

**COUNTY LEVEL  
PUBLIC ASSISTANCE DEBRIS REMOVAL AND DISPOSAL OPERATIONS PLAN  
FIRST 72-HOURS  
CHECKLIST**

IN THE EVENT OF A POTENTIAL FORECASTABLE DISASTER SUCH AS A HURRICANE THIS CHECKLIST WILL ASSIST COUNTIES WITH THE NECESSARY STEPS IN THE REQUIRED DOCUMENTATION OF ALL WORK DONE RELATING TO EMERGENCY DEBRIS REMOVAL.

- COUNTY BOARD PRE- HIRES THE “COUNTY DESIGNEE” TO ADMINISTER THE FEMA DEBRIS CONTRACT PRIOR TO HURRICANE SEASON
- COUNTY BOARD DEVELOPES LIST OF PRE-APPROVED LOCAL DEBRIS CONTRACTORS

***PRIOR TO THE EVENT (48HRS)..... STANDBY PHASE***

- PRE-APPROVED LOCAL CONTRACTORS MEET WITH LOCAL OFFICIALS & COUNTY DESIGNEE FOR WORK ASSIGNMENTS & INSTRUCTIONS INCLUDING:**
- ENTERING INTO CONTRACTS WITH THE COUNTY BOARD & LOCAL CONTRACTORS
- REVIEWING THE SCOPE OF WORK WITH ALL CONTRACTORS
- ASSIGNING WORK ZONES TO LOCAL CONTRACTORS (INCLUDING MAPS OUTLINING ZONES)
- GIVING OUT DAILY LOG & ACCIDENT FORMS ALONG WITH INSTRUCTIONS TO LOCAL CONTRACTORS

***PRIOR TO THE EVENT***

- LOCAL VOL. FIRE DEPT’S MEET WITH LOCAL OFFICIALS & THE COUNTY DESIGNEE FOR WORK INSTRUCTIONS & ASSIGNMENTS INCLUDING:**
- WORK ZONE MAPS CORRESPONDING TO THOSE GIVEN THE LOCAL CONTRACTORS
- DAILY LOG & ACCIDENT FORMS
- INSTRUCTIONS TO DOCUMENT ALL EMERGENCY DEBRIS REMOVAL WORK PREFORMED

***PRIOR TO THE EVENT***

- LOCAL COUNTY OFFICIALS & COUNTY DESIGNEE MEET WITH:**
- ROAD DEPT
- SHERIFFS DEPT
- CHANCERY CLERK’S OFFICE
- OTHERS: \_\_\_\_\_

**AND GIVE THE COUNTY DEPARTMENT EMPLOYEES THE FOLLOWING:**

- WORK ZONE MAPS CORRESPONDING TO THOSE GIVEN THE LOCAL CONTRACTORS
- DAILY LOG & ACCIDENT FORMS
- INSTRUCTIONS TO DOCUMENT ALL EMERGENCY DEBRIS REMOVAL WORK PREFORMED

***PRIOR TO THE EVENT (12 HRS)***

**OFFICIALLY HIRE THE LOCAL CONTRACTORS & DIRECT THE COUNTY EMPLOYEES TO EXECUTE THE 72-HOUR PLAN AT THE:**

- FINAL MEETING OF THE COUNTY BOARD AND OTHER OFFICIALS INCLUDING:**
- COUNTY DESIGNEE
- EMERGENCY MANAGEMENT DIRECTOR
- ROAD MANAGER
- RURAL FIRE COORDINATOR
- SHERIFF
- OTHERS: \_\_\_\_\_

**DURING THE FIRST 72-HOURS THE BOARD WILL TAKE THE FOLLOWING ACTIONS:**

- APPROVE \_\_\_\_\_ TEMPORARY C&D STORAGE SITES (REQUIRES DEQ APPROVAL)
- APPROVE \_\_\_\_\_ TEMPORARY DEBRIS REDUCTION SITES (REQUIRES DEQ APPROVAL)
- ESTABLISH PENALTIES AND PUBLICALLY POST PENALTIES FOR ILLEGAL DUMPING

**DURING THE FIRST 72-HOURS THE COUNTY DESIGNEE WILL TAKE THE FOLLOWING ACTIONS:**

- VERIFY THE WORK FOR ALL HIRED INDEPENDENT CONTRACTORS
- APPROVE BY SIGNATURE THE DAILY LOGS FOR ALL HIRED INDEPENDENT CONTRACTORS

**DURING THE FIRST 72-HOURS THE COUNTY DEPARTMENT HEADS WILL TAKE THE FOLLOWING ACTIONS:**

- VERIFY THE EMERGENCY DEBRIS REMOVAL WORK PERFORMED BY THEIR DEPARTMENTS
- APPROVE BY SIGNATURE THE DAILY LOGS FOR THEIR DEPARTMENTS

**AT THE END OF THE 72 HOURS:**

- ALL DAILY LOGS & ACCIDENT REPORTS WILL BE SUBMITTED TO THE COUNTY DESIGNEE

**SHOULD THE EMERGENCY CEASE PRIOR TO THE END OF THE 72 HOURS:**

- COUNTY DESIGNEE WILL CEASE WORK