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

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| 2 Situation and Assumptions | **Review Status** | **Location within template**  **(section/subsection)** | **Reviewer Comments** | **Information Sources/Guidance** |
| Does the plan identify the potential debris causing hazards for the jurisdiction? | **Yes - No** | 2.1 Types of Hazards |  | Jurisdiction Hazard Identification and Vulnerability Assessment (HIVA) and UASI Regional Disaster Debris Management Plan |
| Does the plan have a section that contains debris volume estimates specific to the jurisdiction for two events; a low-medium debris impact wind storm, and a medium to high debris impact earthquake? | **Yes - No** | 2.2 Debris Estimates:  Wind Storm event  Earthquake event |  | HIVA, HAZUS Model, FEMA 325 |
| Does the plan describe any known situation or assumption information that was used during the development of the plan? | **Yes - No** | 2.3 Situation and Assumptions |  | N/A |

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

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

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| 5 Current Resources | **Review Status** | **Location within template**  **(section/subsection)** | **Reviewer Comments** | **Information Sources/Guidance** |
| Does the plan identify staff roles that may be needed for debris management operations? | **Yes - No** | 5.1 Staff |  | FEMA 325 |
| Does the plan identify equipment that may be available for debris management operations? | **Yes - No** | 5.2 Equipment |  |  |
| Does the plan identify types of technology tools that may be available for debris management operations? | **Yes - No** | 5.3 Technology |  | HAZUS Home Page: <http://www.fema.gov/plan/prevent/hazus/index.shtm> |
| Does the plan identify contract resources that are available to assist with debris management operations? | **Yes - No** | 5.4 Contract Resources |  | FEMA 325 |
| Does the plan identify any mutual aid or inter-local agreements that could be utilized to support debris management operations? | **Yes - No** | 5.5 Mutual Aid Agreements |  | FEMA 325 |
| Does the plan identify facilities that are available for disposal of disaster debris? | **Yes - No** | 5.6 Disposal Facilities |  | FEMA 325 |
| Does the plan identify recycling/composting facilities that are available for processing disaster debris? | **Yes - No** | 5.7 Recycling/Composting Facilities |  | FEMA 325 |
| Does the plan identify equipment and other resources that could be shared among neighboring municipalities? | **Yes - No** | 5.5 Mutual Aid |  | FEMA 325 |
| Does the plan estimate staffing requirements for diversion programs as part of staffing needed for overall recovery programs? | **Yes - No** | 5.1 Staff |  | FEMA 325 |
| Does the plan list all possible sources for obtaining additional staffing? | **Yes - No** | 5.1 Staff |  | FEMA 325 |
| Does the plan list the local landfill’s locations, capacity and debris accepted? | **Yes - No** | Appendix A Additional Debris Resources |  |  |
| Does the plan contain or reference an emergency contact list of employees? | **Yes - No** | Appendix X: Employee Contact List |  |  |
| Does the plan contain a contact list of debris contractors? | **Yes - No** | Appendix A Additional Debris Resources |  | FEMA 325 |
| Does the plan specify that contractors **CAN NOT** be awarded pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they would be if the contract were awarded post-disaster? | **Yes - No** | 5.4 Contracted Resources |  | FEMA 325, FEMA suggests that this language be included in your plan. |

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| 6 Debris Collection and Hauling Operations | **Review Status** | **Location within template**  **(section/subsection)** | **Reviewer Comments** | **Information Sources/Guidance** |
| Does the plan describe the federal and state processes for damage assessment? | **Yes - No** | 6.1 Preliminary Damage Assessment and Debris Estimates: FEMA Preliminary Damage Assessment |  | FEMA 325 |
| Does the plan summarize the jurisdictions guidelines for establishing debris removal priorities? | **Yes - No** | 6.2 Debris Clearance and Removal Guidelines |  |  |
| Does the plan have a section that uses the guidelines referenced in Section 6.2 to develop debris removal priorities? | **Yes - No** | 6.3 Debris Removal Priorities |  | FEMA 325 |
| Does the plan describe how debris clearance, removal, and collection will be accomplished in the jurisdiction? | **Yes - No** | 6.4 Debris Operations |  | FEMA 325 |
| Does the plan describe the number, and location, or neighborhood collection sites and debris management sites that jurisdiction has identified? | **Yes - No** | 6.5 Debris Management and Neighborhood Collection Sites: Establishment of Operations Planning |  | FEMA 325 |
| Does the plan provide extensive detail on the identification, development, operation, and close-out of Debris Management Sites (DMS)? | **Yes - No** | 6.5 Debris Management and Neighborhood Collection Sites: Establishment of Operations Planning |  | FEMA 325 |
| Does the plan explain staff roles necessary to operate a debris management site? | **Yes - No** | 6.5 Debris Management and Neighborhood Collection Sites: Site Management |  | FEMA 325 |
| Does the plan outline procedures for debris reduction techniques such as grinding, chipping, or recycling? | **Yes - No** | 6.6 Debris, Reuse, Reduction, and Disposal Methods:  Recycling and Reuse  Volume Reduction Methods |  | FEMA 325 |
| Does the plan specify how the materials will be collected using the following procedures:   * Curbside? * Drop Box? * Debris Management Site? | **Yes - No** | 6.4 Debris Operations: Collections Methods |  | FEMA 325 |
| Does the plan determine how materials amounts and types will be identified such as geographic information system, windshield assessment, or hotline for public calls? | **Yes - No** | 6.1 Preliminary Damage Assessment and Debris Estimates: Damage Assessment Operations |  | FEMA 325 |
| Does the plan list the area lifeline transportation routes? | **Yes - No** | Appendix X List of Lifeline Routes |  |  |
| Does the plan include methods to monitor and enforce recycling and diversion guidelines? | **Yes - No** | 6.6 Debris, Reuse, Reduction, and Disposal Methods: Debris Sorting and Diversion |  | FEMA 325 |
| Does the plan include tracking system to verify amounts and types of materials diverted and disposed to document FEMA reimbursement? | **Yes - No** | 6.7 Debris Management Operations Monitoring: Documentation and Reporting Requirements |  | FEMA 325 |
| Does the plan identify a process for the collection and management of any materials that require separation (e.g., hazardous waste, white goods, asbestos)? | **Yes - No** | 6.6 Debris Reuse, Reduction, and Disposal Methods: Problem Waste Processing and Disposal |  | FEMA 325 |
| Does the plan explain how debris monitoring will occur at debris management sites, neighborhood collection sites, or curbside pickup, and special monitoring issues (switched identification markers, excessive dirt, ineligible debris, ect)? | **Yes - No** | 6.8 Debris Management Contractor Monitoring: Awareness of Improper Contractor Strategies |  | FEMA 325 |
| Does the plan contain documentation procedures for debris contractor management? | **Yes - No** | 6.7 Debris Management Operations Monitoring: Documentation and Reporting Requirements |  | FEMA 325 |
| Does the plan specify that only FEMA has that authority to make debris eligibility determinations **NOT** the contractor? | **Yes - No** | 6.8 Debris Management Contractor Monitoring: Awareness of Improper Contractor Strategies |  | FEMA 325, FEMA suggests that this language be included in your plan. |

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| 7 Contracted Resources | **Review Status** | **Location within template**  **(section/subsection)** | **Reviewer Comments** | **Information Sources/Guidance** |
| Does the plan identify what additional resources existing solid waste companies have available for debris clearance and removal activities, beyond their normal capacity to maintain municipal solid waste services? | **Yes - No** | 7.1 Existing Debris Management and Solid Waste Contracts |  |  |
| Does the plan list pre-establish contracts for additional resources to support response and recovery operations following a debris-causing incident? | **Yes - No** | Appendix A Debris Resources |  | FEMA 325 |
| Does the plan include a list of pre-qualified contractors that provide disaster debris services and can be called after an incident has occurred including an explanation of how the list was developed | **Yes - No** | Appendix A Debris Resources |  | FEMA 325 |
| Does the plan address emergency contracting/procurement procedures? | **Yes - No** | 7.3 Existing Debris Management and Solid Waste Contracts |  | FEMA 325 |
| Does the plan stipulate that a debris removal contract should only be signed **AFTER** it has been reviewed by the jurisdictions legal representative? | **Yes - No** | Section 7 |  | FEMA 325 |
| Does the plan stipulate that FEMA **DOES NOT** certify, credential, or recommend debris contractors? | **Yes - No** | 7.3 Existing Debris Management and Solid Waste Contracts |  | FEMA 325 |
| Does the plan explain, if applicable, the limitations that WUTC regulations have on contracting for additional debris hauling resources? | **Yes - No** | 7.1 Existing Debris Management and Solid Waste Contracts |  |  |

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| 8 Private Property Demolition and Debris Removal | **Review Status** | **Location within template**  **(section/subsection)** | **Reviewer Comments** | **Information Sources/Guidance** |
| Does the plan identify regulations and procedures that apply to demolition and debris removal involving privately owned property? | **Yes - No** | 8.1 Debris Removal and Demolition Permitting and Procedures: Demolition Documentation |  |  |
| Does the plan outline several planning considerations that should be reviewed during disaster debris management planning? | **Yes - No** | 8.2 Special Considerations |  | FEMA 325 |
| Does the plan have a section that provides information on private property demolition and debris removal costs FEMA has paid during past events? | **Yes - No** | 8.3 Eligibility of Private Property Demolition and Debris Removal Costs |  | FEMA 325 Plan |

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| 9 Public Information Strategy | **Review Status** | **Location within template**  **(section/subsection)** | **Reviewer Comments** | **Information Sources/Guidance** |
| Does the plan provide a brief description of the roles and responsibilities of the Public Information Officer (PIO)? | **Yes - No** | 9.1 Public Information Officer  5.1 Staff |  | FEMA 325 |
| Does the plan describe actions the jurisdiction can take prior to an incident to inform the public about debris management? | **Yes - No** | 9.2 Communication and Public Information Strategy Prior to an Incident |  |  |
| Does the plan describe how public information and messaging will be delivered during a debris incident? | **Yes - No** | 9.3 Public Information Strategy during an Incident |  | FEMA 325 |
| Does the plan identify and outline alternative outreach channels that can be used in an emergency? | **Yes - No** | 9.3 Public Information Strategy during an Incident: Developing Messages in Alternative Languages and Formats |  |  |
| Does the plan coordinate with city/county public information stakeholders to develop awareness campaign material such as door-hangers, or print, radio, or TV adds | **Yes - No** | 9.3 Public Information Strategy during an Incident: Distribution Strategy |  | FEMA 325 |
| Does the plan include a description of establishing a Joint Information Center or media center to handle debris questions from the public? | **Yes - No** | 9.3 Public Information Strategy during an Incident: Coordination with Joint Information Center |  |  |
| Does the plan include a contact list for the media? | **Yes - No** | 9.3 Public Information Strategy during an Incident: Distribution Strategy |  |  |
| Does the plan set up hotline for debris pickup and to answer questions about diversion programs when activated? | **Yes - No** | 9.3 Public Information Strategy during an Incident: Distribution Strategy |  | FEMA 325 |
| Does the plan determine need for interpreters and translators? | **Yes - No** | 9.3 Public Information Strategy during an Incident: Distribution Strategy |  |  |

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

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