



The Debris Management Plan should address the following:

**Mission:** How debris management activities will be facilitated and coordinated.

**Organization:** Who has the overall responsibility for managing the debris cleanup.

**Concept of Operations:** Details how those responsible will manage and coordinate the debris removal and disposal operation.

**Responsibilities:** Identifies specific responsibilities for each department involved in the clean up operation.

**Actions:** Details such as: waiver procedures, review of local ordinances, environmental regulations, priorities, and mutual aid agreements.

**Appendices:** Copies of maps showing locations of landfills, temporary storage sites, critical facilities, etc

The Staff should be comprised of personnel to perform the following functions:

**Administration:** Housekeeping, supplies, equipment, funding, and accounting.

**Contracting and Procurement:** Bidding requirements, 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, and insurance.

**Operations:** Supervision of government and contract resources and overall project management.

**Special Engineering Staff:** Handle such matters as detailed damage assessment; identification of project tasks; assignments of tasks; preparation of estimates, plans, and specifications; and recommendation of contract award.

**Public Information Specialist:** Coordinate press releases; contacts with local organizations, individuals, and media; and public notices for debris removal and disposal contracts.