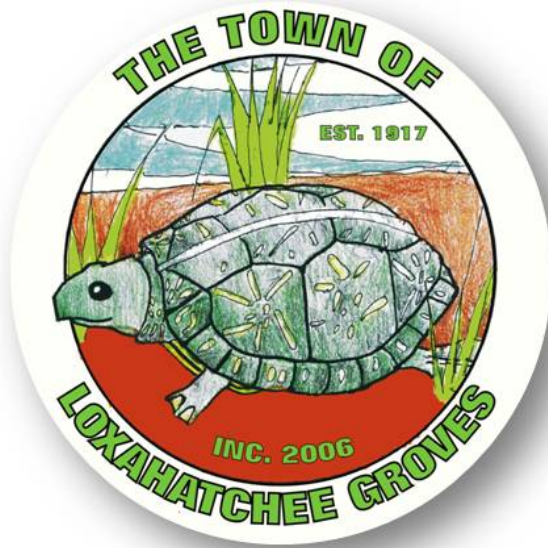


TOWN OF LOXAHATCHEE GROVES



DISASTER DEBRIS MANAGEMENT PLAN

July 2009

Town of Loxahatchee Groves

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1.0 GENERAL

1.1 Purpose

The purpose of this plan is to provide for effective and efficient management of disaster-generated debris within the municipal boundaries of the Town of Loxahatchee Groves, Florida. The plan is intended to be an evolving document that provides a comprehensive approach to preparing for and implementing debris management operations following a major disaster.

1.2 Scope

This plan is an integral component of the Town's Comprehensive Emergency Operations Plan (CEOP). It is applicable to all debris operations following any type of disaster, and to all types of disaster-generated debris, including vegetative debris, construction and demolition debris, and household debris. The plan is intended to address disaster-generated debris that must be removed and disposed of because it poses a threat to public health and safety, could result in continuing, significant damage to public and private property, and/or would substantially interfere with the economic recovery of the community.

1.3 Existing Conditions

The Town of Loxahatchee Groves, Florida ("Town") has a population of approximately 3,200 people, and a total area of 8,148 acres or 12.73 square miles. The major east-west roadways are paved, including SR-80 Southern Boulevard and Okeechobee Boulevard. Remaining roadways in the Town are unpaved. Twenty-nine (29) miles of basic traffic movement unpaved roadways are named alphabetically from A Road to G Road, North Road, and Collecting Canal Road and Folsom Road. Another twenty-nine (29) miles of unpaved roads have lesser traffic volume. The roads within the Town primarily run parallel to adjacent canals as many were originally created to maintain the canal system and are maintained by the Town of Loxahatchee Groves and the Loxahatchee Groves Water Control District (LGWCD).

The Town is mostly developed, with few large areas of undeveloped land

In recent years, hurricanes and major tropical storms have generated primarily vegetative debris. The Loxahatchee Groves Water Control District (LGWCD) is responsible for maintaining a number of man-made canals that are subject to significant impacts from debris deposited by major storms.

1.4 Priorities

Operations to protect public health and safety will be given the highest priority. Similarly, debris management operations will not endanger the health and safety of individuals engaged in debris collection, transport, and

handling, or to the public adjacent to debris collection sites, debris transportation routes or temporary debris storage sites.

Operations to ensure and/or restore the continuity of local government and protection of vital community infrastructure will be the next highest priority.

Operations to protect and/or prevent additional damage to public property will be the next highest priority. Similarly, actions will be taken to protect private property when a failure to act would also endanger surrounding properties or public safety.

Operations to protect valuable environmental resources will be the next highest priority.

Operations to restore and enhance normal economic activity in the community will be the next highest priority.

2.0 CONCEPT OF OPERATIONS

2.1 Overview

The Town will undertake a continuous cycle of actions necessary to maintain readiness to implement this plan with little or no advance notice. This section of the plan will address the actions that the Town has taken and will take to protect the community and its residents in the event of a major disaster that generates significant quantities of debris.

2.2 Facilities

The Town has an Interlocal Agreement with the Solid Waste Authority of Palm Beach County (SWA) for Temporary Debris Storage and Reduction Site (TDSRS) and final disposal of debris. The Town is responsible for collection of storm debris within its jurisdiction and has hired a contractor to deliver that debris to SWA debris management sites.

2.3 Town Staff

Town staff is responsible for disaster planning and for implementing the recovery from a disaster. Such responsibilities include:

2.3.1 The Emergency Management Director (the Town Manager or his/her designee) is responsible for the Town's CEOP and for coordinating all planning, training and disaster recovery activities.

2.3.2 The Town of Loxahatchee Groves, as lead agency for Emergency Support Function, is responsible for disaster debris clearing and removal, and for management and disposal of collected debris following an event.

2.3.3 The Town administration, is responsible for the procurement of

contract services to supplement Town disaster recovery efforts.

2.3.4 The Town of Loxahatchee Groves is responsible for developing appropriate recovery activity documentation procedures; training on such procedures; ensuring that documentation procedures are followed; coordinating with other governmental/regulatory agencies; ensuring that sufficient funds are appropriated for required recovery activities; reviewing and approving documentation and invoices to protect the Town's ability to recover costs through reimbursement by other governmental agencies; consolidating all required documentation from pre-event preparatory activities through project closeout; and developing appropriate record storage and retention programs.

2.3.5 The Town Manager is responsible for coordinating the communication of critical information to residents, the public and the media.

2.3.6 The Town Manager is responsible for reviewing and coordinating the safety of recovery efforts.

2.4 Disaster Debris Management Contractors

The Town will maintain pre-event standby contracts with at least one experienced disaster debris management contractor, responsible if and when directed by the Town for the collection of disaster debris, removal of hazardous trees, limbs and stumps, and reduction and disposal of disaster debris. Selection of contractor(s) shall follow a competitive procurement process that complies with Town purchasing requirements, and may include piggybacking when the original contract being piggybacked was entered into following a competitive procurement process and provides terms and pricing consistent with those provided elsewhere in Palm Beach County, Florida. A list of current disaster debris management contractors is included as Attachment 5.5.

2.5 Disaster Debris Monitors

The Town will maintain pre-event standby contracts with at least one experienced contractor for disaster debris monitoring, who will be responsible if and when directed by the Town, for monitoring the collection of disaster debris, removal of hazardous trees, limbs and stumps, , and reduction and final disposal of disaster debris. Selection of contractor(s) shall follow a competitive procurement process that complies with Town purchasing requirements, and may include piggybacking when the original contract being piggybacked was entered into following a competitive procurement process and provides terms and pricing consistent with those provided elsewhere in Palm Beach County, Florida. A list of current disaster debris management contractors is included as Attachment 5.6.

2.6 Other Relationships and Organizations

This plan recognizes that debris management following a disaster is not exclusively a Town issue. Other entities that may be involved include, but are not limited to, the following:

2.6.1 Palm Beach County

2.6.2 Town contractors

2.6.3 Federal Emergency Management Agency (FEMA)

2.6.4 Federal Highway Administration (FHWA) / Florida Department of Transportation (FDOT) District 4

2.6.5 Natural Resource Conservation Service (NRCS) / U.S. Department of Agriculture

2.6.6 State of Florida

2.6.7 LGWCD

2.7 Standardization

Important objectives of this plan are to expedite the initiation of debris management operations following a major disaster, to ensure effective coordination with other governmental/regulatory agencies, and to promote full compliance with applicable local, State and Federal requirements for post-disaster debris management. To achieve these objectives, this plan incorporates policies to, where feasible and practical, standardize documentation related to disaster debris recovery activities. The following standardized forms and documentation are included as Attachments to this plan:

2.7.1 Attachment 5.10 – Sample “Load Ticket”

2.7.2 Attachment 5.11 – Sample Debris Truck Placard

2.7.3 Attachment 5.12 – Sample Debris Monitor Report

2.7.4 Attachment 5.13 – Truck Certification List.

2.8 Certifications

The Town currently has an Interlocal Agreement with SWA for TDSRS. At this time there are no TDSRS located within the Town. In the event that a TDSRS is located within the Town, the Town will work to pre-certify the TDSRS locations, collection equipment and staff. Copies of any TDSRS certifications are included in Attachment 5.9.

2.9 Operations

The operations described below are intended to be implemented with flexibility and to be adjusted to the specific needs of the debris planning and plan implementation processes as they may change through time.

2.9.1 Non-Event Operations

During periods of normalcy, Town staff will perform the following tasks to ensure preparation for disaster events: review and update this plan as appropriate; evaluate TDSRS availability and update locations and/or certifications, as necessary; ensure appropriate disaster debris management and monitoring contracts are in place; evaluate performance of disaster debris management and monitoring companies during prior events, if applicable; verify and communicate appropriate contact information for staff, contractors, and outside organizations; identify changes necessary to satisfy FEMA, FHWA, and other outside and regulatory agencies; and perform and participate in appropriate training and exercises.

2.9.2 Pre-Event Operations

In anticipation of a hurricane or other disaster event, Town staff will: Communicate with Palm Beach County and the LGWCD; notify disaster debris management and monitoring contractors to ensure response readiness; activate Town staff and equipment for response readiness; develop public information strategies; identify pre-event conditions that may impact subsequent debris operations and reimbursements; and take other preparatory actions as necessary to ensure timely and effective implementation of this plan.

2.9.3 Post-Event Operations

Following an actual disaster event, Town staff will: complete the rapid assessment to identify the status of priority roadways and the general volume, type and location of debris generated; initiate the emergency push for priority roadways and other areas of Town responsibility; through County Emergency Support Function (ESF) 3, request mobilization of FDOT resources needed for the emergency push; notify and mobilize disaster debris management and monitoring contractors, as necessary; implement public information strategies; ensure that personnel time and expense tracking procedures are immediately implemented; prepare and initiate a debris management action plan; and take other such actions as necessary to coordinate town wide debris collection, processing and disposal operations.

2.10 **Recycling Policy**

The Town is committed to implementing appropriate measures, where feasible and practical, to recycle and/or reuse disaster-generated debris of all types.

3.0 TRAINING & EXERCISES

Appropriate Town staff will participate in annual coordination and training exercises to ensure disaster preparedness. Such training may include meetings with Palm Beach County and other local governments; FEMA, FHWA & FDOT; and disaster debris management and monitoring firms.

4.0 PLAN UPDATES

Appropriate Town staff will update this plan annually in response to historical experience, operational changes, regulatory changes, and other factors that otherwise affect disaster debris management.

5.0 ATTACHMENTS

5.1 FEMA Public Assistance Pilot Program Information

FEMA introduced a Public Assistance Pilot Program in June 2007. The legislation specifically addressed Stafford Act sections relating to category A debris removal, and categories C through G permanent work. The legislation set forth three goals for the PA Pilot Program: reducing the costs to the Federal Government of providing assistance to State and local governments, increasing flexibility in grant administration, and expediting the provision of assistance to States and local governments. The program ended December 31, 2008 and requires a participating agency to have a FEMA-approved debris management plan. This attachment follows the Debris Management Plan Outline provided in the Public Assistance Pilot Program guidance document.

5.2 Other FEMA Guidelines

5.3 FHWA / FDOT District 4 Guidelines

5.4 Other Guidelines

5.5 List of Disaster Debris Management Contractors

5.6 List of Disaster Debris Monitors

5.7 Recent Hurricane & Tropical Storm Debris Estimates

5.8 Loxahatchee Groves Street Map – Priority Roadways

5.9 Location of Temporary Debris Storage and Reduction Sites (TDSRS)

5.10 Sample “Load Ticket”

5.11 Sample Debris Truck Placard

5.12 Sample Debris Monitor Report

5.13 Truck Certification List

5.14 Disaster Debris Management Services – Cost Estimates

5.15 Loxahatchee Groves Disaster Debris Collection Zone Map

5.16 Potential Final Disposal Sites

Attachment 5.1

FEMA Public Assistance Pilot Program Information

I. Staff Roles and Responsibilities

A. Staffing Organizational Chart.

1. Responsibility for the execution of the Town of Loxahatchee Groves Disaster Debris Management Plan (Debris Plan) shall reside with Emergency Support Function (ESF) #3 per the Town of Loxahatchee Groves Comprehensive Emergency Operations Plan (CEOP).
2. The lead agency in ESF #3 is the Town Administration per the organizational structure of the Town's emergency management group incorporated as Exhibit 3 to the CEOP.

B. Roles and Responsibilities.

1. Staffing Assignments and Duties. The size and composition of a staff organized to deal with debris clearance, removal and disposal issues will depend on the magnitude of the disaster. A pre-disaster debris planning staff may be quite small; however, following a major disaster, additional staff members may be required. Staff responsibilities shall be consistent with section 2.3 of the Debris Plan and with the CEOP.
2. Administration. Issues related to administration, including policy decisions, finance, risk management, and personnel shall be in accordance with Town organizational procedures and section 2.3 of the Debris Plan.
3. Contracting and Procurement. The Town Manager shall ensure that appropriate Town purchasing procedures are used for all contracting and procurements.
4. Legal. The Town Attorney's Office shall assist in matters requiring legal review, including: contract review, right of entry permits, condemnation of structures, and land acquisition/identification for temporary debris staging and reduction sites (TDSRS).
5. Operations. Operational responsibilities shall be in accordance with Section 2.3 of the Debris Plan and with the CEOP.

6. Engineering. The Town has engineering staff and consultants available in the event such services are required for environmental reviews or other disaster debris recovery efforts.
- C. Emergency Communications Plan. As described in section 2.3 of the Debris Plan and in the CEOP, the Town Manager (or designee) shall be responsible for coordinating the Town's emergency communications.
- D. Health and Safety Plan and Procedures. As described in section 2.3 of the Debris Plan, the Town Manager shall be responsible, in coordination with staff charged with operations oversight, for the protection of health and safety related to disaster debris recovery efforts.
- E. Training Schedule. The development, coordination and conduct of training and exercise programs regarding activation and implementation of the CEOP are the responsibility of the Town's Office of Emergency Management. That office shall schedule related annual training. Training specific to disaster debris recovery shall be handled as described in section 3.0 of the Debris Plan.

II. Situation and Assumptions

- A. Design Disaster Event. The most likely disaster events facing the Town of Loxahatchee Groves and Palm Beach County will be hurricanes and tropical storms. Hurricanes are primarily wind events but may spawn tornados and cause flooding in low-lying areas. For the sole purpose of a design reference for this Debris Plan, a Category 3 wet hurricane with winds in the range of 111 to 130 mph, is considered. Based on the Town's experience with Hurricane Wilma in 2005, this category of hurricane resulted in approximately 170,000 cubic yards of debris placed on public property or in public rights of way. Historically, Category 1 hurricanes, with winds in the range of 75 to 95 mph, have resulted in approximately 40,000 cubic yards of debris placed on public property or in public rights of way.
- B. Forecasted Debris.
 1. Forecasted Types. Historically, vegetative debris has comprised approximately 75% of the debris generated by hurricanes in Loxahatchee Groves . The remainder has been comprised primarily of construction and demolition debris (C&D). It is anticipated that future events would generate a similar disaster debris composition, though relatively minor volumes of white goods, hazardous wastes, animal carcasses, and other debris can be expected. Debris may be sub-classified as burnable (vegetative), non-burnable (mixed), and recyclable.
 2. Forecasted Locations. In a Category 3 hurricane, significant damage to

the tree canopy and vegetation throughout the town is expected. In addition to public and private property, vegetative debris is likely to affect the Town's stormwater system, including canals and other water bodies.

III. Debris Collection Plan

- A. Priorities. Recovery work shall be addressed in accordance with section 1.4 of the Debris Plan.
- B. Response Operations. Following an actual disaster event, Town staff along with LGWCD and the CERT Team will complete the rapid assessment to identify the status of priority roadways and the general volume, type and location of debris generated. Town Staff and the LGWCD will immediately initiate the emergency push for priority roadways and other areas of Town responsibility. Through County ESF #3, the Town will request mobilization of FDOT resources needed for the emergency push. If necessary, staff will also mobilize disaster debris management and monitoring contractors to assist in the emergency push.
- C. Recovery Operations. Disaster debris recovery operations shall be implemented in accordance with section 2.9.3 of the Debris Plan.
 - 1. Estimating Staff, Procedures and Assignments. Damage assessment will initially be performed by staff of the Town, the Loxahatchee Groves Cert Team and Palm Beach County Fire Rescue. These individuals are trained in debris estimating and damage assessments, and will be equipped with all necessary maps, forms and equipment. The Town's disaster debris management and monitoring contractors will provide additional damage assessment and debris estimating services as needed.
 - 2. Collection Method.
 - a. Curbside Collection. Curbside collection shall be the primary method used for the removal of disaster debris from the right of way. In the case of an event that is not a federally declared disaster, collection shall be the responsibility of the Town's solid waste contractor. For federally declared disasters, the Town shall determine if it requires the services of one or more disaster debris management contractors.
 - b. Collection Centers. The public may not drop off debris from private property at SWA's TDSRS. Any resident, business, community association or institution that wishes to deliver its disaster debris to a disposal site may do so at any County or privately operated disposal site that accepts public debris. The

Town is not responsible for the disposal costs associated with such deliveries.

3. **Collecting Hazardous Waste and White Goods.** Hazardous waste generated by a natural disaster may consist of common household cleaning supplies, pesticides, motor oil, lubricants, transmission and brake fluid, gasoline, antifreeze, paints, propane tanks, oxygen bottles, batteries, and various other materials. Because hazardous wastes require special handling, residents are asked not to commingle these items with other disaster debris and disaster debris management contractors are directed not to collect such materials. However, household hazardous waste may still become mixed with other debris and unknowingly collected; in such cases, hazardous materials delivered to the TDSRS must be segregated, handled appropriately by trained personnel, and disposed of properly.
4. **Monitoring Staff and Assignments.** In accordance with section 2.5 of the Debris Plan, the Town will maintain pre-event standby contracts with at least one experienced contractor for disaster debris monitoring, who will be responsible if and when directed by the Town for monitoring the collection of disaster debris, removal of hazardous trees, limbs and stumps, management of the TDSRS(s), and reduction and disposal of disaster debris. All eligible work on public property, in the public ROW, and at the TDSRS will be monitored either by Town staff or the contractor.

IV. Debris Management Sites

- A. **Site Management.** As discussed in section 2.2 of the Debris Plan, the Town has an Interlocal Agreement (ILA) with SWA (Authority) for TDSRS.

Section 5.02 of the ILA states “The Town shall be responsible for the collection of Storm Debris within its jurisdiction and delivering that debris to Authority debris management sites.” Section 6.02 states “The Authority shall be responsible for staffing, managing and operating debris management sites it establishes throughout the County for the purpose of storing, processing, and disposing of Disaster Debris. The Authority shall operate and monitor these debris management sites consistent with Reimbursing Agency guidelines. The Authority shall provide facilities to measure and placard Town collection vehicles. The Authority shall use its best efforts to open one or more debris sites within 72 hours after an “all clear” is issued for a hurricane or disaster.”

- B. **Establishment and Operations Planning.**
 1. **Permits.** The SWA will obtain necessary permits, as well as approval by The State of Florida Department of Environmental Protection, for any activated TDSRS identified in Attachment 5.9 to the Debris Plan.

2. Recycling. In accordance with section 2.10 of the Debris Plan and as stated in the SWA of Palm Beach County Debris Management Plan, the SWA is committed to implementing appropriate measures, where feasible and practical, to recycle and/or reuse disaster-generated debris of all types.
3. Environmental Monitoring Program. Appropriate soil, groundwater and other environmental monitoring and testing procedures shall be implemented by SWA to determine that no long-term environmental contamination remains on land used for TDSRS operations.
4. Site Closure. It shall be the responsibility of the SWA to close the TDSRS and restore the site to its pre-event condition.

V. Contracted Services

- A. Emergency Contracting/Procurement Procedures. Purchasing and Contracting shall be performed in compliance with Ordinance 2008-009 “Procurement Code” of the Town of Loxahatchee Groves Code of Ordinances.
- B. Debris operations to be outsourced. The Town shall maintain pre-event contracts with disaster debris management and monitoring contractors, in accordance with sections 2.4 and 2.5 of the Debris Plan.
- C. General Contract Provisions. Contracts for debris removal shall generally include time and materials pricing for Phase I Immediate Response and unit pricing for Phase II Recovery Operations.
- D. Qualification Requirements. All disaster debris management and monitoring contractors used by the Town must have experience in disaster recovery work and be qualified to perform the required work.
- E. Solicitation of Contractors. In accordance with sections 2.4 and 2.5 of the Debris Plan, the selection of contractor(s) shall follow a competitive procurement process that complies with Town purchasing requirements per Ordinance 2008-009 “Procurement Code”, and may include piggybacking when the original contract being piggybacked was entered into following a competitive procurement process and provides terms and pricing consistent with those provided elsewhere in South Florida.

VI. Private Property Demolition and Debris Removal

- A. Condemnation Criteria and Procedures. Palm Beach County Fire and Rescue will identify unsafe structures in accordance with the Florida Building Code and will take appropriate actions to remove the occupants of those structures. Demolishing or securing remaining structures that threaten

the health and safety of adjacent residents should be the responsibility of the owner; however, experience has shown that unsafe structures will remain because of lack of insurance, absentee landlords, and other reasons. Following identification of private property as an unsafe structure, and prior to taking action to demolish or remove the structure, the Town must determine and document that the work is necessary to: eliminate an immediate threat to lives, public health and safety; or eliminate immediate threats of significant damage to improved public or private property; or ensure the economic recovery of the affected community to the benefit of the community-at-large.

1. Legal Documentation. The Town must document that it has the legal responsibility and authority to demolish the structure. To be considered eligible for FEMA reimbursement, the demolition work must be reviewed with and pre-approved by FEMA. To the degree applicable, possible and practical, the following documentation guidelines should be followed:
 - a. Obtain copies of all ordinances that authorize the Town to condemn privately owned structures. The authority to condemn privately owned structures might be different from the authority for the demolition of publicly owned structures.
 - b. Coordinate use of adjacent lands, easements and rights-of-way necessary for accomplishing the approved work.
 - c. Implement laws that reduce the time it takes to go from condemnation to demolition.
 - d. Obtain copies of all applicable permits required for demolition of subject structure(s).
 - e. Document the age of the structure to determine if eligible or on the National Registration of Historic Places with the State Historic Preservation Office (SHPO).
 - f. Obtain copies of pertinent temporary well-capping standards.
 - g. Obtain executed right-of-entry and hold harmless agreements that have been signed by the owner and by renter, if rented. Right-of-entry should indicate any known intent by owner to rebuild to ensure foundation and utilities are not damaged. If these agreements are not executed, document reason(s).

h. Use radio, public meetings and newspaper ads to give notice to property owners and their renters to remove personal property in advance of demolition.

i. Document name of owner on the title, the complete address and legal description of the property and the source of this information. Document name of renter, if available.

j. Ensure property will be vacated by demolition date.

k. Provide written notice to property owners that clearly and completely describe the structures designated for demolition. Additionally, provide a list that identifies related structures, trees, shrubs, fences and other items to remain on the respective property.

l. Notify mortgagor of record.

m. Provide the property owner the opportunity to participate in the decision on whether the property can be repaired.

n. Determine the existence and amount of insurance on the property prior to demolition.

o. Specify procedures to determine when cleanup of a property is completed

2. Demolition permitting. Prior to starting demolition work, the Town will obtain all applicable permits required for demolition of subject structure(s).

3. Inspections. To the degree applicable, possible and practical, the following inspection guidelines should be followed:

a. Coordinate all pertinent site inspections with local, State and Federal inspection team(s). Identify asbestos and lead-based paint materials prior to demolition.

b. Notify the owner and/or renter of all site inspections.

c. Verify that all personal property has been removed from private structure(s).

d. Immediately prior to demolition, verify that the building is unoccupied.

e. Ensure that the property is properly posted.

- f. Obtain a clear, concise and accurate property description and demolition verification.
- g. Include a Public Health official on the demolition inspection team.
- h. Evaluate the structural integrity of the building and also demonstrate "imminent and impending peril" to public health and safety caused by the structure.
- i. Make arrangements to remove and transport all asbestos and lead-based paint materials to a permitted facility prior to building demolition.
- j. Obtain photographs of the property and verify the address. Provide additional photographs of the property taken immediately prior to and following demolition.
- k. Locate, mark, turn off and disconnect all water and sewer lines.
- l. Locate, mark, turn off and disconnect electrical, telephone and cable television services.
- m. Locate, mark, turn off and disconnect gas service.

- B. Mobile Home Park Procedures. The Town of Loxahatchee Groves does not have any mobile home parks.
- C. Navigation Hazard Removal Procedures. The Town of Loxahatchee Groves does not have any navigable waterways. Waterways are limited to 30 miles canals of that are part of the Town's stormwater system.

VII. Public Information Plan

- A. Public Information Officer. As discussed in section 2.3.5 of the Debris Plan, the Town Manager is responsible for coordinating the communication of critical information to residents, the public and the media. This information includes debris removal activities and schedules.
- B. Pre-Scripted Information. The Town Staff has produced information in response to prior disaster events. This information is also accessible for use in future events.
- C. Distribution plan. The Town Staff have established public information distribution channels in response to prior disaster events. This experience will be utilized for use in future events.

Appendices

- A. Map of Jurisdiction and Priorities. Incorporated as Attachment 5.8 of the Debris Plan.
- B. Staffing Assignment Maps. Incorporated as Attachment 5.15 of the Debris Plan.
- C. List of Pre-Qualified Contractors. Incorporated as Attachments 5.5 and 5.6 of the Debris Plan.
- D. Load Ticket. Incorporated as Attachment 5.10 of the Debris Plan.
- E. Debris Monitor Reports. Incorporated as Attachment 5.12 of the Debris Plan.
- F. Truck Certification List. Incorporated as Attachment 5.13 of the Debris Plan.

Attachment 5.2

Other FEMA Guidelines

The Town shall ensure that its debris removal activities, including documentation and field operations, are compliant with FEMA guidelines, as amended periodically. In addition to any Disaster Specific Guidance (DSG) documents issued, the following FEMA publications provide guidance for local disaster debris removal and management activities:

A. *Public Assistance Policy Digest* (FEMA 321 and *Appendix A* of FEMA 321)

B. *Public Assistance Guide* (FEMA 322)

C. *Public Assistance Applicant Handbook* (FEMA 323)

D. *Public Assistance Debris Management Guide* (FEMA 325)

Attachment 5.3

FHWA / FDOT District 4 Guidelines

The Town shall ensure that its debris removal activities, including documentation and field operations, are compliant with FHWA Emergency Relief (ER) Program guidelines, as described in 23 CFR Part 668 and the *Emergency Relief Manual*. The Florida Department of Transportation (FDOT), District 4, is responsible for administering the ER program in Florida.

Attachment 5.4

Other Guidelines

Reserved

Attachment 5.5

List of Disaster Debris Management Contractors

Ashbritt, Inc.
480 South Andrews Avenue
Suite 103
Pompano Beach, FL 33069

Approved by RFQ No. 2008-002, November 18, 2008
Expires November 18, 2009 (1 year renewal available)

Attachment 5.6

List of Disaster Debris Monitors

Calvin, Giordano & Associates Inc
1800 Eller Dr, Ste 600
Fort Lauderdale. FL 33316

GCA Proposal # 08-2176
Approved October 13, 2008
No Expiration Date. May terminate with 7 days written notice.

Attachment 5.7

Recent Hurricane & Tropical Storm Debris Estimates

Storm Name	Type or Category ₁	Date	Est. CY Vegetative	Est. CY C&D/Mixed	Est. CY Total
Wilma	Cat 3	Oct 2005	170,000	NA	170,000

Note: The Town of Loxahatchee Groves was incorporated during 2006 and does not have experience with a major hurricane. During Wilma (2005) the town was an unincorporated area in Palm Beach County. Debris was removed by Palm Beach County and hauled to SWA facilities. Debris removed was primarily vegetative. Estimates of Wilma impact were provided by SWA

Attachment 5.8

Loxahatchee Groves Street Map – Priority Roadways

Attachment 5.9


Location of Temporary Debris Storage and Reduction Sites (TDSRS)

The Town currently has an Interlocal Agreement with SWA for TDSRS. The agreement was entered into on May 30, 2007 with an effective date of June 1, 2007. This agreement may be terminated with 30 days written notice.

Attachment 5.10

Standardized "Load Ticket"

The "load ticket" used for documenting disaster debris collected and disposed of shall generally incorporate the following format and information:



AshBritt Environmental

Truck Measurement Record

Staple Picture Here

Critical Information

Assigned Truck No.: -000 Client: _____ Time: _____ AM PM

Prime Subcontractor: _____ Date: _____

Secondary Subcontractor: _____

Driver Name(s): _____ Ptn. No(s): _____

License Plate No.: _____ State: _____

Measure Location: _____

Measuring Co.: _____

Measured By: _____

(Print name)

Signatures

AshBritt Representative _____

Official Representative _____

Truck/Trailer Type
(Check one)

Self Loaded ROW Mech. Loaded Stumps Tree Work

Dump Truck ROE Haul Out

Semitrailer Hand Loaded Other *(See Comments)*

Truck Assignment
(Check one)

ROW Stumps Tree Work

ROE Haul Out

Inch to Decimal Conversion

Inch	Decimal
1"	0.1
2"	0.2
3"	0.3
4"	0.4
5"	0.5
6"	0.6
7"	0.7
8"	0.8
9"	0.9
10"	1.0
11"	1.1
12"	1.2

Instructions

- Complete all Critical Information for the truck/trailer prior to measurement.
- Measure and record overall dimensions (Cubic Ft. = $L \times W \times H$) *inside* of the truck bed.
- Measure and record all reductions to capacity (i.e., dog boxes, odd shapes, etc.).
(Note: Use a decimal tape measure (10ths) or convert inches to decimals.)
- Calculate and record total cubic yard capacity = (Total Cubic Ft. - Total Reductions) / 27.
- Complete safety requirement inspection and survey.
- Add useful comments or sketches as needed.
- Complete and sign form (both AshBritt and Official representative)

Safety Survey

- Does the driver have a valid drivers license? Yes No
- Does the vehicle have current registration and insurance? Yes No
- Does the vehicle meet all necessary safety requirements? Yes No
- Does the vehicle have a suitable tailgate? Yes No

If any of the above answers are "No", do not certify the vehicle.

Recertification *(Describe below)*

Comments: *(Please sketch and explain odd shapes):*

Measurements

Overall Dimensions: Length x Width x Height = Cubic Feet (0.1)

(a)	(b)	(c)	
Total Cubic Feet (0.1)	/ 27 =		
a+b+c			Gross Cubic Yards (0.1)
			<i>(a+b+c)/27 minus</i>
			Gross CY Reductions (0.1)
			/ 27 =
			Total CF Reductions (0.1)
			r1+r2+r3
			Net Total Cubic Yards (1.0)
			<i>(71+r2+r3)/27 equals</i>

Reductions to Capacity: Length x Width x Height = Cubic Feet (0.1)

Code	Length	Width	Height	
(r1)	(r2)	(r3)		

Codes: 1-Dog Box, 2-Wheel Wells, 3-Odd Shapes, 4-Shoulder, 5-Other
Other *(explain)*: _____

Note: One cubic yard equals 27 cubic feet. Cubic feet equals (L x W x H) / 27.
Cubic yards equals (L x W x H) / 27.

White-Client
Yellow-Client
Pink-AshBritt
Goldenrod-Driver

Attachment 5.11

Standardized Debris Truck Placard

The debris truck placard used to identify collection vehicles shall generally incorporate the following format and information:

- Name of Contracting Jurisdiction
- Name of Prime Contractor
- Name of Truck Owner / Operator
- Vehicle Number
- Truck Volume (cubic feet)
- Truck Certification Date

AshBritt Truck Placard: Example

Note: Not actual size.

**This Vehicle Operated Under
Contract with:**
ABC Hauler, Inc.

and AshBritt, Inc.

VEHICLE #	CAPACITY
049	53
Date: 8/27/05	FIVE THREE CU YD

©2005 GRAPHICS BY LAUR, FL 1-800-544-4400 100000 0001 40770

Note: The AshBritt placard is affixed to the side of all hauling vehicles after safety certification and measurement. It is marked with indelible ink to preclude subsequent doctoring.

Attachment 5.12

Sample Debris Monitor Report

The debris monitor report used to document debris collection/disposal activity shall generally incorporate the following format and information:

Client, Disposal Date, Ticket Number, Truck Capacity, Load Call (%), Load

Calvin Giordano

DAILY DEBRIS MONITOR REPORT

Name: _____

Supervisor Approval: _____

<u>Project</u>	<u>Description</u>	<u>Extra</u>	<u>Phase</u>	<u>Activity</u>	<u>Tues. Date</u>	<u>Wed. Date</u>	<u>Thur. Date</u>	<u>Fri. Date</u>	<u>Sat/Sun. Date</u>	<u>Mon. Date</u>	<u>Total</u>
Totals											

Attachment 5.13

Truck Certification List

No trucks have been pre-certified as of this date. Trucks utilized for a major disaster event would generally be provided by the Town's disaster debris management contractors or their subcontractors.

Attachment 5.14

Disaster Debris Management Services – Cost Estimates

Scenario 1: Category 2-3 Hurricane (Wilma)

Description	Unit of Measure	Quantity	Estimated Range Of Costs
Debris Removal	CY	170,000	\$1,742,500
Debris Monitoring			<u>\$ 266,000</u>
Total			\$2, 008,500

Note: The Town of Loxahatchee Groves was incorporated during 2006 and does not have experience with a major hurricane. During Wilma (2005) the town was an unincorporated area in Palm Beach County. Debris was removed by Palm Beach County and hauled to SWA facilities. Debris removed was primarily vegetative. Estimates of Wilma impact were provided by SWA.

Debris Monitoring costs were based on 9 monitors used 7 days a week for 45 days 10 hrs per day.

Attachment 5.15

Loxahatchee Groves Debris Site Evaluation Worksheet

The Town's debris removal contractor – Ashbritt has performed a site evaluation of a Truck Measuring Site at C Rd and Southern Blvd.

AshBritt Environmental		DEBRIS SITE EVALUATION WORKSHEET		USEABLE SITE
CLIENT: Loxahatchee Groves				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PRIMARY SITE USE		POTENTIAL SITE USE		
<input type="checkbox"/> TDSRS <input type="checkbox"/> RALLY POINT <input type="checkbox"/> FDS <input checked="" type="checkbox"/> TRUCK MEASURING		<input type="checkbox"/> TDSRS <input type="checkbox"/> RALLY POINT <input type="checkbox"/> RESIDENTIAL DROP OFF <input type="checkbox"/> WHITE GOODS RECYCLE <input type="checkbox"/> FDS <input type="checkbox"/> TRUCK MEASURING <input type="checkbox"/> OTHER		
SITE SPECIFICATIONS				
SITE NAME: C Road Site				
SITE ADDRESS: Southern Blvd & C Road				
SITE OWNER:				
CONTACT:		PHONE NUMBER:		
GPS COORDINATES <input type="checkbox"/> TOWER <input checked="" type="checkbox"/> SITE ENTRANCE				
LATITUDE: N 26 DEG 40 MIN 58.6 SEC		LONGITUDE: W 80 DEG 17 MIN 1.6 SEC		
GIS WEBSITE:		TOTAL USEABLE ACRES:		
INITIAL SITE SURVEY CHECK LIST				
<input checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Logistically convenient?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Located in a flood plane?		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Located in or next to a residential area?		
<input checked="" type="checkbox"/> Size	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Size sufficient for its intended use?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Expansion capabilities?		
<input checked="" type="checkbox"/> Access/Traffic Flow	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Good access roads?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	MOT required?		
<input checked="" type="checkbox"/> Development	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Grading, grubbing, or clearing required?		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Existing roads on site?		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site base solid enough?		
<input checked="" type="checkbox"/> Safety	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Above ground or under ground utility lines?		
<input checked="" type="checkbox"/> Security	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is the site secure?		
<input checked="" type="checkbox"/> Environment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Waters of the state on site?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Protective species habitat?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Storm water drainage?		
<input checked="" type="checkbox"/> Processing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Grinding?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	ACI Burning?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Open burning?		
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Below ground burning?		
<input checked="" type="checkbox"/> Availability	Is the site available all year or seasonally? Specify dates and ranges. All Year			
	What is the site currently used for? Empty Lot			
	What was the site historically used for?			
Evaluated by:	Richard Bensch		Date:	06-17-09

Attachment 5.16

Potential Final Disposal Sites

The Town has an Interlocal Agreement with SWA. All decisions concerning the actual disposal of debris will be made by SWA based upon the nature of the event and the types/quantities of debris produced, and in consultation with the Town's disaster debris management contractor(s). The SWA will oversee the final disposal of all debris.

Attachment 5.17 Ashbritt Daily Log

AshBritt, Inc.

ASHBRITT DAILY LOG

00281

DATE _____
 CREW # _____
 FOREMAN _____

AREA _____
 ADDRESS OF WORK _____

EQUIP #/ QTY	EQUIPMENT OR PERSONNEL DESCRIPTION	TIME IN	TIME OUT	DOWN TIME	HOURS WORKED
	Bucket Truck 40 to 50 foot				
	Chipper Truck				
	Pick up Truck				
	Chipper				
	Clam Truck				
	Crane (35 ton)				
	Excavator with Grapple				
	Street Sweeper				
	Track Loader Cat 953 or Equal				
	Tractor with Box Blade				
	Wheel Loader with 2-3 yard bucket				
	Dozer Cat D3 to D5 or Equal				
	Bobcat or Skid Steer Loader				
	Combination Loader				
	Supervisor with Pick up Truck				
	Chainsaw Operator with Gear				
	Climber with Gear				
	Traffic Control / Flag Person				
	Clerical				
	Safety Officer				
	Laborer with Tools				

Comments or Unusual Observations _____

Foreman's Signature

Contractors Signature

Approved by

Attachment