestos or lead-based paint should be demolished and debris removed according to current environmental regulations under a separate contract.
- ☐ Local code enforcement officers should accompany the contractor to ensure that they do not tear down the wrong house. The responsibility is on the community to identify the correct structure.
- ☐ Demolition work and debris removal should be coordinated with utility companies to ensure that all services are turned off.

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Attachment 7 to Debris Management Annex

REMOVAL OF MOBILE HOME PROPERTY

**Documentation Checklist**

Local officials should provide the following documentation:

- ☐ Copies of the local ordinance authorizing condemnation of mobile home parks. Condemnation for health issues is associated with prolonged exposure of trailer contents to the natural elements.
- ☐ A copy of the local government resolution with appropriate recitals required to support adoption or enactment of ordinances to condemn, demolish, and remove mobile home park contents.
- ☐ Maps showing easements and rights-of-way access to the property.
- ☐ Documentation signed by the mobile home park owner and mobile home owner that holds the local, tribal, State or Federal government free from liability for damage caused by the requested work and indemnifies the local, tribal, State or Federal government against any claims arising from such work.
- ☐ Documents allowing right-of entry to the mobile home parks.
- ☐ Notice to individual mobile home owners to remove items of personal property in accordance with local ordinances.
- ☐ Documentation providing the names of mobile home parks and of mobile home park owners, complete addresses and legal descriptions of the properties and limits, if any, of debris clearance to occur within the parks. Additional materials should include plats of the mobile home parks and any information about existing utilities.
- ☐ Standards for capping all utilities.
- ☐ All applicable permits necessary for any demolition work in the mobile home park.



SUPPORT ANNEX  
DEBRIS MANAGEMENT

Attachment 8 to Debris Management Annex

RIGHT OF ENTRY AGREEMENT EXAMPLE

I/We, \_\_\_\_\_, the owner(s) of the property commonly  
identified as \_\_\_\_\_,

(street address)

\_\_\_\_\_, Guernsey County, State of Ohio, do hereby grant  
(city/town)

and give freely and without coercion, the right of access and entry to said property to the County of Guernsey, its political subdivisions, agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any or all storm-generated debris of whatever nature from the above described property.

It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the County of Guernsey, State of Ohio, its political subdivisions, agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines, and other utility lines located on the described property.

I/We (have \_\_\_\_\_, have not \_\_\_\_\_) (will \_\_\_\_\_, will not \_\_\_\_\_) received any compensation for debris removal from any other source including Small Business Administration (SBA), National Resource Conservation Service (NRCS), private insurance, individual and family grant program or any other public assistance program. I will report, for this property, any insurance settlements to me or my family for debris removal that has been performed at government expense. For the consideration and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

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