

# Debris Management Annex



**Larimer County Emergency Management**  
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## **I. Overview and Administration**

Disaster events such as wind or snowstorms, wildfire, floods, tornadoes, earthquakes, and other natural and technological emergencies have the potential for causing extensive damage to public and private property. Such natural and human-caused disasters produce a variety of debris that can include such things as trees, sand, gravel, mud, building and construction materials, vehicles, personal property and hazardous materials. Community and worker safety are of paramount importance. Additionally, the safety and appearance of the environment are important in order to facilitate a return to normalcy. A planned debris removal and recovery procedure is essential for quickly opening major transportation arteries, providing access to critical facilities, and for removing debris-related threats to public health and safety.

This Annex describes procedures to be followed in the removal and recovery of debris resulting from natural and technological disasters or other major incidents. A coordinated effort will be necessary for the removal, collection, and disposal of debris generated from a large event. The goal will be to use existing solid waste best practice strategies and methods to reduce, reuse, recycle, or recover, with the Larimer County Landfill as a final option. Initial debris assessment will determine if a disaster event is of significance to request assistance from outside resources. The Solid Waste Department, within the Public Works Division, along with permanent or ad hoc Debris Management staff (concurrent with a disaster or otherwise) will help establish priorities for the allocation of resources, collaborate with damage assessment team needs, physically open transportation routes, remove debris, and, if needed, locate temporary storage sites for the collection and recovery of debris.

This Annex contains guidance regarding organization, responsibilities, documentation, contracting, activation of the Debris Management Annex, temporary debris storage sites, informational fact sheets, and samples of agreements and contracts.

## **II. Purpose**

The purpose of the Debris Management Annex is to provide organizational structure, guidance, standardized procedures and coordination of efforts for the clearance, removal and disposal of debris caused by a major debris-generating event in Larimer County. This plan unifies efforts of public and private organizations for a comprehensive and effective approach to:

- Establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.
- Implement and coordinate private sector debris removal and disposal contracts to maximize cleanup efficiencies.
- Expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety, and welfare of residents.
- Coordinate partnering relationships through communication and pre-planning with local, state, and federal agencies that have debris management responsibilities.

### **III. Situation and Assumptions**

#### **Situation**

Debris removal is undertaken in order to remove threats to lives, public health and safety, remove the threat of significant damage to improved public or private property, or when it is necessary to permanently repair and restore damaged public facilities, and in some instances, private property. 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. These factors will also have a direct impact on the type of collection and disposal methods utilized to address the debris problem, the associated costs incurred and how quickly the problem can be addressed. Localized events may present challenges associated with the collection of hazardous materials and construction and demolition type debris. Natural events, such as floods, snow storms, tornadoes and windstorms may present more organic material accumulations. Substantial amounts of contaminated debris will result in the need for innovative solutions and decision-making. The nature of the event will require that debris management procedures be flexible and dynamic.

Debris types may include:

- Woody and tree material
- Household goods, including furniture, personal belongings, and appliances
- Food waste
- Utility poles and wires
- Hazardous materials and infectious waste
- Vehicles and tires
- Building materials
- Animal carcasses
- Silt, Mud, Sediment and other soil-type materials

In a major or catastrophic disaster, local governments will have difficulty in locating staff, equipment and funds to devote to debris removal, in the short-term as well as long-term. For such events, private contractors will play a significant role in the debris removal, collection, reduction, and disposal process.

Larimer County Road and Bridge (predominantly) has certain vehicles and loading equipment that could be assigned to smaller, more manageable debris incidents. Several private waste-hauling companies service the commercial and industrial sectors, as well as some limited residential customers. In a disaster-debris event, the county will utilize all available in-house equipment and operators in order to address, as far as possible, the equipment needs of the incident. After an operational period or two and particularly for larger events, contractors will also be hired to supply collection containers to collect, load and transport debris to appropriate processing facilities and regional landfills.

Numerous recycling centers/donation facilities are and may be set up throughout the communities of Larimer County. Numerous materials are routinely collected at various drop-off facilities, and it may be expandable by our community partners in a large incident to accommodate disaster-related recyclables that are properly separated by type and dropped off by the public. Materials currently recycled may include:

- tree branches and other green wastes
- scrap metals, empty propane tanks and fire extinguishers
- white goods and large appliances
- small appliances like toasters and coffee makers
- automotive and household batteries
- tires and rims
- toilets and other porcelain fixtures
- TVs, VCRs/DVDs, stereo equipment
- computers, printers, copiers, , phones, , electronics
- Clothing and shoes
- Hardbound and softbound books
- Large plastics like toys and play structures
- The common curbside materials like cans and bottles, cardboard, newspapers, magazines, junk mail and paperboard.

Materials that cannot be separated for recycling, or that are not recyclable, will ultimately be hauled to the Solid Waste Management facility (a.k.a. The Landfill) located at 5887 S. Taft Hill Road in Fort Collins. Another landfill is operational on the west side of Estes Park off of Spur 66. This landfill has a remaining lifespan of approximately 24 years before closure (an estimate which has yet to be revised following the 2013 floods). A future transfer station at this same location is an option being considered by staff.

Solid Waste responsibilities include:

- Disposal of solid wastes at the Landfill;
- Operation of regional transfer stations in Berthoud, Wellington and Red Feather;
- Hauling of solid waste from transfer stations to the Landfill;
- Collection and processing of household hazardous wastes;
- Managing a public information program that provides options for disposal of a broad range of solid wastes (including reuse, recovery, recycling, composting, and landfill disposal).

NOTE: Larimer County is exceedingly fortunate to have a permitted, county/city-owned and operated landfill located so close to the city limits of Fort Collins and Loveland. For most disasters, it will likely be much more cost effective and efficient to haul non-recyclable materials directly to this fully-permitted landfill rather than to some temporary debris storage site. Any such temporary storage site(s) would have to be acquired, properly secured, surveyed, permitted and monitored for environmental compliance, documented with before/after photos, and returned to an acceptable condition upon its closure as a temporary

site. These considerable costs and efforts should be carefully weighed against the option of direct-hauling straight to the Landfill.

### **Assumptions**

The following assumptions exist with regard to debris management in Larimer County:

- Information by initial damage assessment teams will be critical in determining the amounts and types of debris as well as priorities for emergency debris removal.
- A large-scale disaster event will likely impact the lives of many local response staff to a degree that they may not be available for immediate emergency debris removal.
- The amount of debris resulting from an event or disaster could exceed Larimer County's ability to dispose of it.
- A coordinated community effort will be required to effectively collect, remove, and dispose of debris following a disaster.
- In order to combine local resources (personnel, equipment, supplies) various jurisdictions may join together to establish a local area of operations for collecting and handling the debris.
- Mutual aid from adjacent jurisdictions will be coordinated with pre-disaster planning.
- Pre-disaster planning will provide the jurisdictions knowledge of debris management and how to organize locally to conduct debris removal operations thus ensuring that cost effective and environmentally sound practices will be used.
- Damage to county facilities and equipment as well as that of our municipal partners may hamper initial emergency debris removal efforts.
- During many disasters, electricity will be lost for a period of time and communications systems will be lost or overloaded.
- Roads, bridges, and overpasses may be damaged, limiting access for debris removal.
- A local disaster will be declared. If the natural disaster requires, the Governor would declare a state of emergency that authorizes the use of state resources to assist in the removal and disposal of debris. In the event federal resources are required, the Governor would request through FEMA a Presidential Disaster Declaration.
- Emergency powers may be enacted during a declared disaster to prevent price gouging, to temporarily suspend codes and relax permit and zoning processes, and to streamline purchasing procedures.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal services. Accordingly, contracts with private sector partners will be necessary to augment public efforts.
- Private property debris removal will often not be covered under state or federal funding programs and will therefore be more challenging to manage.
- Debris may be contaminated with chemical and/or biological agents unless determined otherwise.
- In the event that debris sites are crime scenes, evidence procurement will take precedence over debris removal.
- Human and/or animal remains may be located within debris.
- The solid waste hierarchy for removing debris will be to reuse, recycle, compost, and,

finally, remove to the landfill.

- In some cases, debris may need to go directly to the landfill for rapid removal from the area from a safety standpoint. This will be at the discretion of the Debris Manager

#### **IV. Authorities**

- Larimer County Comprehensive Emergency Management Plan, Disaster Recovery
- Colorado Disaster Emergency Act
- 44 CFR (Code of Federal Regulations) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 44 CFR Part 206, Federal Disaster Assistance (subparts G-L pertain to the Public Assistance Program)

#### **V. Phases of Emergency Management**

##### **Preparedness**

Departments Involved: Solid Waste Department, Road and Bridge Department, Utilities, Natural Resources, Emergency Management, Purchasing, Risk Management, Legal

##### **Pre-Disaster:**

- Develop site selection criteria checklists and maps to assist in identifying potential debris storage sites.
- Maintain list of potential sites for temporary storage and recycling activities (see Resource Guide).
- Maintain list of local contractors who can assist in all phases of debris management and *make necessary arrangements to ensure their availability in the event of a pending disaster*;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management activities.
- Develop mutual aid agreements with other state agencies and local governments, as appropriate, following guidelines established in county procurement manuals.
- Pre-identify local and regional critical routes and key roads in cooperation with contiguous and regional jurisdictions.
- Maintain list of recycling processes (see Resource Guide).
- Periodically communicate with State and County officials regarding debris removal planning.
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.

- Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.
- Develop and coordinate pre-scripted announcements with the Public Information Office [PIO] regarding debris removal processes, collection times, temporary storage sites, use of private contractors, environmental and health issues, etc.
- Periodically review debris removal plans of other jurisdictions.
- Maintain a file of professional journal articles concerning debris removal.

#### Pending / Imminent Disaster:

- Alert local departments that have debris removal responsibilities ensuring personnel, facilities and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.

#### **Response**

Departments Involved: Solid Waste Department, Road and Bridge Department, Emergency Management, Sheriff, Finance, Engineering, Natural Resources

#### Response Actions:

- Activate debris management plan and oversee all phases of debris removal.
- Ensure damage assessment activities are completed prior to debris removal.
- Work with Road and Bridge Director to establish debris removal priority areas;
- Identify resource needs, public and private.
- Determine the degree to which other County departments/divisions can assist;
- Determine when to bring in private contractors;
- Coordinate and track resources, public and private.
- Establish priorities regarding allocation and use of resources.
- Begin documenting costs.
- Coordinate FEMA reimbursement recordkeeping process and ensure documentation requirements are met.
- Provide debris removal information to Public Information Officer and the designated media spokesperson
- Coordinate debris removal with law enforcement and emergency services operations;
- Coordinate with state and regional officials regarding permits and disposal procedure;
- Establish recycling, reuse, and disposal priorities;
- Staff EOC as needed;
- Maintain unit log.

#### **Recovery**

Departments Involved: Solid Waste Department, Road and Bridge Department, Finance, Risk Management, Department of Health and Environment

#### Recovery Actions:

- Continue to collect, store, reduce and dispose of debris generated from the event in a cost-effective and environmentally and responsible manner.
- Continue to document costs.
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
- Perform necessary audits of operation and submit claim for federal assistance when applicable.

## **VI. Concept of Operations**

Debris Management activities will be coordinated through the Emergency Operations Center during the response phase of any large-scale emergency or disaster, and will transition to the Recovery Coordination Center once the EOC is deactivated and short- and long-term recovery is underway. In events that do not require an EOC or RCC, Debris Management will be accomplished through the Solid Waste Department as the lead agency.

### **Debris Lead Agency**

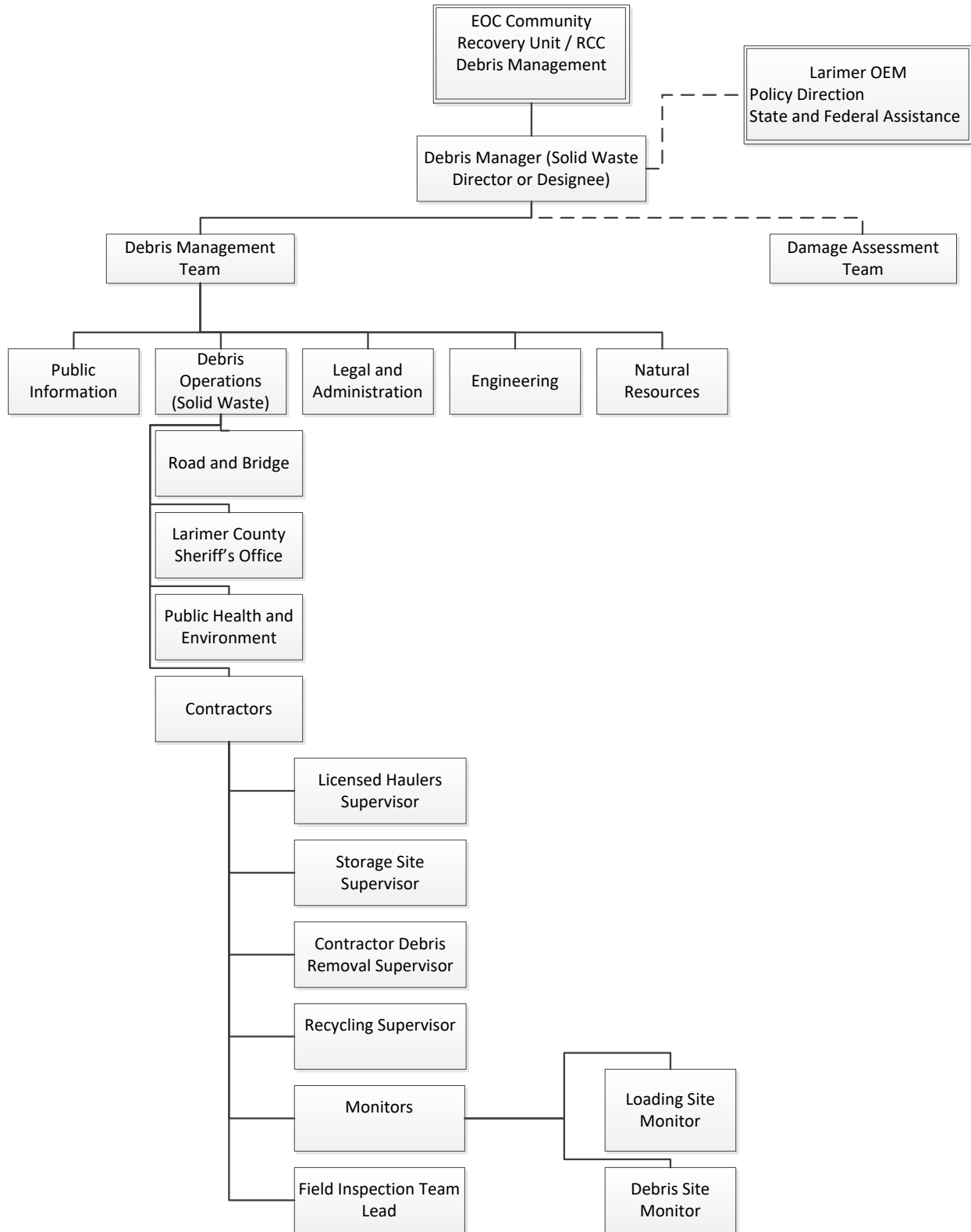
The Director of the Solid Waste Department within the Public Works Division is designated as the Larimer County Debris Manager. The Debris Manager will be responsible for, but not limited to, the following with respect to any and all debris management issues:

- Keeping the EOC Manager, RCC Manager, County Manager and the Larimer Board of Commissioners briefed on the status of the debris clearing, removal, recycling and disposal operations
- Assuring that Larimer County is represented at all meetings with other government and private agencies involved with the debris cleanup operation
- Coordinating with county Public Information Officers (PIOs) to coordinate media reports on debris operations
- Coordinating with affected cities and communities within Larimer County on all debris clearance, removal and recycling and disposal issues
- Convening emergency debris coordinating meetings as appropriate

The Debris Manager will assign a debris representative to the Emergency Operations Center (EOC) with the responsibility for coordinating all debris clearance and cleanup actions. Actions will focus on keeping track of progress of the initial debris clearance from public roadways and critical facilities. The Debris Coordinator will keep the EOC Manager and other department debris coordinators informed of cleanup progress and any problems encountered or expected.

The Debris Manager will be supported by a joint debris staff made up of personnel from Solid Waste, Road and Bridge, Public Works, Natural Resources and representatives from other supporting departments and agencies. A Debris Management Center may be activated to support debris operations as needed in large-scale incidents involving debris. This will be at the discretion of the Debris Manager.

## Debris Management Organization



## **Damage Assessment**

Although a flyover assessment using small planes or helicopters is desirable, surface photos from Initial Damage Assessment Teams or others and video recordings will be the initial and probably primary means of collecting damage assessment data. Use of hand-held geographic positioning systems (GPS) will also assist in these efforts to accurately document the extent and location of damages, determine action priorities and assist with planning and cleanup efforts.

## **Debris Classifications**

The determination of the quantity and type of debris is critical to efficient and legally compliant debris management. Effective debris contracting, efficient Debris Management Sites, a timely determination that state and federal resources will be needed, and a reasonably accurate estimate of debris type quantities are essential. To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations be standardized.

### Segregation of Debris

Garbage and trash from residents should be set out at the curb as normal. Residents will be informed not to mix typical household garbage and trash with structural debris, vegetation, tires, household hazardous waste or appliances.

- **Household Hazardous Waste (HHW)**

Contractors and public works staff are encouraged to separate HHW at the curb and not haul it to a debris management site or the landfill. Residents will be encouraged to separate and transport HHW to the Hazardous Waste Center, located at the Solid Waste Management Facility at 5887 S. Taft Hill Road, Fort Collins, CO. This HHW facility's normal operating hours are limited to a few days per week. Please see the following website for more information:

<http://www.larimer.org/solidwaste/haz.htm>

- **Business Hazardous Waste**

The Hazardous Waste Center can provide technical advice and assistance to small businesses regarding the disposal of hazardous waste. Small businesses may call the county at 498-5760.

- **Appliances**

Freon-containing appliances must be segregated from other disaster debris. All such appliances must have their Freon removed by a certified technician prior to being recycled.

- **White Goods**

Heavy consumer durables such as air conditioners, refrigerators, stoves, dryers, freezers etc., which used to be painted only in white enamel finish. These items are accepted at the Larimer County landfill.

- **Vegetative**

Also known as yard waste, is natural debris such as trees, shrubs and plants. Depending upon the location of such debris, either the Debris Management Team will clear it or it will need to be hauled to the landfill for disposal.

- **Garbage**

Regular household garbage. This is not considered debris and should be taken to the landfill for disposal.

- **Construction/Demolition**

Non-hazardous, uncontaminated material resulting from construction, remodeling, repair, or demolition of utilities, structures, and roads.

- **Asbestos**

Regulated asbestos containing materials (RACM) must be separated from construction and demolition waste. RACM may be disposed of at the Landfill only if it accompanied by a waste shipment record and complies with the provisions of the Asbestos NESHAP, and the county has provided written permission.

- **Ash Disposal**

Disposal of ash from burn sites should follow guidelines and regulations as outlined by the Larimer Department of Health and Environment and CDPHE. If ash is to be moved, it must be contained.

- **Soil Disposal**

The disposition of soil is determined through a process that characterizes the material for potential hazardous and designated constituents. The Landfill can accept only non-hazardous soil that is not suitable for reuse onsite.

Soils must be tested if it is determined that there is fuel, oil or other hazardous materials present. Soil can be temporarily stored pending receipt of soil analytical data. Stored soil that is determined to be hazardous must be removed.

- **Waste Tires**

Scrap tires collected during a disaster may be taken to the Solid Waste Management Center for recycling. It is located at 5887 S. Taft Hill Road in south . Scrap tires should never be burned.

- **Dead Animals**

Emergency storm events can result in loss of livestock, pets and natural wildlife. The Solid Waste Management Center can accept segregated loads of dead animals.

## Human Remains

Unfortunately, catastrophic events often result in human deaths. It is not uncommon for there to be many people unaccounted for and believed to be buried under the event debris. The recovery of these remains must be conducted in a dignified and respectful manner that is integrated with the debris stream processing. The remains should be considered biohazardous, handled with appropriate protective equipment, and contained in a manner as to minimize the spread of biological contaminants. Remains should be recovered at the debris site to the maximum extent practical.

Should human remains be discovered during the collection of storm debris, the debris collection site will immediately notify the loading site monitor who will call the Larimer County EOC, Debris Manager. The Larimer County Coroner will be in charge of all human remains and handling procedures based upon the incident.

\* ***Crime Scene Debris Removal*** - It is essential for public safety, and for purposes of crime scene investigation that the site of a terrorist incident is secured during the initial response, and maintained during the recovery operation.

## Debris Forecasting and Estimating

Debris forecasting is crucial to determining the size of the response needed. In general, the following formula may be used to determine the amount of material that will be encountered from any building after the disaster event:

Estimated cubic yards of building-related debris materials =

$$\frac{\text{Length X Width X Height}}{27} \times .33$$

Other formulas may also be considered in case of disaster event:

- **Vegetative Cover Multiplier**  
The vegetative cover multiplier is a measure of the amount of debris within a subdivision or neighborhood. The descriptions and multipliers are described as: Light (1.1 multiplier) includes new home developments where more ground is visible than trees. These areas will have sparse canopy cover. Medium (1.3 multiplier) generally has a uniform pattern of open space and tree canopy cover. This is the most common description for vegetative cover. Heavy (1.5 multiplier) is found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.
- **Personal Property**  
The amount of personal property within an average flooded single-family home has been found to be:

25-30 cy for homes without a basement  
45-50 cy for homes with a basement

- Mobile Homes

Mobile homes have less wasted space due to their construction and use. The walls are narrower, and the units contain more storage space. Therefore, the typical mobile home generates more debris by volume than a single-family home. Historically, the volume of debris from mobile homes has been found to be:

290 cy of debris for a single-wide mobile home  
415 cy of debris for a double-wide mobile home

- Vegetation

Vegetation is the most difficult to estimate due to the random sizes and shapes of trees and shrubbery. Based on historical events, the United State Army Corps of Engineers (USACE) has established a few rules of thumb in forecasting and estimating vegetative debris. Treat debris piles as a cube, not a cone, when estimating:

15 trees, 8 inches in diameter = 40 cy (average)  
One acre of debris, 3.33 yards high = 16,117 cy

Volume – Weight Conversion Factors

These factors to convert woody debris from cubic yards to tons are considered reasonable and were developed by USACE.

Softwoods 6 cubic yards = 1 ton  
Hardwoods 4 cubic yards = 1 ton  
Mixed debris 4 cubic yards = 1 ton  
C&D 2 cubic yards = 1 ton

To verify these conversion factors in the field, several truckloads may be tested. Trucks should be well loaded, contain woody debris typical of that being removed, and truck capacities should be verified. It is recommended that testing be performed with all affected parties present.

Aerial and surface photos and videos may be very useful after a disaster event to assist in calculating the amount of debris generated. News reports should be constantly reviewed in order to identify affected areas. The amounts and locations of debris generated will determine the size of the response necessary. Determinations will be made to establish if outside assistance is required based on staffing, available local resources and amount of debris.

Debris forecasting activities will require special considerations in the event of a disaster that claims human or animal life. All debris should be evaluated for possible hazardous waste. Other considerations include historically sensitive structures, environmentally sensitive locations, salvageable items, crime scene integrity, and victim memorials. Safety consideration for debris removal personnel should be paramount at all times.

Debris estimates should be grouped into the following categories whenever possible in order to ascertain the collection equipment most appropriate to be dispatched:

- Putrescible (malodorous wastes)
- Woody Recyclables
- Non-Woody Recyclables
- Miscellaneous Dry Waste
- Hazardous Waste
- Privately owned property (vehicles) on public roadways
- Electronics Equipment
- Soil / Sediment
- Human or Animal Remains

### **Public Notification and Information**

The Public Information Officer will develop a proactive information management plan for debris. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, website, social media, radio and TV public service announcements will be used to obtain the public's cooperation in separating tree and landscape debris; segregating household hazardous materials, banned materials and appliances; placing disaster debris at the curbside; and segregating garbage and recyclable materials. Pickup schedules will be disseminated in the local news media.

The provision of accurate and timely information to residents and officials is of critical importance. The Larimer County EOC Manager will determine who will be the official and primary media spokesperson for the county regarding all debris management activities.

The ESF/RSF Lead for Public Information will provide the Debris Manager all needed support for media releases, public service announcements, radio/TV contacts and communications, and inter-agency communications. Common public information outlets include the Larimer County webpage and social media sites, Coloradoan newspaper; the Emergency Management information page at [larimer.org/emergency](http://larimer.org/emergency) and 498-5500, an advertised and published county hotline; local radio stations; Comcast cable TV channel 14; and informational flyers disseminated from grocery stores, gas stations and other commonly visited locations.

It is extremely important for the public to be notified of the procedures to be followed in handling the debris on their property and businesses as soon as the information is available.

This information should include:

- Notice of how removal of debris from private property will be conducted and what is type of debris eligible to be picked up.
- Dates and time and locations schedules for debris pickup within the jurisdiction.
- Informational bulletins regarding the individual owners responsibilities, insurance coverage considerations, volunteers. etc.

### Pre-scripted Information:

During an event, pre-scripted information is valuable in that the PIO will have the ability to get information to the public quickly. Pre-scripted information may include but is not limited to:

#### Collection of Debris

- How will the debris be collected?
- If there is curbside collection by municipalities or special districts?
- Will applicant employees or a contractor collect the debris?
- What are the schedules and the routes for collection?
- What is the final collection date for streets, sectors, or subdivisions?
- What type of debris will be collected?
- Are collection centers provided?
- Where are the collection centers?
- What are the daily collection center hours?
- Is debris to be segregated at the collection centers?
- What types of debris will be accepted at the centers?
- How long will the collection centers accept disaster-related debris?

#### Debris Management Sites

A collection center, debris staging area and a Debris Management Site (DMS) may be the same site and may be established in conjunction with conventional deliveries of trash to the Landfill. If so, the same information for the collection centers above applies to the DMS, along with:

- Where can a resident find a site map of the DMS for public debris drop off of Household Hazardous Waste (HHW), construction and demolition debris, etc.? Are these areas segregated and well-marked for vehicular traffic?
- Will residents be charged a fee to use the DMS?
- Will residents be restricted as to how much disaster-related debris can be dropped off at the DMS?
- Will the DMS have burning, chipping, or grinding operations? If so, during which hours will these activities take place? Address any environmental concerns the public may have as well.
- How long will residents be able to bring their disaster-related debris to the DMS?
- How long will the DMS be open to process (reduce/recycle) debris?
- Are there traffic changes that will impact the general public due to the location or operation of the DMS?

### Distribution plan

The public information strategy may include its 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 distributing the information:

- Media – Local television, radio, newspapers, or community newsletters.
- Internet Site – Applicant website and debris information flyers for printing. (Refer to the social media cheat sheet at the end of this section)

- Social Media – Twitter and Facebook accounts
- Public Forums – Interactive meetings at town hall or shopping mall kiosks.
- Direct Mail Products – Door hangers, direct mail, fact sheets, flyers within billings, and billboards.

The public information staff may take advantage of every information vehicle available if power, utilities, and other infrastructure have been damaged. Many times 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 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.

- Update and Redistribution  
Residents hold community leaders responsible for misinformation and progress may slow if information is not routinely updated to remain current and accurate. The public information strategy may address changes and revisions as the debris removal operations progress. Changes in operations directly affect how often information to the general public is distributed. During the early stages of the operations, the PIO may rely on the immediate transmission of the information, such as through radio and television, to update the general public regarding the debris removal operations. Once the operations become more routine and predictable, the information can be distributed through the print media, such as newspapers, mailings, and flyers.
- Debris Information Center  
The PIO may establish a temporary debris information center to address concerns and complaints, and answer questions that are not included in the public information campaign at-large. The platform for the debris information center may be personal interactions at the Court House Office Bldg., a telephone hotline (in addition to the emergency info line of 498-5500), internet site, or a specific post office box. Feedback from the information center may give management staff an indication of how effective and efficient the operations are progressing. The management staff may use this information to adjust operations appropriately. The debris information center may also be utilized to report fraud. Disaster victims want a full and quick recovery and have little tolerance of being taken advantage of during an already trying time. The ability to report fraud and crime is important to the public's feeling of safety and well-being when the applicant's law and code enforcement agencies are stretched thin. The management team may take advantage of residents' eyes and ears after a disaster event and provide an outlet for reporting crime and fraud within the recovery operations.

NOTE: This site will be determined after the incident as the location depends on the location, magnitude, and nature of the disaster/debris.

## VII. Direction and Control

In the event of a debris-generating event, the Larimer County Sheriff's Office or the Director of Emergency Management would normally activate the County Emergency Operations Center (EOC) and various members of the Debris Management Team may be requested to assist the EOC staff in the management of the debris situation.

Jurisdictions throughout Larimer County will evaluate the amount of damage and debris within their jurisdictions and provide the EOC information on amount of damages and debris removal actions planned. Requests for disaster assistance will be in accordance with the Larimer County Comprehensive Emergency Management Plan. Each jurisdiction within the county must execute an emergency declaration for their jurisdiction if assistance is needed beyond the capabilities of the local entity. A copy of the declaration will be sent to Larimer County OEM as well as the State of Colorado.

### Debris Management Phases

The Debris Management Team(s) will address debris issues and response using a phased approach as noted below:

- Phase One: Debris Clearance Operations - *Emergency debris clearance* to open access for emergency response vehicles and necessary traffic. This may be accomplished by jurisdiction officials due to the immediate nature of the situation.
- Phase Two: Debris Removal and Disposition
  - Priority 1 – Debris issues affecting health and safety. These may include such issues as chemical, sewage, and flood contaminated debris, as well as dangerous limbs and trees, dead animals, and spoiled food.
  - Priority 2 – Other actions necessary to protect health and safety. These may include, but not be limited to, pest or rodent control activities associated with the presence of debris.
  - Priority 3 – Complete all remaining debris activities necessary to restore the county to pre-disaster condition.

**NOTE:** *\*\*It is important to note that the many of the first activities may or may not qualify for reimbursement under a state or federal declaration; however, they may be critical to obtaining access and preventing the spread of disease in the communities.*

It is important to understand the difference between debris clearance and removal. Initial activities necessary to eliminate life and safety risks are defined as **debris clearance**. Little or no effort is made to remove debris from the right of way during this time. Whereas **debris removal** refers to activities as a means to recovery, after the emergency routes are cleared. Debris removal is implemented within two to five days following a major debris generating event, as access allows, and will encompass the processes of debris removal and disposal.

### Debris Clearance

To achieve this objective, ***Phase One involves clearance of debris*** from key roads in order to provide access for emergency vehicles and resources into the impacted area. During the first stage of recovery, debris activities will emphasize clearing key roads for emergency access by pushing debris to the edge of the right-of-way, rather than restoring roads to pre-event conditions.

The Road and Bridge Department's responsibility is to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police and medical responders. Emergency responders and other field personnel will conduct initial area by area windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways. Priority for debris clearance will be based upon the following criteria:

1. Extricate people
2. Major flood drainage arteries
3. Ingress / Egress for fire, police, and Emergency Operations Center
4. Communications Infrastructure Repairs
5. Ingress / Egress to hospitals and other medical facilities
6. Major traffic routes
7. Access for utility restoration
8. Government facilities
9. Shelters
10. Neighborhood streets and private property adversely effecting public welfare

### Debris Removal

The need and demand for critical services will increase significantly following a disaster. Accordingly, ***the first priority of debris removal resources*** will be to provide access to critical facilities pre-identified by local government. Critical facilities in Larimer County are:

- Emergency facilities
- Utilities
- Emergency shelters
- Accesses to key staging and debris storage areas

***The second priority for debris removal teams*** to address will be the elimination of debris-related threats to public health and safety. This will include such things as the repair, demolition or barricading of heavily damaged and structurally unstable county buildings, systems or facilities that pose a danger to the public. Mutual aid to municipalities may find county resources being used within city limits for a variety of tasks ordinarily unassociated with county jurisdictional debris issues. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred. ***The third priority for debris removal teams*** involves the removal of debris from other areas within the county as determined by the Debris Manager.

***NOTE:** In incidents where debris is part of a **crime scene**, the Larimer County Sheriff's Office will be immediately contacted and special actions will be taken prior to debris removal. Crime scene constraints may hinder normal debris operations. Thus, solid waste and law enforcement officials will need to cooperate closely on the management of debris at potential crime scenes.*

### **Debris Removal and Disposition Operations**

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

Debris removal operations will be divided into three areas: public property, private property and the demolition of structures.

- a) **Public Property/Rights-of-Way Debris Removal:** Debris deposited on public lands including the right-of-way will be the responsibility of the local jurisdiction having authority.
  - In some cases, where a health and/or safety threat exists, private property owners may move event-related debris to the public right-of-way for removal by Larimer County
  - The County, through the Policy Group or the Board of County Commissioners, will determine if the removal of debris is in the Public Interest, based on damage assessments, estimates of debris volume, and other available data.
  - Each municipality and/or special district is responsible for coordinating the permanent removal, storage, recycling and disposal of all debris deposited along or immediately adjacent to public rights-of-way within the jurisdiction.
  - Larimer County resources or volunteers may assist private property owners if necessary to remove event-related debris that poses a health and/or safety threat.
- b) **Private Property Debris Removal:** Debris deposited on private property is the responsibility of the property owner.
  - In some cases, where a health and/or safety threat exists, private property owners may move event-related debris to the public right-of-way for removal by Larimer County resources.
  - If deemed in the Public interest, the county will direct the Debris Manager to collect the debris from private roads and within gated communities in the unincorporated area of the County.
    - Debris removal schedules will be published through local media outlets and provided to officials in affected jurisdictions for release to private individuals.
    - Instructions for separation of debris and steps to follow if assistance is required in getting debris to the curbside will be published with the removal schedules.
  - Volunteers or voluntary groups may assist property owners.
  - Private property debris removal must follow all local, state and federal laws and policies.

- If seeking reimbursement, private property debris removal must be approved by assisting agencies such as FEMA prior to work being done.
- Once the Public Interest determination has been made by the county, the Larimer OEM will submit a written request to the Federal Coordinating Officer (FCO) to seek reimbursement for collection of debris on private roads and within gated communities. Right-of-Entry agreements will be secured where required.
- Please refer to Disaster Assistance Policy, DAP 9523.13 Debris Removal from Private Property, for information on the eligibility of debris removal from private property.

NOTE: Private property debris removal is subject to additional requirements depending on municipality and county. Refer to the Right of Entry form located in Appendix C.

NOTE: Streambed debris will be evaluated based upon threat to public health and public infrastructure. If deemed appropriate, debris activities may involve the removal of debris from streambeds. The Right of Entry Form will be used for any activities on private land, including streams.

#### c) Demolition of Private Structures

Dangerous structures should be the responsibility of the owner to demolish in order to protect the health and safety of adjacent residents. However, the affected government may need to enter private property to demolish private structures made unsafe by disasters to eliminate immediate threats to life, public health, and safety. The demolition of unsafe privately owned structures and subsequent removal of demolition debris may be eligible for removal if certain conditions are met. Demolition of a structure may be the only option in certain instances when severe damage has occurred. This will only be recommended after all other options have been explored.

- Local building and zoning officers are required to inspect any buildings sustaining major damage.
- The Larimer County Department of Health and Environment and/or the Building Department may also conduct inspection in certain cases and has the authority to condemn buildings.
- Permits for demolition are issued by the Larimer County Building Department.
- Responsibility for all costs and removal of debris from demolition is the responsibility of the property owner unless other agreements have been made.
- When demolition is recommended, contracts and legal guidance will be necessary.

See Appendix D, Demolition Checklist

#### **Eligible Activities**

Demolition of private property may be done by the affected government entity if the scope of work involves the facility superstructure, filling in of open below grade structures (basements, swimming pools), and other activities including capping of wells and pumping and capping of septic tanks. The municipality or county may be involved in demolition of unsafe privately

owned structures and subsequent removal of demolition debris when the following conditions are met:

- The structures were damaged and made unsafe by the declared disaster, and are located in the area of the disaster declaration;
- The municipality or county certifies that the structures are determined to be unsafe and pose an immediate threat to the public.
- The municipality or county has demonstrated that it has legal responsibility to perform the demolition.
- A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris;
- The demolition work is completed within the completion deadlines outlined in 44 CFR §206.204 for emergency work.
- Demolition activities are eligible for permanent work assistance when the work is required in support of eligible repair, replacement, or reconstruction of a project.

### **Ineligible Activities / Exclusions**

Some associated private property demolition activities shall not be performed by the local government. These activities may include but are not limited to:

- Any debris removed from unimproved property or undeveloped land;
- Debris from Federal land or facilities;
- The removal of slabs or foundations, except in very unusual circumstances, such as when disaster-related erosion under slabs on a hillside causes an immediate public health and safety threat;
- The removal of pads and driveways
- Debris that does not pose a threat
- Vehicles (cars, boats, RVs, etc.)
- Swimming pools
- Old tires, batteries or equipment (tractors, etc.)

Please refer to FEMA Disaster Assistance Policy, DAP 9523.4, Demolition of Private Structures, for information on the eligibility of private structure demolition.

### **Contractor Debris Removal and Disposition Operations**

Debris Management Contractors will be selected prior to an event, whenever possible, using the competitive selection processes outlined by the Larimer County Purchasing Department. Contracts for both debris management services and administrative assistance in managing debris management activities are executed.

In the event that contracts are used for debris removal, monitoring of contractors is a very important issue. The Debris Management Team will designate a person or persons for contract monitoring. Contract monitoring verifies that the following actions are taking place:

- Debris being picked up is a direct result of the disaster

- Trucks hauling debris are fully loaded
- Debris pick-up areas are being managed properly
- Trucks are sticking to debris routes
- Inspection of temporary storage sites is completed to ensure operations are being carried out according to contract
- Verification of security and control for temporary debris storage and reduction sites is accomplished

### **Loading Site Monitors**

Loading Site Monitors will be provided by the Debris Management Team. The Loading Site Monitors will be assigned to each Contractor Loading Site within designated Debris Zones. The Loading Site Monitor will initiate the load tickets (see page 27) that verify that the debris being picked up is eligible under the terms of the contract.

### **Debris Site Monitors**

Debris Site Monitors will be provided by the Debris Management Team. The Debris Site Monitors will be stationed at all Debris Management sites and landfill disposal site for the purpose of verifying the quantity of material being hauled by the Disaster Debris Removal and Disposal Contractor through the use of load tickets.

The Contractor shall construct and maintain Inspection Towers at each Debris Management Site and landfill disposal site, as needed. The inspection towers will also be provided with portable sanitary facilities. The Contractor will construct the inspection towers with a floor elevation that affords the Disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris. A Disposal Site Monitor will be located at each inspection station to verify the load and estimate the volume in cubic yards. The Disposal Site Monitors will estimate the cubic yards of debris in each truck entering the Contractor's selected Debris Management sites or landfill disposal sites and will record the estimated quantity on pre-numbered debris load tickets. The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on the debris load tickets. Larimer County will provide pre numbered load tickets to all users of Debris Sites.

### **Load Ticket Disposition**

#### *Paper Tickets*


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

- Part 1** – (White) Larimer County
- Part 2** – (Blue) Load Site Monitor (SWA or Municipality)
- Part 3** – (Green) Disposal Site Monitor (SWA)
- Part 4** – (Pink) Prime Contractor
- Part 5** – (Gold) Subcontractor/Driver

Larimer County will retain Part 1 (White). The Load Site Monitor will retain Part 2 (Blue) and the Disposal Site Monitor will retain Part 3 (Green). Part 2 and Part 3 will be turned in daily to the Debris Manager. Part 4 (Pink) will be given to the Prime Contractor and Part 5 (Gold) to the truck driver. Payment for hauling debris will only be approved upon presentation of Part 4 (Pink) with the Contractor's invoice.

#### *Electronic Tickets*

Subject to FEMA concurrence and approval, Larimer County may elect to utilize an electronic load ticket system in lieu of paper load tickets. In the event that electronic tickets are used, debris sites may continue to use paper load tickets as necessary.

 <b>Larimer County Debris Load Ticket</b>		No. XXXXXXXX
Applicant:		Date:
Contractor:		Disaster #:
Debris Program (ROW, FHWA, NRCS, etc):		
Truck #:		Truck Capacity (CY)
Loading Site: Street or Intersection		City
		County
<i>When using GPS Coordinates use Decimal Degrees (N xx.xxxxx)</i>		
GPS	N	W
Debris Classification:		<input type="radio"/> Soil/Sediment <input type="radio"/> Mixed <input type="radio"/> White Goods <input type="radio"/> Animal Carcasses <input type="radio"/> Other: _____
<input type="radio"/> Vegetative / Woody <input type="radio"/> Construction & Demolition <input type="radio"/> Household Hazardous Waste <input type="radio"/> Hazardous Materials / Toxic		
Pass Classification:		
<input type="radio"/> First Pass <input type="radio"/> Subsequent Pass _____		
Driver's Name:		Odometer:
Departure Time:		Loading Date:
Load Monitor: (Print)		Signature:
TDS / Disposal Site Location:		Odometer:
Capacity (CY)	x % Loaded	= Volume Hauled (CY)
	x	=
Total Weight (Ton)	Tare Weight (Ton)	Load Weight (Ton)
Disposal Time:		Disposal Date:
Disposal Monitor:		Signature:
Contractor Monitor:		Signature:
Notes:		

### Field Inspection Team

The Debris Management Team and contracted monitors will provide Field Inspection Team personnel responsible for monitoring all contractor debris removal and disposal operations. The Field Inspection Teams will periodically inspect each Debris Management Site to ensure that

operations are being followed as specified in the Debris Removal and Disposal Contract with respect to local, state and federal regulations.

Each Field Inspection Team will submit a daily written report to the Debris Manager outlining their observations with respect to the following:

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

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

### **Means of Collection, Reduction and Disposal**

There are several methods for collection, reduction and the disposal of emergency-related debris. Some of these include:

#### **Means of Collection**

- Use of authorized waste transfer or disposal facilities
- Establishment of alternate or Temporary Debris Storage and Reduction (TDSR) sites
- Direct pickup
- Placement of dumpsters

#### **Means of Reduction**

- Incineration
- Grinding and chipping
- Separation
- Recycling

#### **Means of Disposal**

- Landfill disposal

- Incineration
- Sale or donation of reduced material
- Decontamination and reuse

### **Debris Management Site Setup and Closeout Procedures**

The Contractor will be responsible for preparing and closing out a Debris Management Site according to specification in the Debris Removal and Disposal Contract. Each temporary debris staging and reduction site will eventually be emptied of all materials and be restored to its previous condition and use. Before activities begin, ground and aerial photos will be taken. Important features such as structures, fences, culverts and landscaping will be noted. Random soil samples will be taken as well as water samples from existing wells. The site will be checked for volatile organic compounds.

After activities begin, constant monitoring of soil, water and air quality will take place. Photo, maps and sketches of the site will be updated and fuel spills will be noted. At closeout, final testing of soil, water and air quality will be conducted and compared to original conditions. All ash will be removed and any remediation actions will take place.

### **Temporary Debris Storage Site Operations**

Debris storage and reduction sites will be identified and evaluated by the site selection team from the Debris Management Team. Special consideration of the size, nature and location of the debris will factor into the choice of a temporary collection site. Technical assistance may also be available from the State or Army Corps of Engineers.

Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites should be located on public property when feasible to facilitate the implementation of the mission and mitigate any potential liability requirements. Activation of sites will be under the control of the Debris Manager or Solid Waste Director and will be coordinated with other recovery efforts through the EOC.

Some specific considerations when using these types of sites include:

- Location: Care should be taken in selection of TDSR sites. Land use, proximity to housing, location of the nearest water table and/or public water supply, and other factors that may impact the use of the site should be taken into account.
- Operations: Monitoring receipt of debris and verifying types of debris received are critical functions for successful operation of a TDSR site. Included in the attachments to this document is a sample TDSR site layout.
- Closeout: In order to close out a TDSR site, care should be taken to restore the site to its original condition in an environmentally friendly and timely manner. Included in the attachments to this document is a checklist for site closeout.

Site selection criteria will be developed into a checklist format for use by the Debris Management Team to facilitate identification and assessment of potential sites. Criteria will include such factors as:

- Ownership of property
- Size of parcel
- Surrounding land uses
- Environmental conditions
- And transportation facilities that serve the site.

These storage sites should comply with all applicable county, state, and federal rules and regulations, including Fish and Wildlife, Forestry, Fire Conservation, Historical Preservation, Colorado Department of Public Health and Environment [CDPHE], and the Endangered Species Act. The temporary storage/reduction site(s) should be appropriately sized and signed for the complete safety of all staff and public utilizing the site. Sizing considerations should allow for adequate ingress/egress, storage, and recycling and volume reduction (grinding) activities.

The CDPHE Hazardous Materials and Waste Management Division permits disposal facilities within the state. In the event of a large disaster, this agency will be the contact for permits to establish temporary storage sites for debris. The permit application process will likely be expedited in the event of a disaster event.

The sites used in this Plan may be temporary or permanent. Sites may be restricted for one type of material or may be a multi-use site. The priority of land ownership will be city/county, special district, state, federal, and, finally, private property, taking into consideration road conditions and access. Sites selected and identified as potential storage sites in case of a disaster will be inventoried. Prior to use of a site, the following activities will be completed at a minimum:

- Site survey
- Documentation
- Photos/video of area
- Condition of roads
- Soil samples
- Water samples
- Land stability samples

Metals, wood and soils are prime candidates for recycling. Most of the non-ferrous metals are suitable for recycling. Tree branches and waste lumber can be volume-reduced by utilizing a commercial tub grinder. Various private companies are available for assistance with recycling of materials.

### **Insurance Recovery**

In many instances, debris removal for both public and private activities is covered by conventional insurance. In order to avoid a duplication of benefits, local governments must recover from property owners any insurance proceeds designated for debris removal:

- Local governments must check policies to determine coverage.
- Homeowner's insurance policies often cover structures, fences, and playground equipment.
  - Usually do not cover vegetative debris.
  - Homeowners should consider using insurance funds to pay for the removal of debris that is not eligible for federal or state reimbursement. This can include:
    - Concrete slabs
    - Foundations
    - Sidewalks
- The responsibility for collecting the insurance coverage, whether it is for public or private activities, rests with the applicant.
- The right-of-entry and release from liability document should include a requirement for the homeowner to forward insurance proceeds to the applicant.

### **Documentation**

Documentation of activities and costs associated with debris is the responsibility of those performing work at all levels of government as well as those who provide oversight and direction. Each jurisdiction must maintain complete and accurate records of the jurisdictions costs for debris removal in order to justify costs for reimbursement under the state and federal disaster assistance rules. Copies need to be maintained for a historical record and for reference in updating plans. At a minimum, documentation needs to address the following:

- Labor, equipment, rental fees and material costs
- Mutual-aid agreement expenses (if applicable)
- Use of volunteered resources, including labor
- Administrative expenses
- Disposal costs
- Types of debris collected, amounts of each type, and location of origin

Documentation must also meet state and/or FEMA standards in order for reimbursement of expenses to be approved.

### **Debris Site Security**

Debris Site security is required to ensure the site is not used for illegal dumping. Security of the active temporary debris sites within the county and local jurisdictions will be coordinated by the County Sheriff's Office and with local law enforcement departments. Debris Site Managers will be responsible for overseeing the security of the jurisdictions site(s). All problems will be brought to the attention of the Larimer County EOC/RCC.

## **VIII. Contracts and Contracting**

Larimer County will be responsible for managing the debris contracts and cooperative agreements for which it is responsible from project inception to completion.

## Contracting

Managing the debris contract includes such things as monitoring performance, contract modifications, inspections, acceptance, payment and closing out of activities. Sample contracts, with a menu of services and generic scopes of work, will be developed by the Solid Waste Department prior to the disaster. This will allow Larimer County to more closely tailor its contracts to its needs, as well as expedite their implementation in a prompt and effective manner.

Using private contractors instead of government workers in debris removal activities has a number of benefits:

- It shifts the burden of conducting the work from the county to the private sector, freeing up Road and Bridge (and other) personnel to devote more time to their regularly assigned duties or other disaster related activities.
- Private contracting also stimulates local, regional and state economies impacted by the disaster, as well as maximizing state and local governments' level of financial assistance from the federal government.
- Private contracting also allows the state and its political subdivisions to more closely tailor their contract services to their specific needs.
- The entire process (i.e. clearance, collection, transporting, reduction and disposal, etc.), or segments of the process, can be contracted out.

The following types of contracts may be used in conducting debris management operations:

Time and Material: Under a time and material contract, the contractor is paid on the basis of time spent and resources utilized in accomplishing debris management tasks. The price for equipment applies only when the equipment is operating. Additionally, the county can terminate the contract at its convenience and does not guarantee a minimum number of hours. The Federal Emergency Management Agency policy requires that the use of time and material contracts be limited to the first 72 work hours following a disaster event.

In the event that time-and-materials contracts may indeed be the most cost-effective and the most well-suited to the working conditions, Larimer County will work closely with the State of Colorado and FEMA officials when awarding these time-and-materials contracts to ensure reimbursement eligibility requirements are met.

*NOTE: all public assistance grant funding is strictly limited to the scope of work necessary to remove debris that is an immediate threat to life, public health and safety, or poses an immediate threat of significant damage to improved public or private property.*

Lump Sum: A lump sum contract establishes a total price using a one item bid from a contractor. It should be used only when a scope of work is clearly defined, with areas of work and quantities of material clearly identified. Lump Sum contracts can be defined in one of two ways:

- Area Method, where the scope of work is based on a one time clearance of a specified area, or
- Pass Method, where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right of way.

Unit Price: A unit price contract is based on weight (tons) or volume (cubic yards) of debris hauled, and should be used when the scope of work is not well defined. It is the most accurate account of actual quantities removed. It requires close monitoring of 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. It also requires load tickets identifying truck number, contract number, contractor's name, date, time-departed site, and estimated volume.

#### *Qualified Contractors*

A list of certified contractors for Larimer County is maintained by the Larimer County Purchasing Department as well as the Solid Waste Department, and contains separate categories for types of work.

#### *Contract Monitoring*

In the event that contracts are used for debris removal, monitoring of contractors is a very important issue. The team will designate a person or persons for contract monitoring. Contract monitoring verifies that the following actions are taking place:

- Debris being picked up is a direct result of the disaster
- Trucks hauling debris are fully loaded
- Debris pick-up areas are being managed properly
- Trucks are sticking to debris routes
- Inspection of temporary debris storage sites to ensure operations are being carried out according to contract
- Verification of security and control for temporary debris storage and reduction sites

#### *Avoidance Checklist*

Many pitfalls exist with regard to 'contracting'. Ensure that all personnel involved in oversight of the debris management efforts are aware of the following:

- **DO NOT:** Award a debris removal contract on a sole-source basis
- **DO NOT:** Sign a contract (including one provided by a contractor) until it has been thoroughly reviewed by the Larimer County Purchasing Department and/or Attorney's Office
- **DO NOT:** Allow any contractor to make eligibility determinations, since only FEMA has that authority
- **DO NOT:** Accept any contractor's claim that it is "FEMA certified." FEMA does not certify, credential, or recommend debris contractors.
- **DO NOT:** Award a contract to develop and manage debris processing sites unless you know it is necessary, and have contacted the state for technical assistance concerning

the need for such operations. Temporary debris storage and reduction sites are not always necessary.

- **DO NOT:** Allow separate line item payment for stumps 24 inches and smaller in diameter; these should be treated as normal debris.
- **DO NOT:** “Piggyback” or utilize a contract awarded by another entity. Piggybacking may be legal under applicable state law; however, the use of such a contract may jeopardize FEMA funding.
- **DO NOT:** Award 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. Such contracts should have variable mobilization costs depending upon the size of the debris work that may be encountered.
- **DO NOT:** Award Cost Plus a Percentage of Cost Contracts.

### **Cooperative Agreements**

Larimer County is also encouraged to enter into cooperative agreements with other local governments and state agencies to maximize public assets. The development of such agreements should comply with the guidelines established in county procurement protocols. All state agencies and local governments that wish to participate in such agreements should be identified prior to the development and implementation of the agreement.

Larimer County shall adopt or enter into a Mutual Aid Agreement between surrounding municipalities at its earliest convenience. This agreement should include the utilization of personnel, equipment, public works and engineering, building inspection, communications, emergency services and law enforcement. The County will identify certain volunteer, local, state and federal agencies ready to assist. These agencies may include, among others, the United Way 2-1-1, the Red Cross, civic clubs, religious organizations, the Salvation Army, the Colorado Department of Transportation (CDOT), the National Guard, scrap dealers and the U. S. Department of Labor. These and other volunteer organizations (such as those represented by the umbrella group COVOAD) will be coordinated by Larimer County Emergency Management with assistance from county and state agencies.

## **IX. Organization and Responsibilities**

The County is responsible for developing a debris management plan and shall select a Debris Manager to supervise the Debris Management Staff. This staff shall be comprised of personnel to perform the following functions:

- Administration: Funding, supplies, equipment, accounting and “housekeeping”.
- Contracting and Procurement: Bidding requirements and documents, forms, advertisements for bids, instructions to bidders and contract development.
- Legal: Contract review, right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, insurance.
- Field Debris Operations: Supervision of government and contract resources, and overall

project management.

- Damage Assessment Team: Detailed damage assessment
- Debris Manager: Identification of project tasks, assignments of tasks, preparation of estimates, plans, specifications and recommendation of contract award.
- Public Information Officer(s): Coordinate press releases, contacts with local organizations, individuals and media; and public notices for debris removal and disposal contracts.

### **Debris Management Team**

Larimer County will coordinate disaster-related debris management activities through the formation of a County Debris Management Team. This team will consist of agencies and organizations that have a concern or function in debris management and will serve to provide guidance and expertise in the planning and execution of debris management.

- Team membership includes representation by the following: County Commissioners, Office of Emergency Management, Public Works Division, Solid Waste Department, Road and Bridge Department, Engineering Department, Larimer County Sheriff's Office, Department of Health and Environment, Larimer County Purchasing Department, District Attorney's Office, Natural Resources, Natural Resources Conservation Service, and officials of the affected jurisdictions.
- Larimer County Office of Emergency Management and the Solid Waste Department will act as Co-Chairs of the Debris Management Team
- Representatives with specific expertise and state or federal liaisons may be added as needed.

### **Larimer County Office of Emergency Management**

Larimer County OEM, through the EOC Manager and/or RCC Manager will be responsible for planning and logistics functions.

- OEM Director will serve as a co-chair of the Debris Management Team
- Activate Debris Management Team, as necessary, in consultation with the EOC/RCC
- Planning coordination with the team will include prioritization of needed activities and determination of appropriate strategies for collection and disposal.
- Logistics support will include debris quantity calculations, preparation and submission of requests for state assistance through Colorado OEM, assessments for requests for federal assistance, and provision of needed materials for the conduct of debris collection and disposal.
- Providing assistance to the local jurisdictions in the county in the preparation of local plans and procedures.
- Update the team on disaster situation and known debris issues
- Prepare and submit debris calculations and requests for assistance from the State of Colorado and FEMA
- Provide information to the PIO for publication and distribution
- Develop the County Debris Management Annex and assist with the development of local plans

### **Solid Waste Department**

The Director of the Solid Waste Department will serve as the County Debris Manager. In this capacity he/she will have responsibility for assisting the County EOC/OEM with planning, operations and working to coordinate the financing of debris management activities.

- The Director will serve as a co-chair of the team
- The Director will act as the County Debris Manager or designate this position
- Planning coordination will include contact with the designated Local Area Debris Managers and review of the proposed temporary debris sites (if needed).
- Operations coordination will include contacts with each affected jurisdiction and scheduling and coordination of resources conducting debris operations.
- Logistics coordination will include the development and maintenance of a list of approved contractors who have the capability to provide debris removal, collection, recycling, reduction and disposal in a cost effective, expeditious and environmentally sound manner following a disaster
- Assisting with finance support will include contacts and negotiations with contractors, contract negotiations, support of and coordination with jurisdiction officials for expenses and scheduling, and documentation of all resources, personnel, materials, and costs for reimbursement purposes.
- Relate available options for activities that may be supported by the landfill
- Provide monitoring for debris shipped to the landfill
- Keep the Larimer County Commissioners briefed on the status of the debris removal and disposal operation
- Assure that Larimer County is represented at all meetings with other government and private agencies involved with the debris cleanup operation.

The Debris Management Team shall coordinate with all state and federal agencies responsible for disaster response and recovery operations. The staff will be assigned to the following tasks:

### **Storage Site Supervisor – Solid Waste, Natural Resource and Parks**

- Oversee all activities related to the operation of temporary storage sites;
- Determine storage site location(s);
- Communicate storage site location(s) to contractors, County staff, EOC, PIO;
- Prioritize and delegate activities at storage site(s);
- Document initial condition of storage site(s), adjacent properties, and entry/exit roads;
- Document ongoing operations;
- Document volumes and types of materials handled;
- Develop signage for site(s);
- Ensure site security;
- Prioritize recycling, reuse, and disposal activities in coordination with Debris Manager;
- Secure necessary state permits for site(s);

- Maintain unit log.

#### **Recycling Supervisor – Solid Waste**

- Oversee all aspects of recycling operations related to debris removal;
- Prioritize recycling, reuse, and disposal activities; ensure maximum use of recycling and reuse opportunities;
- Develop contracts with processors;
- Coordinate recycling locations with licensed hauler supervisor;
- Document recovery volumes;
- Coordinate hazardous waste removal and processing;
- Work with Volunteer Coordinator to utilize volunteers for recycling efforts;
- Maintain unit log.

#### **Licensed Haulers Supervisor – Engineering and/or Road and Bridge**

- Oversee all licensed haulers' activities related to debris removal;
- Develop and administer contracts with licensed haulers;
- Document expenses;
- Communicate debris removal priorities for recycling, reuse, and disposal;
- Develop driver authorization documents;
- Provide routing information;
- Provide maps and information on storage site locations;
- Coordinate community collection information with PIO;
- Coordinate garbage and recycling services for mass care facilities;
- Maintain unit log.

#### **Contract Debris Removal Supervisor**

- Develop and administer contracts with vendors for debris removal (sample debris removal contracts should be made available at Purchasing);
- Document debris removal by type and volume;
- Document conditions of contract equipment prior to proceeding with any work;
- Maintain unit log.

**NOTE:** The County Debris Manager will be assisted in the various day-by-day activities of debris management planning and coordination by the multiple county departments as indicated here.

#### **Debris Management Workgroup**

- Consists of various agency and organization personnel that assist Larimer OEM with the development of guidance for county Debris Management Plans
- Provides input to the county plan to include legal, environmental, organizational, response actions and other matters

#### **Larimer County Commissioners**

- Authorize necessary expenditures for debris operations

- Coordinate with PIO to release information to the public as needed or requested

#### **Public Works Division, Road and Bridge**

- Assess debris issues in rights-of-way and on county roads
- Provide debris clearance personnel and equipment, as available

#### **Public Works Division, Engineering Department**

- Provide engineering support to debris operations as needed
- Provide debris clearance personnel and equipment, as available

#### **Larimer Department of Health and Environment**

- Assist in identification of health issues
- Inspect and coordinate appropriate actions by restaurants and grocery stores in addressing contaminated or spoiled food
- Provide monitors for temporary debris storage and reduction sites, as needed
- Provide information about health risks and safety procedures to the team and to the County PIO for publication and distribution

#### **Larimer County Sheriff's Office**

- Appoint a litter control officer to serve with the team and coordinate site security
- Coordinate necessary security arrangements for the designated temporary debris sites
- Respond to public inquiries regarding theft, crime, and illegal dumping as required

#### **Larimer County Purchasing Department**

- Review insurance information and other assets to ensure benefits and resources are fully utilized
- Review contracts to ensure compliance with FEMA requirements
- Review rights-of-way and hold harmless agreements
- Ensure compliance with historical preservation issues

#### **Larimer County Natural Resources Department**

- Assist in Debris Management site investigations.
- Coordinate with the Debris Manager for the removal, storage, burning, and disposal of debris at debris sites on natural resources lands

#### **Officials of Affected Jurisdictions**

- Develop a local Debris Management Plan/Annex for their jurisdiction or participate in a joint plan for multiple jurisdictions in the area
- Clear roadways and assess debris to be collected, as possible
- Coordinate local debris operations through the county strategy
- Distribute debris separation instructions and collection schedules to residents

- Maintain proper documentation of local expenses for purposes of reimbursement and historical records. Each jurisdiction must maintain separate records as they applied for disaster assistance by jurisdiction.

#### **Public Information Officer**

- Coordinate with county and local officials to release debris collection information
- Prepare sample public information announcements and media releases

#### **Private Citizens**

- Follow guidance provided for separation, drop-off, and/or collection of debris
- Assist neighbors, as able
- Report dangerous debris to local law enforcement

#### **State Agencies**

Following is a list of state agencies that may participate in, or support, debris removal activities:

- Colorado Department of Transportation
- Colorado Department of Health and Environment (CDPHE)
- Colorado Office of Emergency Management, Division of Homeland Security and Emergency Management
- Colorado Department of Natural Resources
- Colorado Department of Agriculture
- Colorado National Guard
- Colorado Department of Corrections
- Colorado Department of Public Safety, Colorado State Patrol

State Technical Assistance is available to Larimer County for a variety of tasks related to debris planning. The Colorado Office of Emergency Management, Department of Local Affairs, and Colorado Department of Public Health and Environment can provide technical assistance in the following areas:

- County and Local Debris Management Plans
- Debris Management Site plans
- Contract/TDSR checklist.
- Documentation aids (ex. Trip tickets)

#### **Federal Agencies**

Following is a list of federal agencies that may participate in, or support, debris removal activities:

- Department of Homeland Security, FEMA
- Federal Highway Administration
- United States Department of Agriculture
- Environmental Protection Agency
- United States Army Corps of Engineers
- United States Coast Guard

- Bureau of Indian Affairs

Federal technical assistance may be available, and applies when a state or county lacks technical knowledge or expertise to accomplish an eligible task. The Federal Emergency Management Agency will then request technical assistance from the appropriate federal agency in the National Response Plan. Eligible technical assistance includes:

- Assistance in developing an overall debris management plan
- Assistance in developing Debris Management Site plans
- Assistance in developing of monitoring plans
- Assistance in developing contract guidelines

Assistance in developing and implementing trip tickets processes

### **Volunteer Organizations**

Volunteer organizations may provide assistance for debris removal from private property. There is a wide range of volunteer organizations at the local, state, and federal levels. The Larimer County Voluntary Organizations Active in Disaster (LCVOAD) will be the lead in determining how unmet debris needs will be met utilizing volunteers throughout the county.

## **X. State and Federal Assistance**

The Larimer County Director of Emergency Management, based upon authority from the Board of County Commissioners, will request state assistance when the debris-generating event exceeds in-house or contracted debris clearing, removal, and disposal capabilities. In order for a local government to request state assistance for debris management, there must be a Local Declaration of Emergency. According to C.R.S. 24-33.5-709, “The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.”

The purpose of a Local Declaration:

- Authorizes the undertaking of extraordinary police powers.
- Provides limited immunity for emergency actions of public employees and governing bodies.
- Authorizes the issuance of orders and regulations to protect life and property (e.g., curfews).
- Activates pre-established local emergency provisions such as special purchasing and contracting.
- Prerequisite for requesting a Governor’s Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster.

The request will be submitted by the Emergency Operations Center (EOC) Manager to the Colorado Office of Emergency Management, which will coordinate the request for assistance

through the Colorado Department of Transportation as the lead state agency for debris management.

#### Governor's Executive Order:

There is no state or federal assistance and/or funding for debris removal under a local disaster/emergency without a Governor's Executive Order Declaring a State of Emergency. The Governor's Executive Order Declaring a State of Emergency provides the governor with powers authorized by the Colorado Disaster Emergency Act; authorizes the state to provide financial relief for emergency actions and restoration of public facilities and infrastructure; and is a prerequisite for requesting a Presidential Declaration of a Major Disaster or Emergency.

#### Federal Disaster/Emergency:

A Presidential Declaration of an Emergency supports response activities of the local, state and federal government. It authorizes federal agencies to provide "essential" assistance including debris removal, temporary housing, and the distribution of medicine, food, and other consumable supplies. The governor must request on behalf of local government within 5 days after the need for federal emergency assistance is apparent.

If necessary, a mission assignment with the Federal Emergency Management Agency (FEMA) will be assigned. Typically, if a mission is assigned by FEMA, the U.S. Army Corps of Engineers (USACE) will provide a liaison to the EOC when activated. This liaison will serve as an advisor to the EOC staff providing advice as needed and ensuring that the USACE is prepared to respond when tasked.

The USACE will alert a Debris Planning Response Team (PRT) and the Advance Contracting Initiative (ACI) Contractor under contract for that area and have them ready to respond when a mission assignment is received. (This involvement by the Corps may or may not happen, and if it does, may not be immediate). Once the USACE receives a mission assignment from FEMA, the management groups for both the PRT and ACI Contractor will be available to meet with the County Emergency Manager, Debris Manager and the State representatives to conduct contingency planning as required.

USACE will coordinate with the Debris Manager on the use of any pre-identified debris management sites and disposal sites, and identify/acquire other sites as required to accomplish the mission assignment.

#### Direct Federal Assistance:

Direct federal assistance may be available during certain incidents; however, this applies only to emergency work (debris removal and emergency protective measures) and must meet general FEMA eligibility criteria. Debris activities that are eligible for Direct Federal Assistance include:

- Debris removal from critical roadways and facilities
- Debris removal from curbsides or from eligible facilities and hauling to either temporary or permanent sites
- Identification, design, operation, and closeout of debris management sites

- Monitoring debris contractor's activities
- Demolition or removal of disaster damaged structures and facilities in accordance with FEMA regulations and policies

#### Funding for Debris Removal:

- Available only if Category A (debris removal) is included in the Emergency Declaration.
- FEMA generally funds 75 percent of the eligible debris removal activities.
- Colorado State is authorized to cost share the remaining 25 percent (typically a 12.5% split each)
- State OEM has authority to request Direct Federal Assistance (DFA) from federal government through FEMA.
  - Direct Federal Assistance requires a 25 percent cost share.
  - The requirement for such a request is that state and local governments lack the capability to perform or to contract for eligible emergency work.
  - These resources are only available up to 60 days from the date of federal declaration.
  - An additional 60 days may be approved by the Federal Coordinating Officer if warranted with supporting justifications.
  - Federal technical assistance resources are requested at no cost to state and local agencies.

## **XI. Health and Safety Considerations**

### **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 the health and safety requirements outlined in the Larimer County Debris Health and Safety Strategy, which will be developed before debris operations begin. This strategy will be developed by the Debris Manager in consultation with Public Health, Road and Bridge, and Emergency Services personnel as required. The health and safety strategy establishes minimum 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). This strategy will enable Larimer County and its contractors to avoid accidents during debris recovery operations and to protect workers from exposure to hazardous materials.

To facilitate compliance, the health and safety strategy will also specify how the safety information will be disseminated to all emergency workers and contractors, and how

compliance with minimum safety standards will be monitored. The strategy will include specific corrective actions to be taken if workers do not comply with the minimum safety standards.

### **Environmental Compliance.**

Following a disaster event, compliance with environmental protection laws and regulations is still a requirement. Larimer County Debris Management Officials must be aware of these requirements and ensure compliance. Larimer County Department of Health and Environment will be a key partner in debris management to ensure all environmental protection laws and regulations are met. Additionally, hazardous waste will be a significant issue in the debris management strategy. Larimer County will work closely with state and federal environmental protection agencies to ensure proper removal and disposal of hazardous waste. Procedures for establishing a separate staging area for hazardous waste, to include lining with an impermeable material so chemicals do not leak into the groundwater and soil will need to be developed.

## **XII. Administration and Logistics**

### **Tracking of Resources**

Tracking of resources is essential in order to obtain the most possible utilization from those available in the County. Larimer County OEM utilizes WebEOC, the federal Resource Ordering Status System (ROSS), Public Health's EMResource, and a local vendor-based resource management tool for tracking resources, expenses, and actions taken during disasters. Additionally, the Larimer County EOC will follow the process identified in the Resource Management Annex for all logistics functions. The level of detail in the tracking process will be dependent upon the size magnitude of the disaster.

### **Meetings and Briefings**

Meetings and briefings will be conducted by or through the County EOC/RCC. The main purpose of the meetings will be to brief EOC/RCC staff and media on current and future debris management activities. Debris management personnel will attempt to participate in all EOC/RCC meetings to provide briefings as necessary and provide the latest information available to the EOC/RCC staff.

### **Documentation Process**

Debris management personnel will maintain records regarding planning and decisions made on debris management activities. This will include meeting minutes, debris site selections, debris removal policies and priorities, policy decisions, demolition of public/private structures and others.

All Larimer County divisions/departments and agencies will document personnel, equipment, load tickets, and material resources used to comply with this Annex. Documentation will be used to support reimbursement from any state or federal assistance that may be requested or

required. All Larimer County divisions/departments and agencies supporting debris operations will ensure 24-hour staffing capability during implementation of this Annex, if the emergency or disaster requires.

### **XIII. References**

Public Assistance: Guide for Debris Removal [FEMA]  
Larimer Comprehensive Emergency Management Plan 2015  
Debris Management Guide, FEMA 325  
Public Assistance Policy Digest, FEMA 321  
Public Assistance Guide, FEMA 322  
FEMA Debris Management Course (G202)

### **XIV. Plan Development and Maintenance**

Larimer County OEM is responsible for the annual review of this Debris Management Annex in conjunction with the Solid Waste Department. The Debris Management Workgroup will assist with the development of the Annex and provide their expertise for the completion of various portions of the Annex such as legal, environmental, resource information, contractors, etc.

It will be the responsibility of each tasked department and agency to update its respective portion of the Annex and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary. The Larimer County OEM Director will prepare, coordinate, publish and distribute necessary changes and revisions to this Annex.

### **XVI. Special Acknowledgement**

Special thanks are extended to the City of Springfield, Oregon and the City of Ankeny, Ohio and Loveland Public Works. OEM relied heavily upon the materials, format and information contained within these cities' debris management plans to develop the Larimer County Debris Management Annex.

## **Appendix A: Acronyms**

<b>CEMP</b>	County Comprehensive Emergency Management Plan
<b>DCAT</b>	Debris Contract Administrative Team
<b>DMC</b>	Debris Management Center
<b>EMT</b>	Emergency Management Technician
<b>EOC</b>	Emergency Operations Center
<b>EOCREP</b>	Emergency Operations Center Representative
<b>ESF</b>	Emergency Support Function
<b>GIS</b>	Geographic Information System
<b>OEM</b>	Office of Emergency Management
<b>PIO</b>	Public Information Officer

## Appendix B: Definitions

**Construction, Demolition and Land-Clearing Wastes:** Any type of solid waste resulting from land-clearing operations, the construction of new buildings or remodeling structures, or the demolition of any building or structure.

**Garbage:** All organic waste, consisting of the residue of animal, fruit or vegetable matter, resulting from the preparation, cooking, handling or storage of food, exclusive of human or animal feces. It shall also include all household solid waste materials, tree cuttings, leaves, garden vegetation, trimmings, and other types of trash.

**Hazardous Waste:** Any waste or combination of wastes of a solid, liquid, contained gaseous or semisolid form which because of its quantity, concentration or physical, chemical or infectious characteristics may:

- Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
- Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported or disposed of, or otherwise managed.

Such wastes may include, but are not limited to, those that are persistent in nature, assimilated, or concentrated in tissue or which generate pressure through decomposition, heat, or other means. The term does not include solid or dissolved materials in domestic sewage or solid dissolved materials in irrigation return flows, or industrial discharges, which are point sources subject to state or federal permits.

**Industrial Waste:** Any liquid, gaseous, solid, or other waste substance, or a combination thereof, resulting from any process of industry, manufacturing, trade or business or from the development of any natural resources.

## Appendix D: Right-of-Entry Agreement

### Right of Entry Form

The undersigned property owner, authorized owner's representative, or authorized lessee ("Owner") hereby grants permission to the United States Government, including but not limited to the Federal Emergency Management Agency (FEMA), the State of Colorado, Larimer County, and each of their agencies, contractors and subcontractors, agents, and all others deemed necessary by Larimer County(collectively the "County") to enter Owner's property ("Property") identified below and perform the following activities:

1. **Private Property Debris Removal (PPDR):** Owner gives permission to the County to enter the Property to identify threats and hazards to public safety and to remove those hazards and structures, if any (Regular storm related debris does not fall under this project); and/or

2. **Stream Bed Material Removal:** Owner gives permission to the County to enter the Property to identify hazards and remove materials from waterway(s) that exist on the Property, if any; and agrees that any such debris may be temporarily relocated and held on the waterway bank, the right-of-way, or elsewhere on the Property until materialist is be picked up and hauled away by the County; and/or

3. **Clear and Grub:** Owner gives permission to the County to enter the Property to identify hazards and remove materials, if any, that were pushed onto the Property from the road and right-of-way for the purpose of creating a temporary road (Regular storm related debris does not fall under this project); and/or

4. **Access:** Owner gives permission to the County to enter the Property if necessary to gain access to any adjacent property for any of the above referenced activities.

**Scope:** Owner understands that this Right of Entry authorizes the County to perform any or all of the above activities on the Property. Owner further understands that the County is not obligated to take any action on the Property, and the extent or completeness of any work performed is in the County's sole discretion.

**Hold Harmless:** Owner understands that the County cannot guarantee that its efforts, if any, will prevent or limit damage to property or life. Owner agrees to indemnify and hold harmless the United States Government, FEMA, the State of Colorado, Larimer County and any of their agencies, agents, contractors and subcontractors for damages of any type whatsoever to the Property and/or to persons or property situated thereon. Owner releases, discharges and waives all claims, losses, demands, actions or rights of action, either legal or equitable, that might arise by reason of any action of the above entities, whether known or unknown; and such entities in no way waive or intend to waive any provisions of the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 et seq., as amended, or other immunities or protections.

**General characterization of work to be performed:** Large, heavy equipment, such as excavators and trucks, will access the Property if necessary to demolish dangerous buildings and/or pick up debris, load the debris into trucks and remove the debris from the Property. Site restoration will be limited to damage caused by debris-removal activities.

**Term:** The term of this right of access shall continue until the County has completed all activities undertaken pursuant to the terms herein, including all reasonably related work; or until such time as the County chooses not to perform any activities and informs the Owner of that decision in writing.

**Duplication of Benefits:** Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris and demolition of buildings damaged by storms. Owner understands that Federal law (42.U.S.C. 5155 et.seq.) requires Owner to reimburse Larimer County for the cost of removing storm-generated debris and/or demolition work to the extent that removal is covered by a homeowner's insurance policy. Owner also understands that he/she must provide a copy of the proof/statement of loss from Owner's insurance company, if any, to Larimer County. If Owner receives in the future or has already received any payment from insurance or any other source for debris removal or demolition costs, Owner agrees to notify Larimer County of such payment and provide all such funds and proof/statement of loss to Larimer County. I understand that all disaster-related funding, including debris removal from private property and demolition costs, is subject to audit.

By signing this Right of Entry, Owner certifies that he/she is the owner, agent of the owner, or lessee of the Property, with authority to grant the rights herein. Owner grants this right of access and entry to the County freely and without coercion, and understands and agrees that this Right of Entry runs with the Property and is binding upon Owner's heirs, executors, administrators, successors, and assigns.

Parcel Number: \_\_\_\_\_

Site Address: \_\_\_\_\_

\_\_\_\_\_  
Owner [Date]

\_\_\_\_\_  
Owner [Date]

Address: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_