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## Section 1: Introduction

### 1.1 Purpose

Ward County recognizes that natural and human-caused disasters have the potential to create debris that can disrupt the quality of life for its citizens, and complicate disaster response and recover following such disasters. Ward County also recognizes that planning for such disasters can lessen the impact on the community, economy, and the environment. Therefore, Ward County has developed this plan to facilitate a rapid response and recovery to debris causing incidents. The Ward County Plans covers Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Kenmare, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and City of Surrey.

### 1.2 Mission

This Disaster Debris Management Plan provides direction to facilitate and coordinate the management of debris following a disaster in order to:

- Identify and address planning and staff training needs prior to a debris causing event.
- Mitigate against potential threats to the lives, health, safety, welfare, economic, and environmental well-being of the impacted area.
- Expedite recovery efforts in the impacted area.
- Identify threats of significant damage to improve public or private property.

### 1.3 Scope

This Disaster Debris Management Plan covers the response and recovery to all debris-causing incidents within the Jurisdictional boundaries of Ward County. This plan also covers additional tasks required to maintain jurisdictional disaster debris management readiness, including training, exercises, and plan maintenance.

### 1.4 Alignment with Other Plans

#### **National Response Framework**

The National Response Framework (NRF) provides the concepts of operations for federal response to events by listing the responsibilities for each federal agency and outlining how federal agencies will interact with other public-sector agencies at all levels, the private sector, and nongovernmental organizations (NGOs). The NRF also emphasizes the importance of personal preparedness by individuals and households. This plan aligns with the Emergency Support Functions (ESF) #3: Public Works and Engineering Annex, and ESF #14: Long-Term Community Recovery and Mitigation Annex of the Department of Homeland Security's (DHS) NRF by providing for coordination of disaster debris operations through all levels of government using the National Incident Management System (NIMS) organization structure.

## **North Dakota State Operations Plan October, 2017**

The North Dakota State Operations Plan (NDSOP) provides the concept of operations for state agency response to disaster events by listing the responsibilities for each agency and outlining how state agencies will interact with each other and other regional and local public-sector agencies. This plan aligns with the NDSOP ESF #3: Public Works and Engineering, and ESF #14: National Disaster Recovery Framework (NDRF), by providing operational instructions to organize disaster debris operations at the local level.

## **Ward County Disaster Debris Management Plan**

The Debris Management Plan covers Ward County, City of Berthold, City of Burlington, City of Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Kenmare, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and City of Surrey.

## **Ward County Emergency Plans**

This plan is designed to stand-alone, but it aligns with other plans including the Ward County/Minot, Berthold, Burlington, Carpio, Des Lacs, Donnybrook, Douglas, Kenmare, Makoti, Ryder, Sawyer, and Surrey Emergency Operation Plan, City of Minot Flood Action Plan, Ward County Flood Action Plan, Ward County Hazard Mitigation Plan, and Ward County Shelter Plan.

## **1.6 Plan Maintenance and Update**

This plan was assembled by Ward County with input from multiple departments and jurisdictions. Ongoing maintenance of the plan is the responsibility of the Director of Ward County Emergency Management Department, and Minot Public Works Department Director.

## **Plan Revisions**

Because of changes in staffing, organizations, and external factors, this plan will be reviewed annually in January. It is the responsibility of the Emergency Management and Minot Public Works Department to ensure that revised pages are distributed to plan holders. During plan review, specific attention will be directed to key plan components, including specific assigned roles and responsibilities, reviewing and updating contact information for internal staff and external resources, and the location and status of identified Debris Management Sites (DMS).

## Section 2: Situation and Assumptions

This chapter provides an overview of the types, amounts, and distribution of natural or human-caused incidents that may occur in Ward County. It also provides tools to estimate debris volumes following an incident. Finally, it provides a list of the planning assumptions that were used to develop this plan.

### 2.1 Types of Hazards

Ward County is susceptible to a variety of natural or human-caused incidents that may create disaster debris. A listing of potential debris causing incidents and the types of most common debris are listed in Table 2-1.

**TABLE 2-1**

Characteristic of Disaster Events Possible in Ward County

Incident	Debris Characteristic	Regional Probability	Debris Impact
Flooding	Construction/demolition waste, municipal solid waste, and problem waste, including sediment vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of the contamination from wastewater, petroleum, and other substances.	High	High
Wind/Tornado	Primarily construction/demolition waste, waste from broken tree limbs and branches, and waste and putrescible waste from extended power outages. Debris-signature areal extent is shown to increase consistently with EF-scale rating and tornado longevity.	Low	High
Urban and Wildland Fires	Burned vegetative waste, burned construction/demolition waste, and problem waste, including ash and charred wood waste and ash-covered items.	Moderate	Moderate
Snow Storms	Primarily vegetative waste from broken tree limbs and branches. May also include construction/demolition waste and putrescible waste from extended power outages.	High	High
Nuclear, Chemical or Biological Accident	Various amounts of contaminated soil, water, construction/demolition waste, and/or municipal solid waste that would require special handling as problem waste with specific disposal instructions.	High	Moderate

This information was compiled from multiple sources including the Ward County Hazard Mitigation Plan, and the THIRA report.

## **2.2 Debris Estimates**

The types and amounts of debris produced by an incident depend on the magnitude, duration, and intensity of the incident itself. The impacts resulting from one flood event in 2011 was considered when creating this plan which created a high amount of debris.

### **Flood Debris Events**

Historically, flooding occurs annually due to run off from the spring melt, or from flash flooding that inundates the County and Cities public infrastructure. These events can create a low to high amount of debris made up of sandbags, construction/demolition, white goods, municipal solid waste, and problem waste, including sediment, vegetative waste, hazardous materials, deposited on public and private property.

Ward County contains a mix of urban and rural land that will create different amounts of debris depending on the location of the flooding. Ward County created the highest volumes of debris following the 2011 flood event when the Souris River reached a record of 27,500 Cubic Feet per Second that lasted several weeks. The debris kept coming into the City of Minot landfill for years after the incident due to the demolition and reconstruction of homes throughout the County.

## **2.3 Situation and Assumptions**

This section describes the situation and assumptions that were used during the development of this plan.

### **Situation**

The plan situation is made up from known facts or observations used to develop the plan. The following situation factors were considered when developing this plan.

- Natural and man-made disasters such as flooding, wind storms, tornados, industrial accidents, and terrorist attacks precipitate a variety of debris that includes, but is not limited to 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.
- 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, including how quickly the problem can be addressed, and the associated costs that may be incurred.

## Assumptions

Assumptions are unknown but expected events or actions are used to develop the plan. The following assumptions were made during the development of this plan:

- A major natural disaster may require the removal of debris from public or private lands.
- The amount of debris resulting from a major natural disaster may exceed the Ward County's and/or Cities removal and disposal capabilities, as well as the City of Minot's landfill capacity.
- If a debris event should occur, an accurate assessment of the disaster must be made as soon as practical.
- Ward County and/or the Cities may contract for additional resources to assist in the debris removal, reduction, and disposal capabilities.
- Local, state, and federal agencies may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short- as well as long-term, following a major natural disaster.

## Section 3: Applicable Rules and Regulations

This chapter provides an overview of the state and local regulations and policies that affect how Ward County handles disaster debris including debris reduction and Debris Management Sites (DMS) and neighborhood collection site operations. This chapter also addresses the environmental and policy considerations for reducing, recycling, and disposing of the disaster debris at the DMS staging areas.

### 3.1 Planning

Ward County has identified 2 (two) DMS and/or collection sites within its jurisdictional boundaries. A representative from Minot Public Works will review the DMS locations on a preliminary basis, and will authorize these sites prior to engaging in debris removal operations. Ward County and the City of Minot will notify the Health Department prior to activating the neighborhood collection sites.

### 3.2 Response

The City of Minot will initiate the DMS preparation activities during the response phase. A preliminary plan will be developed for reducing, recycling, and disposing of debris based on general estimates of the type of material generated by the event. The City of Minot may decide to reduce the debris via air curtain incineration, or grinding. Once a preliminary determination has been made, this plan will be communicated to the environmental officials for their guidance on the applicability of regulations to the operations and monitoring of the DMSs and disposition of the disaster debris.

The site preparation activities will be initiated by the Minot Public Works Director. In the event that disaster debris crosses jurisdictional boundaries, the Minot Public Works Director will contact their counterparts within neighboring jurisdictions and the City of Minot to coordinate efforts in understanding the rules and regulations that will affect operations at the DMSs.

Contact information for the key environmental agencies is provided in Appendix A, *Debris Resources*. This includes, but not limited to:

- City of Minot Public Works
- Ward County Emergency Management
- First District Health Unit
- North Dakota Environmental Protection Agency
- North Dakota State Health Department
- FEMA Region VIII EPA Response Coordinator
- City of Minot Landfill
- North Dakota Department of Emergency Services

### **3.4 Recovery**

This section summarizes rules and regulations that apply to the recovery phase of disaster debris management.

#### **Waste Management Priorities and Recycling**

Ward County and the Cities will make reduction and recycling the highest priorities for managing disaster debris. The Debris Removal Manager will coordinate with the debris hauling contractors to ensure maximum segregation for recyclable materials, and make sure that debris reduction equipment (chipping/grinding/incineration) is operating properly and within the regulations of North Dakota State Health Department.

#### **Air Quality and Incineration as Waste Reduction Method**

During the recovery phase, the following measures will be taken by the Debris Site Supervisor(s):

- Monitoring of dust and ensure proper dust suppression measures are implemented.
- Oversight of any air curtain incineration units, this activity will be coordinated with ND Department of Health. Any air curtain incinerators will have setback from on-site storage areas for incoming debris and structures. Wood ash will also be stored on-site with setbacks from storage areas for incoming debris, and processed mulch or tub grinders. Wood ash will be wetted prior to removal from the air curtain incinerators and placed in storage. The specific requirements will be provided by the ND State Health Department.

#### **Household Hazardous Waste Management**

Ward County and the Cities will set up household hazardous waste, appliance, and special waste collection areas. Household hazardous waste should be collected separately and disposed in coordination with Clean Harbors Landfill in Sawyer. They will be contacted for safely disposing of household hazardous debris. This contractor is listed in Appendix A, *Debris Resources*.

White good debris that contains ozone depleting refrigerants, mercury, or compressor oils need to have such materials removed by a certified technician before recycling. White goods will be properly disposed of by a licensed disposal company.

The ND Department of Health will have regulatory authority over the demolition of structures that contain asbestos or lead-based paint.

## **Section 4: Concept of Operations**

This section provides information on how Ward County and the Cities will carry out debris management operations, including: response levels, organization roles and responsibilities, communication strategies, and health and safety strategies.

### **4.1 Plan Activation**

This plan will be used by Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Kenmare, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and/or City of Surrey staff when a command structure is established in response to a debris-causing incident that impacts all or part of the jurisdiction or neighboring jurisdictions.

### **Debris Management Response Levels**

Debris management operations are categorized into three response levels. The current response level of Ward County or any of the Cities will be established by the Incident Commander or Debris Manager, and is triggered by the geographic scope and impact of an actual or anticipated incident.

#### **Level One: Routine Operations**

A level one incident corresponds to day-to-day emergencies requiring minimal coordination and assistance. These include incidents such as minor flooding, or a building collapse. The situation can be efficiently and effectively supported with existing resources and there is no foreseen need to proclaim a local emergency.

#### **Level Two: Medium Impact Disaster**

Level two incidents are situations requiring more than routine coordination and assistance, and generally involve multiple jurisdictions. These include incidents such as moderate flooding in multiple locations, and moderate snow storms with ice and high winds. The situation may require mutual aid or contract resources, and it may be necessary to proclaim a local emergency.

#### **Level Three: High Impact Disaster**

Level three incidents require a high degree of coordination and generally involve state and federal assistance. These include incidents such as severe flooding. In most cases, a local emergency will be proclaimed.

#### **Level Four: Catastrophic Disaster**

Level four incidents are incidents that result in the partial or complete destruction of local government and require state and federal assistance. These include incidents such as catastrophic flooding, or human-caused attacks. These would always require a local proclamations of emergency and in most cases a Federal disaster declaration.

## Debris Management Operational Phases

Response to debris management events are characterized by the three phases described below and may overlap based on the incident.

### Increased Readiness

Ward County and all Cities will move to the increased readiness phase when a natural or human-caused incident capable of creating disaster debris threatens the region. During this time, staff will complete the following tasks:

- Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal operations.
- Alert local departments that have debris removal responsibilities to ensure that personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stay in areas where they can be effectively mobilized.
- Review potential local, and regional, debris management sites that may be used in the response and recovery phases in the context of the impending threat.
- Review resource lists of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

### Response

Debris management response operations are designed to address immediate or short-term effects of a debris causing incident. During the response phase, staff will initiate the following tasks:

- Activate debris management plan and coordinate with damage assessment team.
- Begin documenting costs.
- Begin debris clearance from transportation routes, based on debris removal priorities
- Coordinate and track resources (public and private).
- Establish priorities regarding allocations and use of available resources.
- Identify and activate temporary debris storage and reduction sites (local and regional).
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep the public informed through the County and all affected Cities PIO.

### Recovery

Debris management response operations are designed to return the community to normalcy following a debris causing incident. During the recovery phase, the County and Cities will initiate the following tasks:

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal mission, close out debris sorting and reduction sites by developing and implementing the necessary site restoration actions.

- Perform necessary audits of operations and submit claim for federal assistance.

## **Incident Command System (ICS)**

Ward County and all of the Cities will use the Incident Command System to a structure debris management response, as outlined in the Ward County Emergency Operations Plan. Based on the size and scope of the incident, debris management staff may act in multiple roles. In an incident that predominantly entails debris operations, for instance, the Debris Manager may act as Incident Command or Operations Section Chief. During larger and or complex incidents, the Debris Manager may be assigned to the Operations Section as a branch director or group supervisor.

## **Roles and Responsibilities**

This section identifies roles and responsibilities for internal and external agencies during a debris causing incident.

## **Debris Management Team**

Immediately following a disaster event, Ward County and the Cities will establish a disaster debris management team, which convenes as a group within the operations section to facilitate successful coordination following a disaster event. Each member of the team is responsible for implementing debris operations in accordance with the planned goals and objectives, and in compliance with Federal, State, and local laws. The debris management team will be led by the debris management group leader, who will identify staff for the group. The following staff could participate as part of the debris management team:

## **Ward County and Cities' Departments**

Supporting disaster debris management operations will involve multiple departments and divisions within the Cities and the County. This section outlines the roles and responsibilities for each involved agency.

**Public Works:** Public Works staff will direct debris operations during response and recovery within their local jurisdictions.

**Emergency Management:** Emergency Management will coordinate activities and resource needs through the EOC. This department is also the applicant agent for FEMA reimbursements for the County, and can assist the cities if needed.

**Law Enforcement:** To ensure safety of all citizens during a large catastrophic incident.

**Fire Department:** To ensure safety of downed electrical power lines and extinguish all fires.

**County Road and City Engineering:** Responsible to clear all roads and clear debris within their jurisdiction.

**Finance/Auditor:** To ensure all agencies and departments are keeping strict accounting measures for all costs.

**Public Health:** To ensure that citizens are aware of potential health problems and how to deal with

those health issues through public education.

## **External Agencies**

**North Dakota Department of Agriculture:** The North Dakota Department of Agriculture fosters the long-term well-being of North Dakota by promoting a healthy economic, environmental and social climate for agriculture and the rural community through leadership, advocacy, education, regulation and other services.

**North Dakota Department of Health Air Quality Division:** Work to safeguard the health and environment of North Dakota. Programs within the Division deal with issues that affect the comfort, health, safety and well-being of all North Dakota citizens and their environment. Enforcement of state and federal environmental laws is accomplished through the permitting, inspection, sampling, analytical services and monitoring activities of the Division.

**North Dakota Department of Health:** The Division of Public Health Preparedness provides local and state public health guidance, planning, coordination, response and funding for large scale emergencies. These activities include coordination and funding of incident command and control, disease control, laboratory services, communications systems, public information, medical supplies, equipment and pharmaceuticals and training. Funding for this division is provided by a cooperative agreement through the Department of Health and Human Services, Centers for Disease Control.

**North Dakota Department of Emergency Services:** Manages and coordinates presidential declared disaster programs including Public Assistance and Hazard Mitigation. Nationally, North Dakota is one of two states that maintain a "managing state" status. The Division of Homeland Security assumes disaster program management responsibilities instead of FEMA; however, coordination with FEMA is an on-going process. When damages during an event exceed the predetermined per capita threshold, a Presidential Declaration results and activates federal disaster recovery programs. Nearly one billion dollars in assistance have been distributed to local, tribal and state entities since 1993. There are three specific programs that are coordinated through the Disaster Recovery Section.

**North Dakota National Guard:** Provide ready units, individuals, and equipment supporting the states communities and Nation, if requested.

**North Dakota Highway Patrol:** The mission of the North Dakota Highway Patrol is to make a difference every day by providing high quality law enforcement services to keep North Dakota safe and secure.

**Environmental Protection Agency (EPA):** EPA Region VIII is responsible for regulating air quality in the region if requested by the State of North Dakota. During debris-causing disaster, the Air Quality Regulatory Agency provides advice on outdoor burning of debris and the removal and disposal of debris containing asbestos. They also provide information and possible monitoring of air quality for debris operations that create large quantities of dust. Depending on the disaster severity, Air Quality Regulatory Agency can suspend part or all of the Washington Clean Air Act or Regulations I, II, and III.

**United States Department of Agriculture (USDA):** The USDA National Resource Conservation Services (NRCS) provides technical and financial assistance to private land owners, land users, communities, state, and local governments in planning and implementing conservation systems that conserves soil, water, and other natural resources. NRCS is limited in its authority with debris-related activities; it is limited to either runoff retardation or soil erosion prevention in response to an imminent threat to life or property resulting from a sudden impairment in the watershed. Typically, this includes debris within, or in close proximity, to a channel.

The USDA Animal, and Plant Health Inspection Service (APHIS) may provide support under the Veterinary Service Program and the Plant Protection and Quarantine Program. Both public and private lands are eligible under these programs, which provides assistance to federal, state, tribes, local jurisdictions, and private landowners to manage animal and plant health. This is accomplished by collecting and providing information, conducting or supporting treatments, and providing technical assistance for planning and program implementation (removal).

**United State Department of Defense (DOD):** Minot Air Force Base located within Ward County has equipment and personnel that may be requested in response to a debris causing incident. Requests for these assets are coordinated through the North Dakota Department of Emergency Services or the Minot Air Force Base Emergency Manager and are only available after all local private and public resources have been nearly or completely exhausted.

**United States Army Corps of Engineers (USACE):** The USACE is the lead agency for ESF #3, Public Works and Engineering, of the NRF, which includes debris management. During a Presidentially declared disaster, the USACE may supply technical assistance to local responders for completing debris removal. The USACE also has contract resources available to support local debris management operations.

**United States Environmental Protection Agency (EPA):** EPA may provide technical assistance and advice on collection, reduction, and disposal of contaminated debris and other hazardous material during debris management operations. EPA also has contract resources available to assist with collection, management, and disposal of hazardous materials.

**Federal Emergency Management Agency (FEMA):** FEMA is the federal agency charged with coordinating emergency management functions in the federal government. In catastrophic disasters, FEMA may provide direct federal assistance to support performance of local, tribal, and state governments activities related to debris clearance, removal, and disposal. The response capabilities of local, tribal, and state governments must be exceeded before this level of assistance can be provided. Following a Presidential declaration, FEMA may elect to use its mission assignment authority to task other federal agencies with debris clearance, including the USACE and the EPA.

## **Contractors and Vendors**

Contractors and vendors are often used to augment local resources in support of debris management operations.

**Solid Waste Collection Companies:** Solid waste collection companies are private entities that provide daily municipal solid waste service through the transportation and/or disposal of solid waste. During debris causing incidents, these companies can be tasked with maintaining existing municipal solid waste service, as well as potentially providing additional resources to assist with debris clearance, processing, and disposal activities.

**Debris Management Contractors:** Debris management contractors provide additional resources to assist with debris clearance, removal, separation, and disposal during debris causing incidents. These contractors can be put under contract prior to an incident to ensure efficient response during or after an actual incident. Federal agencies such as USACE and EPA, may also have contract resources available to assist with debris management operations.

**Debris Management Monitoring Contractors:** Debris monitoring contractors provide oversight and documentation of debris management operations. This may include supervising other debris management contractors documenting debris clearance and disposing operations for potential reimbursement, and operations of temporary debris sorting and reduction sites.

**Appendix A, *Debris Resources*,** provides a list of pre-qualified contractors that can be used to support debris management operations. The list does not include an equipment list as companies continue to buy and sell equipment.

## **Additional Resources**

This section lists additional resources that are available to support jurisdictional debris management resources.

### **Local, County, and State Resources**

Additional resources may be available from neighboring jurisdictions and county departments. Section 5.5 lists existing mutual aid agreements that can be utilized to obtain additional resources.

### **Federal Resources**

When an impacted local or state government does not have the regional capability required to respond to a Presidentially declared disaster, a request for Technical or Direct Federal Assistance may be made through the Emergency Management office. The approved request is called a Mission Assignment, and can only be requested by the North Dakota Department of Emergency Services. A Mission Assignment is a work order issued by FEMA to another federal agency directing completion of a specific assignment in anticipation of, or response to, a Presidential declaration of a major disaster or emergency.

- **ESF #3 – Public Works and Engineering** is responsible for infrastructure protection, emergency repair, and restoration. This group provides engineering services and construction management, and serves as a critical infrastructure liaison. The USGS is the lead agency for ESF #3.
- **ESF #10 – Oil and Hazardous Material Response** is responsible to oil and hazardous material issues, environmental safety, as well as short and long-term cleanup. The two most commonly

deployed agencies that deal with debris related activities are the EPA and United States Coast Guard (USCG).

- **ESF #11 – Animal and Plant Disease and Pest Response** is responsible for coordinating an integrated Federal, State, Tribal, and Local response to an outbreak of a highly contagious or economically devastating zoonotic (animal) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. This ESF is coordinated by the USDA.

### **All Mission Assignments have the following requirements:**

- The community must demonstrate that required disaster-related efforts exceed state and local resources.
- The scope of work must include specific quantifiable measureable tasks.
- FEMA must issue the Mission Assignment.

### **Emergency Communications Strategy**

Jurisdiction debris management staff will utilize the following methods to communicate with their own jurisdiction as well as others, during a debris-causing event:

1. Code Red EOC recall
2. Cellular phone and direct-connect phone
3. Email/Social Media/Media
4. Text Messaging
5. NOAA All-Weather Radio Emergency Communications
6. ARES (ham radio) and emergency communications to GMRS radios
7. Local Television and Radio Stations

### **Health and Safety Strategy**

Debris operations involve the use of heavy equipment to move and process various types of debris. Many of these actions can pose safety hazards to emergency response and recovery personnel as well as the public. In addition to those safety hazards, exposure to certain types of debris, such as building

materials that contain asbestos and mixed debris that contains hazardous materials, can pose potential health risks to emergency workers.

All debris operations shall be done in compliance with Occupational Safety and Health Administration (OSHA) requirements and North Dakota Department of Health. The OSHA Health and Safety requirements enable the agency and their contractors to avoid accidents during debris recovery operations and to protect workers from exposure to hazardous materials. The health and safety strategy by OSHA establishes safety standards for the agency and contractor personnel to follow. In addition, the strategy provides emergency workers with information on how to identify hazardous conditions and specific guidelines on the appropriate and proper use of personal protective equipment (PPE).

To facilitate compliance, OSHA will be requested to be on hand to disseminated information to all emergency Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Kenmare, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and City of Surrey employees and contractors, and how compliance with minimum safety standards will be monitored. The OSHA strategy also includes specific corrective actions to be taken if workers do not comply with the minimum safety standards.

## **Section 5: Current Resources**

This chapter identifies the internal and external resources that Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey has for debris clearance, removal, and disposal.

## 5.1 Staff

Debris operations staff is responsible for directing debris operations during and after an incident. The size and composition of staff needed to deal with debris clearance, removal, and disposal depends on the magnitude of the incident. Debris removal staff will likely be comprised of a combination of full-time personnel, personnel from other agencies, and/or contractors depending on the requirements of the incident.

The following table is a summary of the debris positions and staff that will fill roles during a debris causing incident.

Table 5-1  
Debris Roles, Recommended Responsibilities and Training

<b>Debris Management Positions</b>	<b>Roles and Responsibilities</b>	<b>Primary and Alternate Staff Identified for Position</b>	<b>Recommended Training and Qualifications</b>
Disaster Removal Manager	Coordinates all debris removal activities related to an incident. Activities include communication among other members of the disaster management team, communication of project status activity and reporting, and dissemination and implementation of policy directives to debris removal personnel.	Public Works Director	ICS100, 200, 300, 700, three day FEMA debris management course
Debris Collections Supervisor	Oversees collection activities prior to debris arrival at the disposal site and coordinates the debris routing, staffing, and field reporting activities.	Public Works Supervisor and/or Identified Staff	ICS100, 200, 300, 700, three day FEMA debris management course, OSHA 1910.134 respirator protection compliance
Debris Management Site Supervisor	Manages one or more Debris Management Sites (DMS) and is responsible for overseeing waste separation and environmental protection concerns, as well as filling out paperwork and reporting documentation.	Public Works Manager and/or Identified Staff	ICS100, 200, 300, 700, three day FEMA debris management course, OSHA 1910.134 respirator protection compliance, training in management of TDS operations
Finance, Admin, and Logistics Staff	Track time for personnel, equipment, and incident costs. These positions also assist with contracting and purchasing resources, completing documentation required for reimbursement of	Identified Staff	ICS100, 200, 300, 634, 700

	expenses, and provides check-in for demobilizing resources.		
Quality Assurance	Ensures the debris operations are cost effective. They do this by monitoring the type and amount of debris during collection, sorting, reduction, and disposal.	Contractors	ICS100PW, 100, 200, 700, OSHA 1910.134 respirator protection compliance
City Engineer	Oversees, inspects, and assesses impacted structure and makes appropriate recommendations on building condemnation and demolition.	Planning or Engineering Staff and/or Contracted Engineer	ICS100PW, 100, 200, 700
Debris Management Subject Matter Expert (SME):	Provides information and advice to command staff working in the operations and planning sections to help guide disaster operations.	Identified Staff Public Health Official	ICS100PW, 100, 200, 700
Public Information Officer	A Public Information Officer (PIO) familiar with debris management issues should be assigned to the Incident Commander or Joint Information Center (JIC), as necessary. Responsibilities include coordinating with PIOs of other agencies to keep the public informed about all debris removal activities and schedules. Immediately after a disaster and throughout the removal and disposal operation, the PIO is responsible for arranging for public notification of all ongoing and planned debris clearance, removal, and disposal activities.	Appointed Jurisdiction Representative	G-290, E-388
Legal Staff	Conducts reviews and manages all legal matters in the debris management planning process. In addition to advising the debris management planning staff, the legal department may also perform the following tasks: Contract review Rights of entry permits Community liability Indemnification Condemnation of buildings Land acquisition for DMSs Site closure/restoration and	Jurisdiction Legal Staff	IS-634

	insurance		
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## 5.2 Equipment

During an incident, agency equipment such as trucks, rubber tire loaders, graders, chippers, chain saws, small cranes, dozers, and backhoes may be needed to assist with debris clearance and removal operations. Most often these resources will be used for debris clearance from public right of ways in cooperation with the jurisdiction’s contract solid waste hauler(s) or their own public works department.

**Appendix A, Debris Resources**, includes a partial listing of the County and City’s equipment available for debris operations. Equipment needs will depend on the County and Cities, the debris causing incident, and what the Operations Section and Planning Section need during the incident.

## 5.3 Technology

The City of Minot has a variety of tools that can be used to assist with debris operations. Each tool or capability is described in detail below:

GIS Mapping and Modeling: Geographic Information System mapping and modeling can be used to estimate debris volumes and distributions, plan debris clearance operations, and identify debris clearance priorities.

**Appendix A, Debris Resources**, provides specific contact information for these resources.

## 5.4 Contract Resources

During an incident it may be necessary to contract with other resource providers to augment the jurisdiction’s debris management staff and equipment. These resources can be used to assist with specific tasks such as debris clearance or DMS management, or can be hired to manage the entire debris removal and disposal process. Contractors **CAN NOT** 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.

Section 7, Contracted Resources, provides instructions for contracting additional resources prior to and during an incident. **Appendix A, Debris Resources**, includes a table of standby and prequalified contract resources available for debris operations.

## 5.5 Mutual Aid and Intra County Agreements

There are a variety of agreements Ward County has in place and can enact to ensure adequate resources and staffing are available during a debris incident.

Agreements applicable to a debris incident are listed in table 5-1 (below), including on how the agreement is activated and what requirements are placed on both parties.

Table 5-2  
Existing Agreements

Agreement	Type	Participation Requirement	Service Requirements	How Activated	Types of Resources
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					<b>Available</b>
Public Works Emergency Response Mutual Aid Agreements	Mutual Aid	Voluntary	Voluntary	Phone call between entities/ Jurisdictions	Public Works Equipment and Staff
Emergency Management Assistance Compact	Mutual Aid	Voluntary	Assistance is obligatory “provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.”	Governor declares state of emergency, resources requested through WebEOC	All types of resources, including debris clearance equipment and staff.
Intercounty Mutual Aid Agreement	Mutual Aid	Voluntary	Lending county acts as an independent contractor of borrowing county in the performance of voluntary emergency assistance during any type of emergency. Reimbursement will be made by Borrower to Lender for costs and labor incurred by Lender beyond the first 8 hours of an asset’s use.	Requests for emergency assistance shall be directed to the designated contact person(s) on the contact list provided by the Party Counties	Equipment, supplies, personnel, or direct provision of services
Mouse River Fire Fighters Association	Mutual Aid	Voluntary	Voluntary	The local fire chiefs make direct requests within the association. The Jurisdictional Agency is not obligated in the first 12 hours, however, after the first 12 hours costs are then specified in a reimbursement contract.	Firefighters and equipment needed to manage fires, disasters, or other incidents – this is an all-risk agreement.
North Dakota Regional Hazmat Team	Mutual Aid	Voluntary	Assistance in response to Hazardous Materials spills that may pose a life safety threat	Request to Cities that have regional hazmat teams	Firefighters, and hazmat decontaminatio n equipment.

## 5.6 Disposal Facilities

During an incident it may be necessary to utilize a variety of resources to dispose of different types of debris. **Appendix A**, Debris Resources, lists regional disposal resources that can be used during debris removal operations. Keep in mind that the amount and type of debris each facility accepts may change based on the size and severity of the incident.

## 5.7 Recycling and Composting Facilities

During an incident it may be necessary to utilize a variety of resources to recycle, compost, or otherwise reduce different types of debris. These resources provide an alternative to divert waste from landfills, and may provide additional economic and environmental benefits. **Appendix A**, Debris Resources, list regional debris processing resources that can be used during debris removal operations. Keep in mind that the types of waste each facility accepts or is approved to accept may change based on the size and severity of the incident.

## Section 6: Debris Collection and Hauling Operations

This section provides information on disaster debris response and recovery operations, including: damage assessment, debris collection, and the establishment of debris management sites (DMS).

### 6.1 Damage Assessment and Debris Estimates

Damage assessment is the systematic process of gathering preliminary estimates of disaster debris quantities and composition; damage costs; and general descriptions of the locale, type, and severity of

damage sustained by both the public and private sectors. Initial damage assessments are usually completed within 36 hour of an incident by local, state, federal, and volunteer organizations and provide an indication of the loss and recovery needs. The initial damage assessment is the basis for determining the level of state and federal assistance needed, as well as the types of assistance necessary for recovery. The assessment may take longer depending on Ward County, the Cities, or the Region's ability to respond to life, safety, and property concerns. The debris assessment should accomplish all of the following:

- Estimate the quantity and mix of debris.
- Estimate damage costs.
- Determine impact on critical facilities.
- Identify impact on residential and commercial areas.
- Identify what additional resources are needed for response and recovery.

## **Damage Assessment Operations**

Damage assessors will be used to identify estimated debris volumes and geographic dispersion. Damage assessors may also inspect structures and identify other hazards under direction of the Operations Section chief or their designee. In addition software tools including Geographic Information System (GIS) can be used to estimate debris volumes. As identified in Section 4.5, Roles and Responsibilities, Ward County's Building Inspection and the Cities' Building Inspection Departments are responsible for directing damage assessment operation. The following resources will be used to perform damage assessments:

- Ward County Building Inspector
- City of Berthold Building Inspector
- City of Burlington Building Inspector
- City of Carpio Building Inspector
- City of Des Lacs Building Inspector
- City of Donnybrook Building Inspector
- City of Douglas Building Inspector
- City of Kenmare Building Inspector
- City of Makoti Building Inspector
- City of Minot Building Inspection Department
- City of Sawyer Building Inspector
- City of Surrey Building Inspector

## **FEMA Preliminary Damage Assessment**

A preliminary damage assessment (PDA) report is a more detailed assessment that is completed following the initial damage assessment if it is suspected that the incident has, or will, overwhelm local resources and require federal assistance. The PDA serves two purposes:

- The PDA provides reliable damage estimates, which are used as a basis in applying for assistance and, where justified, the governor's request for a Presidential Disaster Declaration.
- The PDA provides for the effective implementation of state and federal disaster relief programs, if a Declaration is made.

The PDA is completed by a team of officials from FEMA, ND DES, county officials, local officials,, and U.S. Small Business Administration. Usually it takes approximately thirty days to complete and compile a PDA and route it through the Governor's office to FEMA.

## 6.2 Debris Clearance and Removal Guidelines

Ward County and the Cities have developed the following guidance for prioritizing debris removal:

1. Life Safety
2. Situation Stabilization
3. Property Protection
4. Economic Stability and Environmental Protection

These guidelines will dictate planning, response, and recovery during debris causing events.

## 6.3 Debris Removal Priorities

Ward County and the Cities have developed the priorities for debris clearance. Circumstances, such as crime scene preservation and accident investigation, may require a delay of debris clearing during operations until approval can be obtained from local or federal law enforcement officials.

1. **Clear Emergency Access Routes – Lifelines.** Lifelines are those routes in a traffic network that provides access for emergency responders, alternate and evacuation routes, and damage assessment routes. Lifelines should include areas identified for potential staging, temporary shelters, and other resources available in the community that support emergency response. Ward County and the Cities will work closely with neighboring jurisdictions to identify priorities for clearing transportation access routes.
2. **Clear Access to Critical Facilities and Infrastructure.** Assets, systems, and networks, whether physical or virtual, so vital that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety. These typically include hospitals, fire stations, police stations, and emergency operations centers, as well as cellular and land-line telephone services, drinking water and power utilities, and sanitation facilities.
3. **Clear Major Highway or Arterial Routes.** Major highways and arterial routes are portions of the public transportation network that are needed to aid in response and recovery operations, but may not have been cleared as an emergency access route.
4. **Clear Areas Necessary for Movement of Goods and Services/Economic Restoration.** These areas include those portions of the public transportation network necessary for effectively transporting goods and services throughout the Region that are not included in one of the previous categories. These may include access to warehouses, airports, train tracks, and major business districts.
5. **Clear Minor Arterial Routes.** These routes include those portions of the public transportation network that receive moderate traffic flows, but are not included in one of the previous categories.
6. **Clear Local Routes.** These areas include those portions of the public transportation network in residential neighborhoods that are not included in one of the previous categories.

**Appendix B**, Lifelines, Critical Infrastructure, and other Debris Clearance Priorities, includes listing and maps of debris clearance and removal priorities including lifeline routes and critical infrastructure.

## 6.4 Debris Operations

Debris-clearing and removal operations predominately focus on public roads and other critical infrastructure. They should be prioritized base on the methodology listed in Section 6.3 of this plan.

### Debris Clearance

**The City of Minot’s Landfill has estimated (actual experience with the 2011 Flood event) and has forecasted that an average house in Ward County will produce 130 cubic yards of debris.**

Initial debris clearance will focus on removing debris from public property based on the priorities listed in Section 6.3. Additional debris clearance from private or commercial property may be necessary if the debris presents a health or safety risk to the community.

**Appendix A**, Debris Resources, lists additional resources that can be used to clear and haul disaster debris following an incident. Items to be considered during debris clearance and collection include the following:

- **Debris composition:** Co-mingling of debris creates problems with reduction and recycling techniques, which may impact future reimbursement. Whenever possible, immediate action should be taken to prevent or reduce commingling of debris during debris collection operations.
- **Location of debris:** There will often be different reimbursement and operational guidelines for debris clearance on public property, private residential, and private commercial property. While debris clearance on private property is not usually a reimbursable expense, some jurisdictions have cleared debris from private property in the past when it presented a health or safety risk to the community.

## Collection Methods

Based on the types and distribution of debris, several collection methods are available during a debris causing incident:

**Curbside:** Residents may be asked to place their debris at the edge of the right of way for pickup. If curbside pickup is used, residents should be instructed to separate their debris into multiple categories including municipal solid waste, vegetative waste, construction and demolition debris, household hazardous waste, and putrescibles (something likely to decay).

**DMS or Drop Box:** Residents may be asked to bring disaster debris to collection sites to temporarily store, segregate, and process debris before it is hauled to its final disposal site. If possible, the sites should remain at the same location for each debris-causing incident and should be included in the incident communication strategy. Facilities that can be used for drop-offs include debris drop boxes, DMSs, landfills, and transfer stations.

## 6.5 Debris Management and Neighborhood Collection Sites

Jurisdiction has identified two classes or sites for use during debris management operations.

- A neighborhood collection site is a temporary solid waste handling site used to consolidate debris within a local jurisdiction or area for transfer to a debris management site (DMS) or a permanent solid waste handling facility.
- A debris management site is a temporary solid waste handling site used to collect, sort, and reduce debris, including special waste, prior to final recycling or disposal.

## Site Management

DMS preparation and operation may be managed by the jurisdiction or a contractor. To meet overall debris management strategy goals and to ensure that the site operates efficiently, a site manager,

debris monitoring personnel, and safety personnel should be assigned for each site.

**Appendix A**, Debris Resources, lists Ward County and the Cities' personnel identified for staffing of each of these positions, with responsibilities as follows:

- **Site Manager:** The site manager is responsible for supervising day-to-day operations, maintaining daily logs, preparing site progress reports, and enforcing safety and permitting requirements during site operations. The site manager is also responsible for scheduling the environmental monitoring and updating the site layout. The site manager has oversight of the activities of the debris removal contractors and the onsite debris processing contractors to ensure that they comply with the terms of their contracts.
- **Monitoring Staff and Assignments:** Regional monitors (whether jurisdiction employees or contractors) should be placed at ingress and egress points to quantify debris loads, issue load tickets, inspect and validate truck capacities, check loads for hazardous waste, and perform quality control checks. The specific duties of the monitors would depend on how debris is collected.
- **Safety Personnel:** Safety personnel are responsible for traffic control and ensuring that site operations comply with local, state, and federal occupational safety regulations.

## **Establishment and Identify Operations Planning**

Whenever possible, DMSs should be identified and established prior to an incident to allow appropriate planning and permitting to be completed.

**Appendix H**, Debris Management Site Operating Plans, contains draft operating plans for potential debris management sites and neighborhood collection sites Ward County and the Cities have identified.

## **Permits**

Section 6, Applicable Rules and Regulations, provides a discussion of the applicable permits necessary for establishing and operating DMSs. Some of these permits may require obtaining variance requests through the North Dakota Department of Health, Waste Management Department if the debris will remain on site for a long period of time, or require transfer stations.

## **Debris Management and Neighborhood Collection Site Locations**

Ward County and the Cities all located 2 (two) DMS and 3 (three) neighborhood collection sites for use during disaster debris operations that meet the criteria discussed below. **Appendix A-6** provides a list of DMSs currently identified and information on locating additional Debris Management Sites.

### **6.6 Debris Reuse, Reduction, and Disposal Methods**

Numerous methods are available that reduce the overall volume of disaster debris and limit the amount of debris remaining for landfill disposal.

## **Recycling and Reuse**

Recycling and reuse strategies involve diverting material from the disposal stream and reusing it. The recycling and reuse of disaster debris is most often limited to metals, soils, and construction and

demolition debris. Appendix A, *Debris Resources*, has a list of contractors that can provide these services during an incident. Recycling and reuse debris types are described below.

- **Metals:** Most nonferrous and ferrous metal debris is suitable for recycling. Metal maulers and shredders can be used to shred trailer frames, trailer parts, appliances, and other metal items. Ferrous and nonferrous metals are separated using an electromagnet and then sold to metal recycling firms.
- **Soil:** Soil can be combined with other organic materials that will decompose over time. This procedure produces significant amounts of materials, which can be sold, recycled back into the agricultural community, or stored onsite to be used as cover when the site is returned to pre-incident state. In agricultural areas where chemical fertilizers are used heavily, recovered soil may be too contaminated for use on residential or existing agricultural land. Jurisdictions should consult with their local health department to establish what monitoring and testing is necessary to ensure that soil is not contaminated with chemicals. If the soil is not suitable for agricultural or residential use, it may ultimately need to be disposed of at a permitted landfill.
- **Construction and Demolition:** Concrete, asphalt, and masonry products can be crushed and used as base material for certain road construction products, or as trench backfill. Debris targeted for base materials needs to meet certain size specifications as determined by the end user. Clean wood products used in construction can also be chipped or ground and used as mulch or hog fuel.
- **Composting:** Compositing is the controlled decomposition of organic materials, such as leaves, grass, wood, and food scraps, by microorganisms. The result of this decomposition process is compost, a crumbly, earthy smelling, and soil-like material. Yard trimmings and food scraps make up about 25 percent of the waste generated in the average household; compositing can greatly reduce the amount of waste that ends up in landfills or incinerators. A section of DMSs should be reserved to receive compost material after a disaster. Composting can be used not only for backyard garden soil additives, farmlands, highways, and other landscaping projects, they can also be put to many innovative uses. Jurisdictions using composting to reduce organic material need to be aware of, and prepared to mitigate, several hazards, which include spontaneous combustion of piles and vector control for rodents.

## Volume Reduction Methods

Volume reduction methods reduce the volume of disaster debris to decrease impact on disposal facilities or create opportunities to reuse debris. Appendix A, *Debris Resources*, has a list of contractors that can provide these services during an incident. Descriptions of volume reduction methods are as follows:

- **Chipping and Grinding:** Chipping and grinding reduces the volume of some debris types as much as 75 percent. This method is commonly used to reduce the volume of disaster debris, including vegetative debris, construction demolition debris, plastics, rubber, and metals. Clean wood can also be reduced and used for mulch, while other debris such as plastic and metals can be chipped to reduce the overall volume of the material prior to transportation or disposal. The

benefit of using a reduction method can be increased by identifying alternate uses for the residual material. The ability to use recycled wood chips as mulch for agricultural purposes, fuel for industrial heating, or in a cogeneration power plant helps to offset the cost of the chipping and grinding operations. Jurisdictions using chipping and grinding to reduce the volume of vegetative debris must be careful to ensure that contaminants such as plastics, soils, rocks, and special wastes are not present in the vegetative debris to be processed. Care must also be taken when reducing construction and demolition debris to ensure that it does not contain hazardous materials, such as asbestos. Appendix A, *Debris Resources*, lists resources that provide chipping and grinding services.

- **Incineration:** Curtain pit incineration, portable incinerators, and controlled incineration in rural areas are all methods for reducing disaster debris. The decision to use incineration as a reduction strategy for some types of debris would be made by the North Dakota Department of Health, Air Quality and Solid Waste Division, as well as the local fire chief as outlined in Chapter 3, Legislation and Policies, of this plan. The following subsections discuss the various incineration methods.
  - **Hog Fuel Incinerators:** Hog fuel is made up of a specific grade of ground-up wood and bark. It varies in size, generally somewhere between ½-inch and 6-inch screen size. In the Pacific Northwest, wood and paper processing companies that use hog fuel to fuel boilers have facilities for storing hog fuel. These companies may purchase surplus storm debris that is processed into hog fuel, depending on the market conditions and their existing supply, which is lowest in the spring. Depending on the quality of the materials used to create the hog fuel, the EPA may need to relax the permit restrictions for any hog fuel burners that burn hog fuel processed from disaster debris. Appendix A, *Debris Resources*, including a list of hog fuel burners in the region.
  - **Air Curtain Pit Incineration:** Air curtain pit incineration offers an effective means to expedite the volume reduction processes, while substantially reducing the environmental concerns caused by open-air incineration. The air curtain incineration method uses a pit constructed by digging below grade or building above grade (if a high water table exists) and a blower unit. The blower unit and pit comprise an engineered system that must be precisely configured to function properly. The blower units deliver air at predetermined velocities and capacities. The blower unit must have adequate air velocity to provide a “certain effect” to hold smoke in and feed air to the fire below. A 20-foot long nozzle provides air at a velocity of over 120 miles per hour and will deliver over 20,000 cubic feet of air per minute to the fire. The air traps smoke and small particles, recirculating them to enhance combustion, which takes place at over 2,500 degrees Fahrenheit.
  - **Pre-permitted Portable Incinerators:** Portable incinerators use the same methods as air curtain pit incinerator systems. The only difference is that portable incinerators use a pre-manufactured pit instead of an onsite constructed earth/limestone pit. Portable air curtain incinerators are the most efficient incineration systems available due to the fact that the pre-manufactured pit is engineered to precise dimensions to complement the blower system. The pre-manufactured pit requires little or no maintenance compared

to earth or limestone constructed pits, which are susceptible to erosion. Portable air curtain units are ideal for areas with high water tables and sandy soils and areas where smoke opacity must be kept to a minimum.

- **Rural Controlled Incineration:** Controlled open-air incineration is a cost-effective method for reducing clean, woody debris in rural areas. Jurisdictions should consult with their local fire departments and Central Dispatch prior to any burning. Ash from rural incineration may be used as a soil additive; however, local health departments and agricultural extension personnel should be consulted to confirm whether this is allowed in any specific jurisdiction. The controlled open-air incineration option should be terminated if mixed debris enters the waste stream.

## Problem Waste Processing and Disposal

Problem waste, such as pathogenic waste; white goods; household hazardous waste; or biological or nuclear waste, requires additional handling before it can be processed or disposed of and will vary depending on the type and scope of the debris-causing incident. During debris processing, problem waste should be removed and stored in a secure location until it can be disposed of properly. Because of their prevalence during debris-causing incidents, several types of waste warrant further discussion:

- **Household Hazardous Waste (HHW):** HHW has been prevalent during past disaster debris causing incidents. Strategies need to be developed to collect and store HHW during disaster debris operations.
- **White Goods:** White goods (including refrigerators) are commonly discarded after debris-causing incidents because they no longer function or as a result of extended power outages that cause their contents to decompose. Refrigerators are often processed in groups to remove the refrigerant along with any food waste, before being recycled.
- **Electron Waste (E-Waste):** E-Waste may contain a variety of potentially toxic chemicals, including heavy metals and polychlorinated biphenyls (PCBs). EPA has specifically classified cathode ray tube (CRT) monitors as hazardous waste, and other electronic components may also qualify. Whenever possible, E-Waste should be separated from other waste and recycled by an E-Waste processor.
- **Treated Wood:** Treated wood includes different types of building material, including telephone poles, railroad ties, fence posts, and wood used to construct decks. Care needs to be taken to ensure treated wood is not chipped, shredded, mulched, composted, incinerated, or disposed of in unlined landfills during processing and disposal.
- **Gypsum Drywall:** When gypsum deteriorates in landfills it can create hydrogen sulfide gas, which poses an explosion and inhalation hazard. Large amounts of drywall are often created during storms and floods. Landfill managers must be aware of this and implement the proper precautions. If possible, gypsum drywall should be recycled rather than disposed of in a landfill.
- **Asbestos:** Regulations for asbestos handling are well established by several different local, state, and federal agencies, including North Dakota Department of Air Quality, North Dakota EPA, and OSHA. After a major debris-causing incident, asbestos inspections may not be possible prior to demolition, resulting in an increased risk to public health. Jurisdictions should work

with the North Dakota Department of Health and EPA to ensure waste that possibly contains asbestos is properly handled and disposed of.

- **Human Waste:** Following a disaster that disables water, sewer, or septic systems, citizens may have human waste stored in containers that required disposal. This is considered bio hazardous waste that cannot be included in the debris stream. Close cooperation is necessary between local public health officials and utility personnel to properly collect and dispose of this waste.

Whenever possible, jurisdictions should attempt to segregate hazardous substances from the waste stream as early in processing as possible in order to prevent contamination of larger amounts of waste. Jurisdictions undergoing any cleanup effort that includes hazardous waste should consult with their local hazardous waste staff, public health officials, and EPA to ensure the protection of public health.

A list of contractors who process and dispose of problem waste is included in **Appendix A, Debris Resources**, of this plan.

## **Debris Sorting and Diversion**

When establishing and operating debris management and neighborhood collection sites the site manager is responsible for ensuring appropriate staff are available to monitor debris and ensure debris is sorted into appropriate categories for recycling, reuse, special waste processing, and disposal.

## **6.7 Debris Management Operations Monitoring**

Debris monitoring operations documents the debris clearance and removal operations, including the location and amount of debris collected. Monitoring is needed to ensure that any debris removal contractor(s) are performing the scope of work required by the contract.

Debris monitoring can be accomplished by City of Minot staff, or by a debris monitoring contractor hired by Ward County or any of the Cities.

Contact information for debris management contractors is included in **Appendix A, Debris Resources. Also see FEMA Debris Management Removal Contract Registry.)**

The key elements to observe and record when monitoring and documenting debris operations include:

- Type of debris collected
- Amount of debris collected
- Original collection location
- Equipment usage
- Staff labor hours
- Amount processed and final disposition for each type of debris (reuse, recycle, special waste, etc.)

## **Documentation and Reporting Requirements**

During the operations of DMSs, any operations that will have a bearing on site closeout need to be documented, such as petroleum spills at fueling sites; hydraulic fluid spills at equipment breakdowns;

discovery of household hazardous waste; and commercial, agricultural, or industrial hazardous and toxic waste storage and disposal. This information will be used during site closeout operations.

## 6.8 Debris Management Contractor Monitoring

All jurisdictions that contract for debris operations should establish a contract monitoring plan. The purpose of this plan is to accurately track costs and protect the jurisdiction's financial interest.

Monitoring debris removal operations achieves two objectives:

- Verification that the work completed by the contractor is within the contract scope of work
- Documentation justification, as required, for Public Assistance grant reimbursement

Contractor monitoring can be accomplished by the City of Minot staff, or by a separate contract company. Sample debris monitoring forms are included in **Appendix C, Debris Management Monitoring Forms**.

## Consideration for Unit Price Contracts

A unit price contract requires that all trucks be accurately weighed, or measured and numbered, and that all truckloads be documented. Full-time trained contract monitors are usually necessary for this type of contract to keep an accurate account of the actual quantities of debris transported (in either cubic yards or tons). Monitors must be available at debris pickup locations to ensure the debris being picked up is eligible. In addition, this type of contract requires the contractor to provide or construct an observation stand at all reduction and disposal sites so the contract monitor can certify the load. If scales are used, monitors must also ensure that proper weights are registered before and after trucks have been emptied. The following conditions for unit price payments also apply:

- If unit price payments are based on weight, a truck scale must be available at the disposal site for weighing trucks. The weight of an empty truck must also be confirmed.
- If unit price payments are based on volume, monitors must verify truck capacities and inspect trucks for proper loading and compaction.

## Load Tickets

The term "load ticket" refers to the primary debris-tracking document. A load ticket system tracks the debris from the original collection point to the DMS or landfill. By positioning debris monitors at each point of the operations (collection, DMS, and/or final disposition), the eligible scope of work can be properly documented. This process enables the jurisdiction to document and track debris from the initial collection location, to the DMS, and to final disposal locations. If a jurisdiction uses a contract hauler, this ticket often verifies hauling activities and can be used for billing purposes. Load tickets should be multi-copy and sequentially numbered. All copies of load tickets presented for payment must match in order for payments to be made. A sample load ticket is included in **Appendix C, Sample Debris Management Monitoring Forms**.

## Truck Certification and Periodic Recertification

Prior to beginning contract work, each truck must be certified. Certification includes a record of the following:

- Volume of the truck bed in cubic yards or empty truck weight
- Truck license number
- Any identification number assigned by the owner
- A short description of the truck

Monitors may need to be trained in order to measure truck capacities for certification purposes. Recertification of the hauling trucks on a random and periodic basis should be implemented for contract compliance and reimbursement consideration. A listing of certified trucks should be maintained by debris monitors to ensure that truck identifications have not been altered. A sample truck certification form is included in **Appendix C, Sample Debris Management Monitoring Forms and Contracting Considerations**.

## Section 7: Contracted Resources

This section provides information on establishing and maintaining contracts for debris management services including debris clearance, removal, processing, and disposal.

### 7.1 Existing Debris Management and Solid Waste Contracts

Section 5, **Current Resources**, lists current contracts Ward County and the Cities can use to augment their existing resources during a debris creating incident. Prior to engaging additional resources for debris collection and hauling it is imperative that Ward County and all of the Cities consult with Minot Public Works to identify their available resources.

## 7.2 Contract Debris Management Resource Needs

Based on current resources identified in Section 5, **Current Resources**, Ward County and the Cities have identified that additional resources may be needed in these areas to support a disaster debris operations:

- Right of Way (ROW) vegetative debris removal
- ROW construction and demolition debris removal
- ROW household hazardous waste collection and disposal
- ROW tree trimming and clearing
- General debris collection
- General debris hauling
- Debris processing and reduction
- Commercial and private property demolition and debris removal
- Commercial and private property sediment removal
- Debris Management Site (DMS) management
- Debris monitoring and inspection

Contracts have been or are being developed to address these needs. An updated list of debris management resources include emergency contact information is listed in **Appendix A, Debris Resources**.

## 7.3 Emergency Contracting and Procurement Procedure

It is advisable for Jurisdictions to contract for debris management resources prior to a debris causing incident or to pre-qualify contractors who may perform debris management operations. If emergency contracts have to be established during an event the following general emergency contract rules apply:

- The contractor must be licensed and bonded
- The contractor must have adequate insurance
- The contractor must comply with state and Federal procurement standards including provisions of 44CFR part 13

In addition, the following Ward County and Cities emergency contracting and procurement procedures must be followed (see competitive bid process on the next page):

- Contracts **MUST** be reviewed by a representative of Ward County or the City's Legal Department before they are signed.
- Each County Commissioner or City Council Member has the right to order any emergency equipment that they deem appropriate for an incident without approval.

## Types of Contracts

The type of contract used to supply debris management services will vary depending on the type of work to be performed and how soon after the incident the work is planned. The three recommended contract vehicles for debris operations are:

**Time and Materials Contract:** Under a time and materials contract, the contractor is paid based on time spent and resources used in accomplishing debris management tasks. Time and materials contracts are extremely flexible and especially suitable for early debris right-of-way clearance jobs and hot spot cleanups. It is recommended that the use of time and materials contracts be limited to the first 70 work hours after a disaster. **Appendix I – Sample Time and Materials Contract for Debris Removal.**

**Unit Price Contract:** A unit price contract is based on weight (tons) or volume (cubic yards) of debris hauled. This kind of contract should only be used when the scope of work is not well defined. It requires close monitoring of debris collection, transportation, and disposal to ensure that quantities are accurate. A unit price contract may be complicated by the need to segregate debris for disposal.

**Lump Sum Contract:** A lump sum contract is used when the scope of work is clearly defined and the areas of work are specifically quantified. Lump sum contracts require the least monitoring by the contracting Jurisdiction. **Appendix G - Sample Lump Sum Price Contract**

**The following contract vehicles are not recommended.**

**Cost plus Percentage of Cost:** A cost-plus-percentage-of-cost contract is one whereby the contractor is compensated for work performed, such as a time and materials contract, but also compensated an additional percentage of that compensation.

**Conditional upon Federal Reimbursement:** This kind of contract only reimburses contractors if the region receives federal funding.

**Piggyback Contracts:** When a Jurisdiction uses another Jurisdiction's contract it is referred to as "piggybacking" on their contract. Variables associated with scopes of work and costs generally make this an option to be avoided.

## **Competitive Bid Process**

During an emergency it is possible to develop an expedited process to competitively bid work. In the past Ward County and City department heads have developed scopes-of-work, identified contractors that can do the work, made telephone invitations for bids, received competitive bids, or gone through a sole source contract. **It is imperative to remember that even if the Governor waives the bidding process during the disaster, that you must still follow your normal bidding process to maintain eligibility for federal funds.**

## **Section 8: Private Property Demolition and Debris Removal**

Private Property debris removal refers to the demolition and removal of disaster debris on private commercial or residential property. **Generally, removal of debris from private property is not recommended.** The following section provides information on the process to demolish and remove disaster debris on private property with or without owner consent and outlines the procedures that Ward County and the Cities will need to follow in order to potentially receive expense reimbursement through the Public Assistance Program.

### **8.1 Debris Removal and Demolition Permitting and Procedures**

Following a debris causing incident, Ward County and the Cities may need to enter private property to demolish private structures made unsafe by disasters in order to eliminate immediate threats to life,

public health, and safety. The demolition of privately owned structures deemed unsafe, and subsequent removal of demolition debris, may be required when the following conditions are met:

- **The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, not merely defining the applicant's uniform level of service.**
- It is the intention of Ward County and the Cities to collect debris located and/or placed in curbside rights-of-way and personnel staff, jurisdiction contractors or other representatives will not enter onto private property to collect such debris. In the event that damage is not abated and/or debris is not removed and such conditions are deemed to constitute a dangerous or nuisance condition, necessary authority will be provided by the jurisdiction governing body.
- If deemed appropriate due to the scope of the disaster and/or debris generated by such a disaster Ward County and the Cities may take additional formal executive action to authorize collection of debris on private property provided such authorization ensures that the applicable property owner(s) execute a waiver or release of liability developed by Ward County and the Cities in coordination with FEMA or other applicable State & Federal agencies. Prior to any removal of debris from the private property, the following documentation will be sent to FEMA's FCO:
  - Documentation confirming the existence of an immediate threat on public property (44CFR 206.224 (a));
    - Immediate threat to life, public health, and/or safety
    - Immediate threat to improved property determination
    - Removal will expedite economic recovery of Ward County and the Cities
  - Documentation of legal authority to enter that property (44CFR 206.223 (a) (3));
  - Documentation that a legally authorized official has ordered the exercise of public authority to enter private property to perform debris removal (44 CFR 206.223 (a) (3); and
  - Indemnification for the Federal government and its employees, agents, and contractors from any claims arising from the removal of debris (44CFR 206.9).

The property owner will approve or disapprove in writing from the jurisdiction's request. If approval is granted, debris removal can begin with the pre-determined scope of work; however, the following documents will be created during debris management operation:

- **Right of Entry** – This document must be signed by the property owner and will include a hold harmless agreement and indemnification applicable to the project's scope of work.
- **Physical Documentation** – Photos will be taken to show the condition of the property prior to the beginning of the work. Pictures will document the address and scope-of-work on the private property.
- **Private Property Debris Removal (PPDR) Assessment** – A property specific assessment will be created to establish the scope of eligible work. The PPDR can be a map or other documentation

system that serves as a guide indicating the location of the eligible items of work that present an immediate threat relative to the improved property or rights-of-way.

- **Documentation of Environmental and Historic Review** – Documents environmental and historical preservation compliance as established in 44CFR Parts 9 and 10 as well as any relevant Ward County or any of the Cities ordinances.

Additional documentation may be required by the Federal Coordinating Officer (FCO) on a case-by-case basis to demonstrate the proposed work is in compliance with all Federal, State, and local laws and regulations.

## **Condemnation Criteria and Procedures**

In Ward County and all of the Cities within Ward County follow similar condemnation criteria or procedures in regards to the building codes IRC 2015 addition, or the most current adopted codes that are enforced.

### **Legal Documentation**

In Ward County and the Cities within the County legal documentation must come from the First District Health Unit and the jurisdictions building inspector(s) notifying the home/land owner of the complaint and/or safety concern with the property and they have 30 days to rectify the identified problems. The property owner has 10 days to submit an appeal request to the jurisdiction in which the property is located.

If the property owner does not comply with the notice, they can be subject to, but not limited to, criminal charges. The jurisdiction undertaking the necessary remedial work and/or demolition is tasked with applying for and obtaining an administrative search warrant issued by a court within the jurisdiction, soliciting bids for required remedial work and/or demolition, and certifying and assessing costs as a special assessment against the property.

### **Demolition Permitting**

Ward County and the Cities within the County must comply with the North Dakota Department of Health Indoor Air Quality/LBP Program Division of Air Quality requirements for homes and/or businesses.

### **Inspections**

Building inspections are conducted through the county or cities building inspector(s). The IBC 2015 addition or most current adopted codes are currently enforced.

### **Mobile Home Park Procedures**

Building inspections are conducted as the same through the county or cities building inspector(s). The IRC 2015 addition or most current adopted codes are currently enforced. The County and Cities within the County also, follow the above inspection, Demolition, and Legal Documentation.

## Demolition Documentation

The following documents should be collected and/or completed prior to demolition in order to comply with the jurisdiction's regulations:

- **Verification of ownership** ensures that the proper site and owner is identified and that the owner is aware of the nature of the scheduled building assessment.
- **Right-of-entry form** is signed by the property owner, which allows the building official to enter the property to complete the assessment. It often contains a hold harmless agreement that documents the property owner's promise that he or she will not bring legal action against the applicant if there is damage or harm done to the property. A sample Right of Entry form is included in **Appendix D** of this plan.
- **Building official assessment** is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment often contains the building official's determination as to whether the structure should be condemned, repaired or demolished. This may be in the form of an official structural assessment.
- **Verification of insurance information** allows the applicant to pursue financial compensation if the property owner's homeowner insurance policy covers demolition and debris removal.
- **Archeological review** outlines the archeological low-impact stipulations for demolition and debris removal activities; it also highlights the implications for the applicant if they fail to comply with the guidelines.
- **Environmental review** ensures that adverse impacts to protected environmental resources are minimized or avoided when removing debris from the proposed site. These reviews should be acceptable to the appropriate resource agency. Wetland and other water resources, hazardous materials, and habitats of endangered species are among the resources of most frequent concern.
- **North Dakota Historical Preservation Office Review** confirms that the North Dakota State Historic Preservation Officer has been notified and correspondence has been received to absolve the area of any historic significance.
- **Photos** show the disaster-damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled photographs that confirm the address and identified scope of work on the property. If it is determined that a structure needs to be demolished, additional documentation may be required for the applicant's legal protection as well as the public's health and safety during the demotion and debris removal operations.
- **Letter or notice of condemnation** is a document signed by the building official that outlines the specific threat to public safety and health.
- **Notice of demolition** is issued to inform the property owner when the demolition will begin and shall be posted in advance to provide a reasonable period of time for personal property to be removed. The applicant should attempt to notify the property owner, if not already contacted, through direct mail and local media.
- **Notice of intent to demolish** is normally provided for the public health and safety of neighboring residents. This notice is conspicuously posted on the structure to be demolished.

## **Section 9: Public Information Strategy**

The goal of the public information strategy is to ensure that the residents are given accurate and timely information for their use and their own individual planning purposes. If information is not distributed quickly, rumors and misinformation spread and erode confidence in management of the recovery operations. This section provides information on Ward County and Cities' Information Strategy to assist in debris management operations.

### **9.1 Public Information Officer**

The incident command structure for all debris incidents should include a Public Information Officer (PIO) to distribute information and education citizens about the debris operations. Section 5, *Current Resources*, contains a description of the role and responsibilities of a PIO. Ward County staff, City of Minot's PIO, other Cities council members, or emergency responders assume the position in the event of an emergency are listed in **Appendix A, Debris Resources**.

### **Communication and Public Education Strategy Prior to an Incident:**

Ward County and the Cities have developed a Public Information Communication Plan designed around disasters including debris causing incidents. This plan is a coordinated effort to provide information to county and city residents, employees, stakeholders, prior to, during, and after an incident such as a debris causing incident.

- Lists of all means of communication methods are listed.
- Message templates are already developed with blanks for locations and times are to be filled in.
- A copy of the debris separating diagram is included.
- Identification of anticipated issues during an event, through message mapping and creation of talking points, press releases, and disaster specific information.

### **Special Waste Considerations**

Special waste items are those that need special handling, treatment, and disposal due to their hazardous potential, large volumes, or other problematic characteristics. Pre-scripted message have been developed to provide public with information on:

- How identify and separate Special Waste
- Identification of right-of-way to illustrate where citizens must put their debris

### **9.3 Public Information Strategy during an Incident**

Ward County and the all of the Cities public information staff will provide information to media outlets and the public during an incident. These activities may be provided solely by Ward County and/or the Cities through the cooperation of multiple jurisdictions.

### **Coordination with the Joint Information Center (JIC)**

Communications should be coordinated through the Joint Information Center (JIC) or Joint Information

System (JIS); if a JIC or JIS has not been established, coordination should take place through each jurisdiction's PIOs.

If a JIC is established during a debris causing incident, a jurisdiction debris liaison or technical specialist will report to the JIC to assist the PIOs. The debris operations liaison will provide current information on such topics as:

- Cleanup instructions
- Status of cleanup
- Locations of drop-off or collection sites
- How to source-separate waste
- Handling procedures
- Illegal dumping provisions
- Addressing complaints regarding debris piles or illegal dumping

Staff who can act as a debris liaison or technical specialist are included in **Appendix A**, *Debris Resources*.

## Pre-scripted Information

Debris management public information products should use various types of information vehicles (print, radio, internet, etc.) and include pre-scripted information concerning topics, such as:

- Debris pick-up schedules
- Disposal methods and ongoing actions to comply with federal, state, and local environmental regulations
- Disposal procedures for self-help and independent contractors
- Restrictions and penalties for creating illegal dumps
- Curbside debris segregation instructions
- Public drop-off locations for all debris types
- Process for answering the public's questions concerning debris removal

**Appendix E** contains pre-scripted messages for debris management.

## Distribution Strategy

The public information strategy should include methods to disseminate the prepared information to the general public. This can be accomplished in a number of ways. The following are suggested vehicles for dissemination of information:

- **Media** – Local television, radio, newspapers, social, or community newsletters
- **Internet Site** – [www.wardnd.com](http://www.wardnd.com), [www.minotnd.org](http://www.minotnd.org); [www.burlingtonnd.gov](http://www.burlingtonnd.gov); [www.kenmarend.com](http://www.kenmarend.com); [www.surreynd.org](http://www.surreynd.org); and <http://web.ndak.net/orluck/MakotiNews.html>;
- **Public Forums** – Interactive meetings and town and county halls
- **Direct Main Products** – Door hangers, direct mail, fact sheets, flyers within billings, and billboards.

- **Telephone Information Hotline** – Pre-identify telephone number that citizens can call to get recorded information.
- **CodeRED** – Used for landlines, and registered cell phones if towers are still available.
- **Ham Radio**– Used if radio communications becomes overloaded or does not work.

The following Media Outlets will be used to distribute information during recovery operations:

**Table 9-1 Media and Public Information Sources**

Media Type	Name	Contact Name	Contact Number	Message to be Delivered
Newspaper	Minot Dailey	Mike Sasser	857-1959 786-351-5169 24H	Press Releases News Conference schedules City Council Meetings Commission Meetings Informational Meetings
	Kenmare News	Marv Baker	385-4275 385-4275 24H	
Radio	W-GO & Sunny 101		852-7449 263-1733 24H 263-1156 24H	Press Releases News Conference schedules City Council Meetings Commission Meetings Informational Meetings Live on-air conversation/information
	KHRT IHeart Radio/Clear Channel		852-3798 852-1818	
Social Media	Berthold Facebook	Al Schmidt	799-0022	Press Releases News Conference schedules City Council Meeting Minutes Commission Meeting Minutes Informational Meeting Minutes
	Burlington Facebook	Diane Fugere	852-5233	
	Donnybrook Facebook	Nicole Michalenko	720-7288	
	Kenmare Facebook	Marki Ellis	385-4232	
	Minot Facebook	Derek Hackett	857-4727	
	Sawyer Facebook	Susan Schmidt	7207298	
	Surrey Facebook	Jason Vaagen	838-8011	
	Ward County Facebook	Amanda Schooling	857-6534	

The public information staff must take advantage of every information vehicle available if power, utilities, and other infrastructure have been damaged. Often, the best carriers of information are the responders in the field. The general public recognizes their role and frequently asks questions regarding the operations. Stocking the equipment and trucks with flyers, pamphlets, and other print media allows responders to perform their duties while also satisfying the public’s need for information

### **Developing Messages in Alternate Languages and Formats**

Message materials have been developed in alternate languages that are spoken in the communities. Based on community demographics in Ward County and all cities within the county, messages may need to be developed in the following languages:

- Sign
- Spanish

Alternate formats or message materials have also been developed to assist the special needs population within the community. The following resources are available to develop messaging materials for alternate language and special needs communities:

#### **Alternate Language/Translation Resources**

- Minot State University Foreign Language Department
- Google Translation

#### **Special Needs Message Development Resources**

- Independence Incorporated, see Scott Burlingame
  - [scottb@independencecil.org](mailto:scottb@independencecil.org)
- ND Department of Human Services, see Russ Korzeniewski
  - [rkorzeniewski@nd.gov](mailto:rkorzeniewski@nd.gov)
- ND Protection and Advocacy, see Angie Dubovoy
  - [andubovoy@nd.gov](mailto:andubovoy@nd.gov)
  - (701) 857-7686 office
  - State 24 Hour 1-800-642-6694

## **Section 10: Training and Exercises**

This section summarizes training and exercise components necessary to support disaster debris operations. Ward County and all of the Cities within the county staff participates in disaster debris management operations should have emergency management and position-specific training, depending on their expected role during a debris causing incident. For further information on jurisdiction exercises and training, consult the Ward County Training and Exercise Planning Worksheet.

## 10.1 General Emergency Management Training

General emergency management training requirements are developed as part of the National Incident Management System (NIMS). The online courses and additional NIMS and FEMA courses and information are at <http://training.fema.gov/>. It is recommended that identified staff complete the following courses:

- **ICS100:** Introduction to NIMS ICS for Operational First Responders
  - Available online at <http://training.fema.gov/IS/>
- **ICS200:** Basic All-Hazards NIMS ICS for Operational First Responders
  - Available online at <http://training.fema.gov/IS/>
- **ICS300:** Intermediate NIMS ICS, available classroom only
- **ICS400:** Advanced NIMS ICS, available classroom only
- **ICS700 NIMS:** An Introduction
  - Available online at <http://training.fema.gov/IS/>
- **ICS800 NRF:** An Introduction
  - Available online at <http://training.fema.gov/IS/>

These requirements are listed as part of the Fiscal Year 2007 NIMS Training Requirements and the 2018 Five-Year NIMS Training Plan. Additional information on position-based NIMS training requirements is available from FEMA's Emergency Management Institute and the North Dakota Department of Emergency Services.

## 10.2 Position-Specific Training

Specific training is available for staff that will support debris management operations. This includes:

- **IS-632.A: Introduction to Debris Operations:** This course covers basic information about debris operations under FEMA's Public Assistance Program. The goal for this course is to familiarize the student with general debris removal operations and identify critical debris operations issues. The topics addressed in this course include: Roles and Responsibilities for Debris Operations, Strategies and Procedures for Debris Removal, Key Issues for Debris Operations.
- **IS-634: Introduction to the Public Assistance Program:** This class provides an introduction to the FEMA Public Assistance Program and how it applies to local jurisdictions. It is well suited for debris managers, DMS managers, finance and administration staff supporting debris operations, and any other staff who direct or have an active role in debris clearance, collection, and disposal operations. This class is available online through the FEMA Emergency Management Institute.
- **E202 Debris Management:** This class provides in-depth training on a variety of debris management topics. The course is delivered in a classroom setting and is provided through a variety of sources, including the FEMA Emergency Management Institute and Emergency Management Division.
- **See FEMA Resource Management Public Works at <http://www.fema.gov/national-incident-management-system/resource-management-public-works>.**

### 10.3 Exercises

Procedures for disaster debris removal can be tested through discussion-based and operational-based exercises, as defined in the Homeland Security Exercise and Evaluation Program. The purpose of conducting exercises is to determine the overall efficiency and effectiveness of the Ward County and Cities’ Operational Disaster Debris Management Plan or a subset of the plan in a disaster scenario. These procedures can be exercised specifically using a debris management scenario, or as part of another exercise. At minimum, operational exercises involving the debris management plan will be conducted every four years.

This plan will be modified based on After Action Reports (AARs) and improvement plans (IPs) from exercises, as well as actual events.

The exercises will be developed and executed individually and through collaboration with other regional stakeholders. Regional stakeholders that will be considered include:

- Federal Agencies
  - U.S. Army Corps of Engineers
  - Federal Emergency Management Agency
  - Environmental Protection Agency
  - Occupational Safety and Health Administration
- State Agencies
  - North Dakota Department of Health
  - North Dakota Department of Health Solid Waste Division
  - North Dakota Department of Health Air Quality Division
  - North Dakota Department of Emergency Services
- Local and Regional Jurisdictions
  - City Agencies
  - County Agencies
  - First District Health Unit
  - Neighboring Jurisdictions

### Appendix Table A-1 through A-7: Debris Resource Lists

Debris Resources – Staff

Name	Potential Debris Assignment(s)	Phone 1	Phone 2	Specific Training
NDDOH	Administration	(701) 537-2043		
NDDOH	Air Quality	(701) 328-5218	(701) 328-5188	
NDDOH	Solid Waste	(701) 328-5153		
NDDOH	State Health Officer	(701) 328-2372	(701)328-2372	

NDDOH	Life Safety & Construction	(701) 328-4873		
NDDOH	Environmental Health	(701) 328-5150		
NDDOH	IT Coordinator	(701) 328-2494		
NDDOH	Waste Management	(701) 328-5166		
NDDOH	Public Information	(701) 328-4619		
NDDOH	Water Quality	(701) 328-5210		
NDDOH	Preparedness & Response	(701) 328-2270		
FEMA Region VIII EPA	Region 8 Coordinator	(303) 312-6848	(303) 312-7203	
Amanda Schooling	Ward County/Cities EMA	(701) 857-3534	(701) 340-4314	
Jim Heckman	First District Health	(701) 852-1376	(701) 721-0314	
Dan Jonasson	Minot Public Works	(701) 857-4140	(701) 833-9667	
Mitch Flanagan	Minot Inspections	(701) 857-4140		
Dan Jonasson	Minot Landfill	(701) 857-4719		
Leo Schmit	WC Inspections	(701) 857-6429		
Derek Hackett	Minot PIO	(701) 500-7503		PIO Trained
Larry Haug	WC PIO	(701)857-6422	(701) 340-5393	PIO Trained

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

## Appendix Table A-2

Debris Resources – Debris Equipment

Company	Location	Owner	Phone	24 Hour Number
North Coast Sanitation	1940 S. Broadway; Minot		(701) 263-5500	
Waste Management	1725 12 <sup>th</sup> Ave SW; Minot		(701) 839-2958	
Hoffarth Sanitation	6850 28 <sup>th</sup> Ave SE; Minot		(701) 852-5140	
Circle Sanitation	4700 46 <sup>th</sup> Ave NW; Minot		(701) 838-1182	
Veit Construction	400 20 <sup>th</sup> Ave SE; Minot		(701) 839-9476	
Dig-It-Up Backhoe	800 163 <sup>rd</sup> Ave SE; Minot	Travis Bohl	(701) 722-3316	

B & E Sanitation	4701 Burdick Expy E; Minot		(701) 833-6243	
Sawyer Disposal Services	12400 247 <sup>th</sup> Ave SE; Sawyer		(701) 624-5622	

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

### Appendix Table A-3

Debris Resources – Technology Resources

Company	Location	Owner	Phone	24 Hour Number
Computer Store	1000 S. Broadway; Minot		(701) 838-3967	
CompuTech, Inc	1933 S. Broadway; Minot		(701) 837-8324	
Bit Z Communications	1800 22 <sup>nd</sup> Ave SW; Minot		(701) 838-9211	

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All

companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

### Appendix Table A-4

List of Additional Debris Resources – Contract Resources

Company	Type of Resource	Phone	24 Hour Number	Location
Kalix Recycling Center	Aluminum, Plastic, paper, Steel/Tin food cans, cardboard	(701) 852-3700		605 27 <sup>th</sup> St SE; Minot
Earth Recycling Inc	Plastics, electronics, appliances, metals, aluminum, steel cans, paper, and clothing	(701) 852-0738		3005 4 <sup>th</sup> Ave NW
Bechtold Paving	Graders, Loaders,	(701) 852-1634	701) 852-1634	5140 US-2 Frontage

	Excavators, Dozers, Scraper, trailers			Rd., Minot
Excavating Inc.	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 839-1817	(701) 340-4104	5820 HWY 2 E, Minot
Gravel Products	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 852-4751	(701) 720-2011	2920 Railway Ave., Minot
Kemper Construction	Welders, Excavators, cranes, loaders, skidsteer Backhoes, dump trucks	(701) 838-1733	(701) 240-4211	320 7th St. NE, Minot
Steen Construction	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 852-1816	(701) 720-1814	3108 S. Broadway, Suite H, Minot
Dig-It-Up	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 722-3315	(701) 721-7878	800 163rd Ave. SE, Minot
DL Barkie	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 793-6157	(701) 361-7005	3830 Willow Rd., West Fargo
Asmundson	Excavator, Loader, Skidsteer, Dozer, dump trucks	(701) 240-8970	(701) 500-2656	9901 198th St. NW, Berthold
Klimpel Excavating	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 838-4406	(701) 720-5609	1900 Parkside Dr., Minot
Post Construction	Graders, Loaders, Dozers, Excavators, Scrapers, dump trucks	(701) 839-5386	(701) 720-5386	3005 Valley St., Minot

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

## Appendix Table A-5

Debris Resources – Disposal Facilities

Facility Name	Location	Phone	Type	Accepted Types of Waste
Minot Landfill	3500 20 <sup>th</sup> Ave SW; Minot	(701) 857-4719	All except vehicles and hazardous materials	All, except vehicles and hazardous materials
Clean Harbors	12400 247 <sup>th</sup> Ave SE; Sawyer	(701) 624-5622	Hazardous Materials	Hazardous Materials

The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All

companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

## Appendix Table A-6

Debris Resources – Recycling and Composting Facilities

Facility Name	Location	Phone	Type	Accepted Types of Waste
Minot Landfill	3500 20 <sup>th</sup> Ave SW; Minot	(701) 857-4719	All except vehicles and hazardous materials	All, except vehicles and hazardous materials
Clean Harbors	12400 247 <sup>th</sup> Ave SE; Sawyer	(701) 624-5622	Hazardous Materials	Hazardous Materials
Kalix Recycling Center	605 27 <sup>th</sup> St SE; Minot	(701) 852-3700	Aluminum, Plastic, paper, Steel/Tin food cans, cardboard	Aluminum, Plastic, paper, Steel/Tin food cans, cardboard

Earth Recycling Inc	3005 4 <sup>th</sup> Ave NW	(701) 852-0738	Plastics, electronics, appliances, metals, aluminum, steel cans, paper, and clothing	Plastics, electronics, appliances, metals, aluminum, steel cans, paper, and clothing
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The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

## Appendix Table A-7

### Debris Resources – External Agencies

Name	Potential Debris Assignment(s)	Phone 1	Phone 2	Specific Training
NDDOH	Administration	(701) 328-2392		
NDDOH	Air Quality	(701) 328-5188		
NDDOH	Solid Waste	(701) 328-5166		
NDDOH	State Health Officer	(701) 328-2372		
NDDOH	Life Safety & Construction	(701) 328-4873		
NDDOH	Environmental Health	(701) 328-5150		
NDDOH	IT Coordinator	(701) 328-2494		
NDDOH	Waste Management	(701) 328-5166		
NDDOH	Public Information	(701) 328-4619	(701) 328-1665	
NDDOH	Water Quality	(701) 328-5210		
NDDOH	Preparedness & Response	(701) 328-2270		

FEMA Region VIII EPA	Region 8 Coordinator	(303) 312-6848	(303) 312-7203	
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The County, Cities, and Emergency Management Director have engaged their due diligence by taking reasonable steps to call and calculate business capabilities during a debris removal situation. All companies, jurisdictions, boards, and agencies listed herein either responded to a “debris removal list” newspaper ad, or have physically been called and have been listed due to their stability in providing work and quality performance to the county and/or cities over many of years of services. The other companies, boards, and jurisdictions outside of Ward County were also physically mailed letters of what services they could provide during debris cleanup. For a larger County in North Dakota with a population of 70,000, the Emergency Management Director feels that she has taken a level of judgment, care, prudence, determination and activity that a reasonable county would take to complete a Resource List in a Debris Management Plan.

## **Appendix B, Lifelines, Debris Sites, Critical Infrastructure, and other Debris Clearance Priorities:**

This Appendix provides a listing of debris clearance locations based on the priorities developed in section 6, *Debris Clearance and Hauling Operations*.

During the 2011 Flood event a collection area was identified at Hoeven Park, however, due to the number of issues that came up with that collection site all the non-hazardous waste was then directly taken to the Minot Landfill. It has been agreed on regarding future incidents and/or disasters that berms would be placed along the affected streets and avenues and then hauled directly to the landfill.

### **Access to critical Facilities and Infrastructures:**

See Hazard Mitigation Plan for a listing for all County and Cities Critical infrastructure, as well as, their locations.

### Appendix C: Example of Dailey Operational Report

CONTRACT NO. \_\_\_\_\_

DAILY REPORT					
CONTRACTOR:			DATE OF REPORT:		
CONTRACT NO:					
Truck No.	Location of Work	Landfill Trips	Tonnage Totals	Local Collection Site Trips	Tonnage Totals
1					
2					

3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
		DAILY TOTALS				

**Appendix D: Sample of Right-a-way Contract**

ROE No. \_\_\_\_\_

GPS Location:

Longitude \_\_\_\_\_

Latitude \_\_\_\_\_

**SAMPLE RIGHT-OF-ENTRY ON PRIVATE PROPERTY FOR DEBRIS REMOVAL**

Property Address/Description \_\_\_\_\_

Name (Owner or Tenant) \_\_\_\_\_

City \_\_\_\_\_

**Right of Entry**

I certify that I am the owner, or an owner’s authorized agent, of the property described above. I grant, freely and without coercion, the right of access and entry to said property to the United States Government, including but not limited to the US Army Corps of Engineers and the Federal Emergency Management Agency (FEMA), the State of North Dakota, Ward County, and each of their agencies, agents, contractors, and subcontractors, for the purpose of removing and/or clearing any or all storm-generated debris from the above described property.

**Hold Harmless**

I understand that this permit is not an obligation upon the government to perform debris removal. I agree to indemnify and hold harmless the United States Government, the US Army Corps of Engineers, FEMA, the State of North Dakota, Ward County, and any of their agencies, agents, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities. I will mark any sewer lines, septic tanks, water lines, and utilities located on the described property.

**Duplication of Benefits**

Most homeowner’s insurance policies have coverage to pay for removal of storm-generated debris. I understand that Federal law (42 United States Code 5155 et seq.) requires me to reimburse the Federal government, through Ward County, the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to Ward County. If I have received payment, or when I receive payment, for debris removal from my insurance company, or any other source, I agree to notify and send payment and proof/statement of loss to Ward County for final recovery by FEMA. I understand that all disaster related funding, including that for debris removal from private property, is subject to audit. (I/We) acknowledge(s) that information submitted will be shared with other government agencies, federal and nonfederal, and contractors, their subcontractors and employees for purposes of disaster relief management and for the objectives of this right of entry.

**By signing this document, (I/we) certify that (I/we) (am/are) the owner of this property and**

**/or that (I/we) (am/are) authorized to sign this right of entry.**

For the consideration and purposes set forth herein, I hereby acknowledge by my dated signature below.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(All owners must sign)

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing Address (if different from municipal address listed above):

Current Telephone Number(s)

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Please do not remove the following items:

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## Appendix E: PIO Sample Press Releases

Pre-scripted information will include the following, but is not limited to:

### **SAMPLE PRESS RELEASES**

For Immediate Release (Approximately 48-72 Hours Prior to Event)

Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey - The potential for dangerous conditions is eminent for this community and its residents. In anticipation of a likely large debris-generating storm, residents are asked to secure or store all yard items that may become damaging projectiles. The Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer,

and the City of Surrey is prepared and has a plan in place to immediately respond following the event. Once dangerous conditions subside and roads have been cleared of obstructions, residents should bring any debris to the right-of-way.

Residents should separate clean, vegetative debris (woody burnable debris such as limbs and shrubbery) from construction and demolition debris. Do not mix hazardous material, such as paint cans, aerosol sprays, batteries, or appliances with construction and demolition debris. Household garbage, tires or roof shingles cannot be combined with any storm debris.

Do not place debris near water meter vault, fire hydrant or any other above-ground utility. Only debris placed on the right-of-way will be eligible for collection until further notice.

If all debris is not picked up during the initial pass, residents should continue to push remaining debris to the public right-of-way for collection on subsequent passes. Residential debris drop-off locations may be available within the County and/or City limits. Check Ward County's and your City's Web site \_\_\_\_\_ for the location of these sites and the hours of operation or call \_\_\_\_\_. Ward County's and your City's website will also provide office closure times/date (including garbage collection and facilities). All reconstruction debris (debris resulting from rebuilding) is the responsibility of the homeowner. Those items must be dropped off at the \_\_\_\_\_. All residents within Ward County are encouraged to stay indoors until the danger has passed. Please tune into local news media for updated information.

####

For Immediate Release (Approximately 0-72 Hours Following Event)

Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey —is beginning its recovery process in the wake of \_\_\_\_\_. Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey residents are asked to place any storm-generated debris on the right-of-way. The right-of-way is the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement. Keep vegetative debris (woody burnable debris such as limbs and shrubbery) separated from construction and demolition debris, as they will be collected separately. Bagged debris should not be placed on the public right-of-way. Any household hazardous waste, roof shingles or tires resulting from \_\_\_\_\_, may be eligible for removal and should be separated at the curb.

Do not place near water meter vault, fire hydrant or any other above-ground utility. Only debris placed on the \_\_\_\_\_ will be eligible for collection until further notice.

If all debris is not picked up during the initial pass, please continue to push remaining debris to \_\_\_\_\_ for collection on subsequent passes. Household garbage collection will resume to its normal schedule on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_: \_\_\_\_\_ am/pm.

Please check Ward County or your Cities Web site \_\_\_\_\_ for additional information and updates on the debris removal process. For more information, please call the city's debris hotline at \_\_\_\_\_.

####

For Immediate Release (72 hours prior to final pass of debris removal)

Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey — Final preparations are being made for the third and potentially final pass for debris removal in the wake of \_\_\_\_\_.

Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey residents should have all storm-generated debris in front of their homes on the public right-of-way (the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement) no later than \_\_\_\_\_ to be eligible for pick-up. Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey will not be able to guarantee that debris placed on the public right-of-way after the specified deadline will be removed.

Residents should continue to separate vegetative debris (wood burnable debris such as limbs and shrubbery) and construction and demolition debris. Do not place debris near water meters, fire hydrants, or any other above-ground utility. Hazardous household chemicals such as paint cans and batteries may be deposited at the \_\_\_\_\_.

You can follow the debris removal efforts in your neighborhood and the rest of the city by going to the Ward County or your Cities web site at \_\_\_\_\_ or \_\_\_\_\_ or by calling \_\_\_\_\_.

## Distribution Plan

Public information related to debris management will be submitted to the public in as many ways as possible. Although there will be an operational public information officer(s) designated by the Incident Commander, this position will work in cooperation with all Cities and County Public Information Officers to facilitate distribution of public information. The following communication vehicles will be considered when performing this function:

- **Media** – This includes local television, radio, newspapers, or community newsletters that reach the impacted area(s).
- **Internet Sites** – Information will be posted to the Ward County, City of Berthold, City of Burlington, City Carpio, City of Des Lacs, City of Donnybrook, City of Douglas, City of Makoti, City of Minot, City of Ryder, City of Sawyer, and the City of Surrey web pages that are listed above.

- **Public Forums** – This includes interactive meetings at a local government building(s), community centers, etc.
- **Direct Delivery Products** – This includes door hangers, direct mail, fact sheets, flyers within bills, billboards, etc.

Using these various communication methods will ensure the distribution of information even if power, utilities, and other infrastructure have been damaged during the disaster. Providing this information to the workers in the field is also a critical way to distribute vital information.

The Public Information Officer(s) may choose to establish a Debris Information Hub if the size of the debris management process warrants it. This may include utilizing a hot line that is set up by the Emergency Management Department.

Through the listed mechanisms, the public will be encouraged to do the following:

- Separate debris materials – burnable materials, non-burnable materials, household hazardous waste (HHW), and recyclable materials;
- Place separated materials at local curbside;
- Keep debris materials from fire hydrants;
- Report illegal debris material dump sites; and
- Review all debris removal routes and schedules

Ward County and/or the Cities within the county may contract out print services for Debris Management activities. If operational demands exceed the capabilities of the Print Shop, contractors or mutual aid may be required to supplement the printing of necessary items.