

# DEBRIS MANAGEMENT PLAN



## TOWN OF HILTON HEAD ISLAND

*Approved by Town Council on March 20, 2012*

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## DEFINITIONS

**Citizen Drop-Off Centers / Collection Centers:** Locations where citizens may drop their debris and the debris can temporarily be stored.

**Staging Sites:** Locations where equipment and materials may be used in support of a debris management mission.

**Emergency Push:** Emergency clearance of debris from public streets and rights of-way for access by emergency personnel which normally takes place during the first 70 hours. Emergency road clearance, also referred to as cut-and-toss or push, consists of pushing debris to the sides of roads and streets to open them for emergency crews and equipment.

**Road Clearance and Debris Removal (aka: Public Right-Of-Way Debris Removal):** After the emergency push phase is complete, to clear debris from all public property, public rights-of-way, streets, roads, and easements.

**Debris Reduction:** Normally accomplished by burning (open or air curtain incineration) or grinding.

**Eligible Debris:** Debris that is produced or generated by a natural or manmade disaster; is located within the Town's property or right-of-way falling under the following possible classifications: vegetative debris, construction / demolition debris (C&D), hazardous waste, white goods, soil / mud / sand, vehicles / vessels, putrescent debris, infectious waste, chemical / biological / radiological / nuclear-contaminated debris (CBRN), and garbage. These debris classifications are common debris classification's per FEMA 325, Public Assistance Debris Management Guide, and additional debris may be deemed eligible dependent of the event and deemed eligible after consultation with state and FEMA representatives.

## I. PLAN MAINTENANCE

This plan will be reviewed and revised every 2 years by the Town's Engineering Division in consultation with the Emergency Management Coordinator.

## II. INTRODUCTION AND OBJECTIVES

The Town of Hilton Head Island is located on a barrier island in Beaufort County, SC, accessed via US 278 from I-95. The Town's year-round population is approximately 36,000. There is a significant population increase throughout peak tourist season and there are many secondary residences, time shares and hotels. A large portion of the Town is contained in Planned Unit Developments, or gated communities. The Town has a strong Land Management Ordinance which regulates land development and tree removal along with a minimum standard of tree coverage.

The Town of Hilton Head Island is located in the southeastern portion of the United States, along South Carolina's eastern seaboard. The Town has an approximate 13-mile long Atlantic coastline bordered to the north by Port Royal Sound and to the south by the Calibogue Sound. Due to the Town's location, the most probable debris generated catastrophic emergency event to damage the Town would be a hurricane or tropical storm event. The forecasted debris calculations in this plan reflect debris generated by a Hurricane Category 1 through 5 event.

There has been a hazard and vulnerability analysis completed for the Town (See the Comprehensive Emergency Management Program Overview, Comprehensive Emergency Management Hazard and Risk Summary and the Beaufort County's Hazard Mitigation Plan) with the specific hazards requiring debris management services identified as Hurricanes/Tropical Storms, Lesser isolated wind events, Tornadoes, Earthquakes, Flooding and Winter Weather.

The objectives identified below define the goals of the Town to address any type of debris-causing emergency event:

- Conduct Search and rescue for any residents and visitors that may be in harms way.
- Reopen roads and provide access to facilities that provide essential government and population support services.
- Clear/remove debris from public property and rights-of-way.
- Reduce the volume of debris going to disposal facilities to extend the life of those facilities and reduce costs.
- Ensure hazardous materials are segregated from other debris along with proper disposal.

### **III. SITUATIONS AND ASSUMPTIONS**

There are several categories of emergency events that could produce large amounts of debris. These types of events include, but are not limited to, Hurricanes and Tropical Storms, Lesser isolated wind events, Tornadoes, Earthquakes, Flooding and Winter Weather. The quantity and type of debris generated, its location, and the area over which it spreads will directly affect the choice of methods to remove and dispose of the debris.

This debris management plan is based on several assumptions, including the following:

- An emergency event requiring debris removal may occur at any time.
- For lesser, non-declared events, the Incident Manager reserves the right to utilize already existing local Town of Hilton Head Island contracts to remove and clean up debris that specifically involves an event that isn't large scale and doesn't require any county, state or federal assistance.
- The Town may have insufficient resources to remove the debris created by an event. The Town has contracts with private contractors for assistance in collection, reduction, and disposal of debris.
- If the Town and the Town's Debris Monitoring Firm and Debris Removal Contractor capabilities are insufficient, the Town may request the County and State to assist in debris removal.
- If the State Governor requests a Presidential Disaster Declaration and such a declaration is approved, federal resources could become available.
- Citizens will assist in the removal of debris from their homes and businesses. However, citizens will generally need governmental assistance to haul debris for disposal. Proper public information can encourage cooperative action of citizens in removing debris.

The following spreadsheet illustrates the Hurricane Debris Quantity Calculations. For specifics on how the numbers were calculated, see Attachment Four – Forecasted Debris.

## Hurricane Debris Quantity Calculations

Q= HCVBS

Area	HAZUS Estimate Eligible Clean Woody (Tree) Debris (CY)	Days to Grind at 360 cy / hr (24 hr / dy)	Weeks to Grind at 360 cy / hr (7 days / week)	Clean Woody Debris (55% of Total)	Construction and Demolition Debris (45% of Total)	Construction and Demolition 45% of Total				Total Debris in CY (Cubic yards)	2010 Number of Households	C Storm Category Factor	V Vegetation Characteristic	B Commercial Factor	S Storm Precipitation Factor
						Direct Landfill (38% of C&D)	Burnable / Grindable C & D (42% of C&D)	Soil (5% of C&D)	Whitegoods / Metals (15 % of C&D)						
<b>Category I</b>															
Hilton Head Plantation	N/A	N/A	N/A	10,049	8,222	3,124	3,453	411	1,233	18,271	4,259	2	1.5	1.1	1.3
Palmetto Hall	N/A	N/A	N/A	904	739	281	311	37	111	1,643	383	2	1.5	1.1	1.3
<i>Port Royal Plantation:</i>															
Port Royal Inside Gates	N/A	N/A	N/A	2,291	1,875	712	787	94	281	4,166	971	2	1.5	1.1	1.3
Port Royal Outside Gates	N/A	N/A	N/A	2,673	2,187	831	919	109	328	4,861	1,133	2	1.5	1.1	1.3
<i>Indigo Run:</i>															
Indigo Run Inside Gates	N/A	N/A	N/A	2,364	1,934	735	812	97	290	4,299	1,002	2	1.5	1.1	1.3
Indigo Run Outside Gates	N/A	N/A	N/A	1,906	1,560	593	655	78	234	3,466	808	2	1.5	1.1	1.3
Spanish Wells	N/A	N/A	N/A	392	320	122	135	16	48	712	166	2	1.5	1.1	1.3
<i>Palmetto Dunes:</i>															
Palmetto Dunes Only	N/A	N/A	N/A	7,083	5,795	2,202	2,434	290	869	12,879	3,002	2	1.5	1.1	1.3
P.D. Leamington	N/A	N/A	N/A	2,006	1,641	624	689	82	246	3,647	850	2	1.5	1.1	1.3
P.D. Shelter Cove	N/A	N/A	N/A	1,750	1,432	544	601	72	215	3,182	680	2	1.5	1.2	1.3
Long Cove	N/A	N/A	N/A	1,031	844	321	354	42	127	1,875	437	2	1.5	1.1	1.3
Wexford	N/A	N/A	N/A	809	662	252	278	33	99	1,471	343	2	1.5	1.1	1.3
Shipyard	N/A	N/A	N/A	4,816	3,940	1,497	1,655	197	591	8,756	2,041	2	1.5	1.1	1.3
Sea Pines	N/A	N/A	N/A	15,012	12,282	4,667	5,159	614	1,842	27,294	5,832	2	1.5	1.2	1.3
Ward One	N/A	N/A	N/A	6,453	5,280	2,006	2,217	264	792	11,733	2,507	2	1.5	1.2	1.3
Outside Plantations but not Ward One	N/A	N/A	N/A	27,529	22,524	8,559	9,460	1,126	3,379	50,053	10,695	2	1.5	1.2	1.3
<b>Total</b>	<b>200,107</b>	23.16	3.31	<b>87,068</b>	<b>71,238</b>	<b>27,070</b>	<b>29,920</b>	<b>3,562</b>	<b>10,686</b>	<b>271,345</b>	35,109				
<b>Category II</b>															
Hilton Head Plantation	N/A	N/A	N/A	40,196	32,888	12,497	13,813	1,644	4,933	73,084	4,259	8	1.5	1.1	1.3
Palmetto Hall	N/A	N/A	N/A	3,615	2,958	1,124	1,242	148	444	6,572	383	8	1.5	1.1	1.3
<i>Port Royal Plantation:</i>															
Port Royal Inside Gates	N/A	N/A	N/A	9,164	7,498	2,849	3,149	375	1,125	16,662	971	8	1.5	1.1	1.3
Port Royal Outside Gates	N/A	N/A	N/A	10,693	8,749	3,325	3,675	437	1,312	19,442	1,133	8	1.5	1.1	1.3
<i>Indigo Run:</i>															
Indigo Run Inside Gates	N/A	N/A	N/A	9,457	7,737	2,940	3,250	387	1,161	17,194	1,002	8	1.5	1.1	1.3
Indigo Run Outside Gates	N/A	N/A	N/A	7,626	6,239	2,371	2,621	312	936	13,865	808	8	1.5	1.1	1.3
Spanish Wells	N/A	N/A	N/A	1,567	1,282	487	538	64	192	2,849	166	8	1.5	1.1	1.3
<i>Palmetto Dunes:</i>															
Palmetto Dunes Only	N/A	N/A	N/A	28,333	23,181	8,809	9,736	1,159	3,477	51,514	3,002	8	1.5	1.1	1.3
P.D. Leamington	N/A	N/A	N/A	8,022	6,564	2,494	2,757	328	985	14,586	850	8	1.5	1.1	1.3
P.D. Shelter Cove	N/A	N/A	N/A	7,001	5,728	2,177	2,406	286	859	12,730	680	8	1.5	1.2	1.3
Long Cove	N/A	N/A	N/A	4,124	3,375	1,282	1,417	169	506	7,499	437	8	1.5	1.1	1.3
Wexford	N/A	N/A	N/A	3,237	2,649	1,006	1,112	132	397	5,886	343	8	1.5	1.1	1.3
Shipyard	N/A	N/A	N/A	19,263	15,761	5,989	6,619	788	2,364	35,024	2,041	8	1.5	1.1	1.3
Sea Pines	N/A	N/A	N/A	60,046	49,129	18,669	20,634	2,456	7,369	109,175	5,832	8	1.5	1.2	1.3
Ward One	N/A	N/A	N/A	25,812	21,119	8,025	8,870	1,056	3,168	46,931	2,507	8	1.5	1.2	1.3
Outside Plantations but not Ward One	N/A	N/A	N/A	110,116	90,095	34,236	37,840	4,505	13,514	200,210	10,695	8	1.5	1.2	1.3
<b>Total</b>	<b>446,451</b>	51.67	7.38	<b>348,273</b>	<b>284,951</b>	<b>108,281</b>	<b>119,679</b>	<b>14,248</b>	<b>42,743</b>	<b>731,402</b>	35,109				

Area	HAZUS Estimate Eligible Clean Woody (Tree) Debris (CY)	Days to Grind at 360 cy / hr (24 hr / dy)	Weeks to Grind at 360 cy / hr (7 days / week)	Clean Woody Debris (55% of Total)	Construction and Demolition Debris (45% of Total)	Construction and Demolition 45% of Total				Total Debris in CY (Cubic yards)	2010 Number of Households	C Storm Category Factor	V Vegetation Characteristic	B Commercial Factor	S Storm Precipitation Factor
						Direct Landfill (38% of C&D)	Burnable / Grindable C & D (42% of C&D)	Soil (5% of C&D)	Whitegoods / Metals (15 % of C&D)						
<b>Category III</b>															
Hilton Head Plantation	N/A	15.12	2.16	130,638	106,886	40,617	44,892	5,344	16,033	237,524	4,259	26	1.5	1.1	1.3
Palmetto Hall	N/A	1.36	0.19	11,748	9,612	3,653	4,037	481	1,442	21,360	383	26	1.5	1.1	1.3
<i>Port Royal Plantation:</i>															
Port Royal Inside Gates	N/A	3.45	0.49	29,784	24,369	9,260	10,235	1,218	3,655	54,153	971	26	1.5	1.1	1.3
Port Royal Outside Gates	N/A	4.02	0.57	34,753	28,434	10,805	11,942	1,422	4,265	63,187	1,133	26	1.5	1.1	1.3
<i>Indigo Run:</i>															
Indigo Run Inside Gates	N/A	3.56	0.51	30,735	25,147	9,556	10,562	1,257	3,772	55,882	1,002	26	1.5	1.1	1.3
Indigo Run Outside Gates	N/A	2.87	0.41	24,784	20,278	7,706	8,517	1,014	3,042	45,062	808	26	1.5	1.1	1.3
Spanish Wells	N/A	0.59	0.08	5,092	4,166	1,583	1,750	208	625	9,258	166	26	1.5	1.1	1.3
<i>Palmetto Dunes:</i>															
Palmetto Dunes Only	N/A	10.66	1.52	92,082	75,340	28,629	31,643	3,767	11,301	167,422	3,002	26	1.5	1.1	1.3
P.D. Leamington	N/A	3.02	0.43	26,072	21,332	8,106	8,959	1,067	3,200	47,405	850	26	1.5	1.1	1.3
P.D. Shelter Cove	N/A	2.63	0.38	22,754	18,617	7,074	7,819	931	2,793	41,371	680	26	1.5	1.2	1.3
Long Cove	N/A	1.55	0.22	13,404	10,967	4,168	4,606	548	1,645	24,371	437	26	1.5	1.1	1.3
Wexford	N/A	1.22	0.17	10,521	8,608	3,271	3,615	430	1,291	19,129	343	26	1.5	1.1	1.3
Shipyard	N/A	7.25	1.04	62,605	51,222	19,464	21,513	2,561	7,683	113,827	2,041	26	1.5	1.1	1.3
Sea Pines	N/A	22.59	3.23	195,150	159,668	60,674	67,061	7,993	23,950	354,819	5,832	26	1.5	1.2	1.3
Ward One	N/A	9.71	1.39	83,889	68,637	26,082	28,827	3,432	10,295	152,526	2,507	26	1.5	1.2	1.3
Outside Plantations but not Ward One	N/A			357,876	292,808	111,267	122,979	14,640	43,921	650,684	10,695	26	1.5	1.2	1.3
<b>Total</b>	<b>889,204</b>	<b>131.01</b>	<b>18.72</b>	<b>1,131,888</b>	<b>926,091</b>	<b>351,914</b>	<b>388,958</b>	<b>46,305</b>	<b>138,914</b>	<b>2,057,979</b>	<b>35,109</b>				
<b>Category IV</b>															
Hilton Head Plantation	N/A	29.08	4.15	251,228	205,550	78,109	86,331	10,277	30,832	456,778	4,259	50	1.5	1.1	1.3
Palmetto Hall	N/A	2.61	0.37	22,592	18,485	7,024	7,764	924	2,773	41,077	383	50	1.5	1.1	1.3
<i>Port Royal Plantation:</i>															
Port Royal Inside Gates	N/A	6.63	0.95	57,277	46,863	17,808	19,682	2,343	7,029	104,140	971	50	1.5	1.1	1.3
Port Royal Outside Gates	N/A	7.74	1.11	66,833	54,681	20,779	22,966	2,734	8,202	121,514	1,133	50	1.5	1.1	1.3
<i>Indigo Run:</i>															
Indigo Run Inside Gates	N/A	6.84	0.98	59,105	48,359	18,376	20,311	2,418	7,254	107,465	1,002	50	1.5	1.1	1.3
Indigo Run Outside Gates	N/A	5.52	0.79	47,662	38,996	14,819	16,378	1,950	5,849	86,658	809	50	1.5	1.1	1.3
Spanish Wells	N/A	1.13	0.16	9,792	8,012	3,044	3,365	401	1,202	17,804	166	50	1.5	1.1	1.3
<i>Palmetto Dunes:</i>															
Palmetto Dunes Only	N/A	20.50	2.93	177,080	144,884	55,056	60,851	7,244	21,733	321,965	3,002	50	1.5	1.1	1.3
P.D. Leamington	N/A	5.80	0.83	50,139	41,023	15,589	17,230	2,051	6,153	91,163	850	50	1.5	1.1	1.3
P.D. Shelter Cove	N/A	5.06	0.72	43,758	35,802	13,605	15,037	1,790	5,370	79,560	680	50	1.5	1.2	1.3
Long Cove	N/A	2.98	0.43	25,778	21,091	8,014	8,858	1,055	3,164	46,868	437	50	1.5	1.1	1.3
Wexford	N/A	2.34	0.33	20,233	16,554	6,291	6,953	828	2,483	36,787	343	50	1.5	1.1	1.3
Shipyard	N/A	13.93	1.99	120,393	98,504	37,431	41,372	4,925	14,776	218,897	2,041	50	1.5	1.1	1.3
Sea Pines	N/A	43.44	6.21	375,289	307,055	116,681	128,963	15,353	46,058	682,344	5,832	50	1.5	1.2	1.3
Ward One	N/A	18.67	2.67	161,325	131,994	50,158	55,437	6,600	19,799	293,319	2,507	50	1.5	1.2	1.3
Outside Plantations but not Ward One	N/A	79.66	11.38	688,223	563,092	213,975	236,499	28,155	84,464	1,251,315	10,695	50	1.5	1.2	1.3
<b>Total</b>	<b>1,462,555</b>	<b>251.93</b>	<b>35.99</b>	<b>2,176,708</b>	<b>1,780,943</b>	<b>676,758</b>	<b>747,996</b>	<b>89,047</b>	<b>267,141</b>	<b>3,957,652</b>	<b>35,109</b>				
<b>Category V</b>															
Hilton Head Plantation	N/A	46.52	6.65	401,964	328,880	124,974	138,130	16,444	49,332	730,844	4,259	80	1.5	1.1	1.3
Palmetto Hall	N/A	4.18	0.60	36,148	29,575	11,239	12,422	1,479	4,436	65,723	383	80	1.5	1.1	1.3
<i>Port Royal Plantation:</i>															
Port Royal Inside Gates	N/A	10.61	1.52	91,643	74,981	28,493	31,492	3,749	11,247	166,624	971	80	1.5	1.1	1.3
Port Royal Outside Gates	N/A	12.38	1.77	106,933	87,490	33,246	36,746	4,375	13,124	194,423	1,133	80	1.5	1.1	1.3
<i>Indigo Run:</i>															
Indigo Run Inside Gates	N/A	10.95	1.56	94,569	77,374	29,402	32,497	3,869	11,606	171,943	1,002	80	1.5	1.1	1.3
Indigo Run Outside Gates	N/A	8.83	1.26	76,259	62,394	23,710	26,205	3,120	9,359	138,653	809	80	1.5	1.1	1.3
Spanish Wells	N/A	1.81	0.26	15,667	12,819	4,871	5,384	641	1,923	28,486	166	80	1.5	1.1	1.3
<i>Palmetto Dunes:</i>															
Palmetto Dunes Only	N/A	32.79	4.68	283,329	231,814	88,089	97,362	11,591	34,772	515,143	3,002	80	1.5	1.1	1.3
P.D. Leamington	N/A	9.29	1.33	80,223	65,637	24,942	27,568	3,282	9,846	145,860	850	80	1.5	1.1	1.3
P.D. Shelter Cove	N/A	7.43	1.06	64,178	52,510	19,954	22,054	2,625	7,876	116,688	680	80	1.5	1.1	1.3
Long Cove	N/A	4.77	0.68	41,244	33,745	12,823	14,173	1,687	5,062	74,989	437	80	1.5	1.1	1.3
Wexford	N/A	3.75	0.54	32,372	26,486	10,065	11,124	1,324	3,973	58,859	343	80	1.5	1.1	1.3
Shipyard	N/A	22.30	3.19	192,630	157,606	59,890	66,195	7,880	23,641	350,236	2,041	80	1.5	1.1	1.3
Sea Pines	N/A	69.50	9.93	600,463	491,288	186,689	206,341	24,564	73,693	1,091,750	5,832	80	1.5	1.2	1.3
Ward One	N/A	29.88	4.27	258,121	211,190	80,252	88,700	10,569	31,678	469,310	2,507	80	1.5	1.2	1.3
Outside Plantations but not Ward One	N/A	127.45	18.21	1,101,157	900,947	342,360	378,398	45,047	135,142	2,002,104	10,695	80	1.5	1.2	1.3
<b>Total</b>	<b>1,952,166</b>	<b>402.42</b>	<b>57.49</b>	<b>3,476,899</b>	<b>2,844,736</b>	<b>1,081,000</b>	<b>1,194,789</b>	<b>142,237</b>	<b>426,710</b>	<b>6,321,635</b>	<b>35,109</b>				

#### **IV. STAFF ROLES AND RESPONSIBILITIES**

For organizational charts, see Attachment One.

The staff roles and responsibilities outlined below are separated based on whether the Town is involved in response or recovery operations.

The Town's Emergency Operations Center is staffed utilizing the Incident Command System and is led by an Incident Manager. The Debris Management Group is a group under the Logistics Section Manager.

The Recovery organization has been established based on needs identified by the Town in order to sustain long-term operations. In the Recovery Phase, the Debris Management team is under Public Facilities Reporting to the Assistant Recovery Manager.

Please see the *Emergency Operations Plan – Basic Plan* and the *Recovery Strategy* for specific details.

#### **V. STAFFING ASSIGNMENTS AND DUTIES**

##### **A. Pre-Hurricane Season**

Town of Hilton Head Island

- Reviews plan, memorandums of understandings/agreements and revises as necessary;
- Reviews contracts and updates/revises as necessary;
- Coordination between the Town's Engineering Division and the Emergency Management Division is necessary while working with internal and external entities.

Debris Monitoring Consultant

- Assist Town in conducting annual pre-season training session;
- Notify the Town of any changes to FEMA guidelines or regulations;
- Provide estimates of debris;
- Provide input for collection and reduction strategies;
- Provide guidance to Town staff on the logistics, schedule, and other duties that will be performed during the debris management process if an emergency occurs;
- Review and recommend updates to the Town's Debris Management Plan, including any changes to FEMA guidelines or regulations that may affect the Town;
- Develop and updated debris management contact list including key personnel and contact information for individuals within local, state and federal agencies.

Debris Removal Contractor

- Participate in annual pre-season training session;
- Provide the Town annual updates of Safety Plan;
- Provide the Town annual updates of Quality Control Plan;
- Provide the Town annual updates of Communication Plan;
- Providing consultation and advice to the Town.

**B. Personnel Involved in Response Operations**

The Policy Group, made up of the Mayor, Town Manager, Assistant Town Manager(s), Staff Attorney, Emergency Management Coordinator (also known as the Incident Manager), and the Fire Chief (also known as the Deputy Incident Manager for Operations) or designees will activate the EOC and the Incident Manager/Deputy Incident Manager for Operations will determine which personnel will need to be activated. It will be up to these individuals to determine which staff under their authority will be activated which includes the Debris Management Group under the Logistics Section Manager. Under no circumstances will the Debris Management Group or the Debris Monitor/Hauler self activate.

The following charts outline specific duties required of each position during Response and Recovery. Please take into consideration that an activation of the EOC and the debris contracts does not necessarily mean that all positions below will participate in activities. Activation of a position will be based on the size and needs of the event.

For additional essential Town Staff assigned specific duties during Response and Recovery Operations, see the Emergency Operations Plan – Basic Plan and the Recovery Strategy. It must be noted that the information contained below came directly from the above mentioned plans. Any changes to this information must be synchronized with the Emergency Management Coordinator and the Deputy Director of Community Development to ensure consistency across all plans.

<b>Position: Policy Group</b>
<b>Reports to: N/A</b>
Job Responsibilities: <ul style="list-style-type: none"><li>• Includes the Mayor, Town Manager, Assistant Town Manager’s, Incident Manager, Staff Attorney, Deputy Incident Manager for Operations;</li><li>• While this group as a whole does not get involved in tactical operations, its essential function is to provide overall strategic direction and advisement for all municipal government activities related to major emergencies or incidents;</li><li>• Provide executive guidance to the overall emergency response activities of the Town; develop broad-based, high-level strategies, approaches and philosophies;</li><li>• Remain informed of all developing activities in support of response</li></ul>

- operations;
- Consider action recommendations made by the Incident Manager;
- Establish Town response priorities in concert with the Incident Manager.

**Position: Mayor (see appendix titled Proclamations)**

**Reports to: N/A**

- Job Responsibilities:
- Member of the Policy Group;
  - Issues a State of Emergency Proclamation. (Ord. No. 83-7, 10-3-83);
  - Causes enforcement of a full evacuation. (Ord. No. 83-7, 10-3-83);
  - Causes enforcement of a curfew. (Ord. No. 83-7, 10-3-83);
  - Proclaims the end of a State of Emergency. (Ord. No. 83-7, 10-3-83);
  - Recommends a voluntary evacuation to the community;
  - Authorizes re-entry for residents;
  - Work with the Policy Group, Incident Manager and PIO to ensure the media and public receive appropriate information pertinent to disaster response operations; address the media if necessary.

**Position: Incident Manager**

**Reports to: N/A; with constant interface with Policy Group**

- Job Responsibilities:
- Will act as EOC Manager. However, if the incident is extremely complex or has special requirements, there may be a need for both an Incident and EOC Manager;
  - Overall management of the incident/event;
  - Member of the Policy Group;
  - Establishes the appropriate EOC organization in compliance with the principles within ICS and NIMS;
  - Coordinates with Beaufort County Emergency Management Leadership and the Town's Dispatch Center (911);
  - Provides briefings, approves press releases, ensures appropriate messages to the community and requests for additional resources or for the release of resources;
  - May activate an alternate site for the EOC and emergency personnel base camp;
  - Order, approve or facilitate the activation of the EOC;
  - Identify need for and appoint Command and General Staff positions;
  - Coordinate the overall emergency response activities of the Town;
  - Recommend appropriate actions to the Policy Group for consideration;
  - Ensure the Policy Group is kept informed of all developing activities in support of response operations;
  - Establish Town response priorities in concert with the Policy Group;
  - Approve requests for mutual aid resources outside of normal local mutual aid agreements and direct them to Beaufort County for action;
  - Work with the PIO to ensure the media and public receive appropriate information pertinent to disaster response operations; address the media if necessary;

- Work with the Finance Section to ensure the availability of funding to cover response costs and determine that these are tracked appropriately;
- Prepare for an orderly transition from response operations to recovery operations; assist in the transition process;
- Assist and advise Recovery Manager as requested.

**Position: EOC Manager**

**Reports to: Incident Manager (only when Incident Manager and EOC positions are separated).**

**Job Responsibilities:**

- Coordinates meetings and activity for EOC staff;
- Direct the operation of the EOC;
- Ensure quality communication and cooperation with partner agencies at all levels of government to ensure a cohesive response operation;
- Approve all SitRep's before distribution;
- In coordination with the Logistics Section Manager, manage the activation/acquisition and management of resources required for response operations;
- Approve the IAP prior to distribution.

**Public Information Officer**

**Reports to: Incident Manager**

**Job Responsibilities:**

- Responsible for developing and releasing information about the incident to the news media after receiving final approval of written release by the Incident Manager;
- Develops material for use in media releases;
- Keeps media informed, prepares and possibly conducts media briefings;
- Updates the Town website and any recorded hotlines;
- Work with the Incident Manager to ensure the media and public receive appropriate information pertinent to disaster response operations;
- Act as primary spokesperson for the Town and serve as liaison between the EOC and media during activations;
- Coordinate with County PIO and JIC which may be established to ensure consistency of message and accuracy of information;
- Ensures all necessary emergency information is available in as many public venues and as many ways as possible;
- Monitor media reports and citizen calls received by the EOC, other Town facilities and the County to identify and correct rumors and erroneous information.

**Position: Town Liaison in Beaufort County EOC**

**Reports to: Incident Manager**

**Job Responsibilities:**

- Represents the Town in the multi-jurisdictional Unified Command Center in Beaufort County (located in the Beaufort County EOC);
- Acts as the liaison between the Town's EOC Policy Group and the Beaufort County EOC Unified Command Group to ensure all strategic issues are

addressed during emergencies/disasters;

- Keep the Town EOC aware of incident status via regular telephone briefings and WebEOC;
- Expedite, when necessary, operational support requests made by the Town EOC to the County EOC. Advocate, when necessary, for the interests of the Town by ensuring equitable distribution of resources;
- Monitor incident operations to identify current or potential inter-organizational problems including resource limitations of other agencies;
- Maintain activity log.

**Position: Deputy Incident Manager for Operations**

**Reports to: Incident Manager**

Job Responsibilities:

- Member of the Policy Group;
- Responsible for management of all Fire/EMS and Law Enforcement Operations including the dissemination and request of resources;
- Serve as Operations Section Manager;
- Manage all field response operations, and coordinate support for them;
- In coordination with the Planning Section Manager, develop the Operations portion of the IAP;
- Implement a response structure appropriate to the incident/event;
- Identify need for and appoint field commanders as appropriate;
- Determine need for and request additional resources;
- Execute the IAP and report on progress towards objectives;
- Recommend appropriate actions to the Incident Manager/Policy Group for consideration;
- Ensure the Incident Manager/Policy Group are kept informed of all developing activities in support of response operations;
- Establish Town response priorities in concert with the Policy Group.

**Position: Fire/EMS Division**

**Reports to: Deputy Incident Manager for Operations**

Job Responsibilities:

- With the Deputy Incident Manager for Operations, implement a response structure and identify need for and appoint field commanders as appropriate to the incident/event;
- Oversee all field response operations of assigned Division, under direction of the Deputy Incident Manager for Operations;
- Assist the Planning Section Manager in developing the Operations portion of the IAP;
- Assign specific work tasks to subordinate field commanders;
- Resolve issues reported by subordinates;
- Determine need for and request additional resources in coordination with the Deputy Incident Manager for Operations;
- Execute the IAP and report to the Deputy Incident Manager for Operations progress towards objectives; recommend revisions to the IAP and other actions as appropriate;

- Ensure the Deputy Incident Manager for Operations is kept informed of all developing activities in support of Division response operations;
- Oversees the Fire Station 4, Station 7 and EOC Task Forces.

**Position: Law Enforcement Division**

**Reports to: Deputy Incident Manager for Operations**

Job Responsibilities:

- With the Deputy Incident Manager for Operations, implement a response structure and identify need for and appoint field commanders as appropriate to the incident/event;
- Oversee all law enforcement field response operations, under direction of the Deputy Incident Manager for Operations;
- Assist the Planning Section Manager in developing the Operations portion of the IAP;
- Assign specific work tasks to subordinate field commanders;
- Resolve issues reported by subordinates;
- Determine need for and request additional resources in coordination with the Deputy Incident Manager for Operations;
- Execute the IAP and report to the Deputy Incident Manager for Operations progress towards objectives; recommend revisions to the IAP and other actions as appropriate;
- Ensure the Deputy Incident Manager for Operations is kept informed of all developing activities in support of Division response operations.

**Position: Logistics Section Manager**

**Reports to: Incident Manager**

Job Responsibilities:

- Responsible for providing facilities, services and materials in support of incident activities;
- Coordinate and process requests for additional resources;
- Provide summary updates of resource requests, dissemination of resources and resource issues to Incident Manager;
- Work with the Finance Section in tracking expenses;
- If needed, work with the Base Camp Manager to ensure resource needs are addressed;
- Inform Planning Section that resources have been deployed in order to ensure appropriate tracking;
- Provide oversight to Debris Management field assets and the overall supervision of the Debris Monitor and Removal contractors will occur by the Debris Management Group under the Logistics Section;
- Manage all Logistics Section activities, and coordinate support for them;
- Participate in development of the IAP;
- Implement a response structure appropriate to the incident/event;
- Determine need for and request additional resources;
- Recommend alternatives to the Incident Manager for consideration;
- Ensure the Incident Manager is kept informed of all developing activities in support of Section operations.

**Position: Assistant Logistics Section Manager**

**Reports to: Logistics Section Manager**

Job Responsibilities:

- Assists the Logistics Section Manager in performing assigned duties listed above;
- Provides oversight for groups assigned to the Logistics Section.

**Position: Communications Unit Group**

**Reports to: Logistics Section Manager**

Job Responsibilities:

- Implements the Communication Plan;
- Works closely with the Planning Section to ensure appropriate communications are available for operations outlined in the IAP;
- Ensures the appropriate communications equipment and supplies are available to include: assigning and tracking assets to personnel, anticipating the depletion of communications equipment and supplies and communicating concerns/issues to the Logistics Section Manager;
- Ensures communication is maintained between the EOC, field personnel and other locations activated during response operations;
- Possible equipment/supplies for use includes, but not limited to, radios, satellite phones, repeaters, batteries, cell and landline phones, phone chargers;
- Any vendors assigned to the EOC to support communications will be supervised by this Group Leader;
- Serve as Liaison with the Town's Dispatch Center to ensure appropriate radio frequencies are assigned by utilizing existing plans and the IAP.

**Position: Information Technology Group**

**Reports to: Logistics Section Manager**

Job Responsibilities:

- Ensures computers and computer software programs are working correctly in the EOC and other locations activated during response operations;
- Responsible for ensuring and maintaining WebEOC interface between the Town's EOC and Beaufort County's EOC;
- Anticipates and coordinates issues with the Logistics Section Manager.

**Position: Feeding Operations Group**

**Reports to: Assistant Logistics Section Manager**

Job Responsibilities:

- Responsible for feeding operations at all on-island facilities activated during incident response;
- Interface as necessary with Base Camp Feeding Operations Group to ensure appropriate staff and adequate food supplies.

**Position: Transportation Group**

**Reports to: Assistant Logistics Section Manager**

Job Responsibilities:

- This position will be filled by one of the Town's Fire and Rescue Battalion Chiefs;
- Ensure appropriate vehicles and operators are available to accomplish

- necessary movement of operational personnel, supplies and equipment;
- Ensure appropriate vehicles and operators are available to accomplish evacuations of citizens to Hilton Head Island Airport;
- Ensure appropriate fuel, supplies and maintenance personnel are available to sustain all vehicle operations.

**Position: Debris Management Group**

**Reports to: Assistant Logistics Section Manager**

Job Responsibilities:

- Coordinate equipment support for on-island personnel engaged in emergency debris removal operations;
- Coordinate utility company assistance for on-island personnel engaged in emergency debris removal;
- Supervise the Debris Monitor and Hauler when represented in the EOC, at staging, emergency push operations and debris hauling/removal including at DMS locations.

**Position: Equipment and Supplies Group**

**Reports to: Assistant Logistics Section Manager**

Job Responsibilities:

- Handles requests for needed equipment and supplies not including vehicles, fuel and personnel;
- Works closely with the Assistant Logistics Section Manager, Finance's Procurement Group to ensure sufficient equipment and supplies are on hand or purchased to support an operation;
- Communicates the need for numbers of personnel to distribute equipment and/or supplies to the Assistant Logistics Section Manager;
- Coordinates the distribution of the equipment/supplies;
- If unable to fulfill a request, reports the issue to the Assistant Logistics Section Manager to allow for the fulfillment of the request to go to the Beaufort County EOC.

**Position: EOC Group**

**Reports to: TBD**

Job Responsibilities:

- Five Personnel assigned to the EOC to assist or fill in EOC positions.

**Position: Finance Section Manager**

**Reports to: Incident Manager**

Job Responsibilities:

- Responsible for all financial and cost analysis aspects of the incident;
- Ensure that all personnel time records are accurately completed and processed;
- Track all expenditures, financial obligations, personnel on emergency assignment and complete all associated paperwork;
- At conclusion of incident or when requested, supply all pertinent records to Planning Section;
- May or may not be physically located in the EOC;
- Support emergency purchasing.

**Position: Procurement Group**

**Reports to: Finance Section Manager**

Job Responsibilities:

- Purchases equipment and supplies needed to support response operations;
- Maintains communications with personnel requesting equipment/supplies providing status updates on purchases.

**Position: Cost/Time Tracking Group**

**Reports to: Finance Section Manager**

Job Responsibilities:

- Tracks expenses;
- Prepares daily summaries for the Finance Section Manager, the Incident Manager and Policy Group of total monies spent to date;
- Tracks personnel time assigned to response operations including overtime.

**Position: Planning Section Manager**

**Reports to: Incident Manager**

Job Responsibilities:

- Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of all resources;
- Has an understanding of the current situation, predicts the probable course of incident events and prepares alternative strategies for the incident;
- Completes IAP;
- Determines which groups in the Planning Section need to be activated based off of the needs of the incident;
- Compile and display incident status information;
- Prepare and implement the demobilization plan.

**Position: Incident Action Plan Group**

**Reports to: Planning Section Manager**

Job Responsibilities:

- Assist Planning Section Manager in development of IAP;
- Assist Planning Section Manager in analyzing Disaster Intelligence to predict probable incident developments/project potentially necessary operational changes;
- Assist Planning Section Manager in preparing alternative strategies for current and projected operations.

**Position: Disaster Intelligence Group**

**Reports to: Planning Section Manager**

Job Responsibilities:

- Responsible for the collection, processing and organizing of all incident related information;
- Prepare SitRep's for general use based upon information collected;
- Provide information to IAP Group for use in developing the IAP;
- Provide information to the Incident Manager for use in formulating strategy;
- Provide information to the PIO for use in composing press releases;
- Coordinates Windshield Assessment Survey.

**Position: Historian & Records Group**

<b>Reports to: Planning Section Manager</b>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• Maintain EOC activity log;</li> <li>• Document decisions and incoming/outgoing requests;</li> <li>• Assist Incident Manager and Division Manager's in follow-up of requests when needed;</li> <li>• Responsible for maintenance/preservation of all incident related files;</li> <li>• Assist Finance Division in cost tracking/documentation when needed.</li> </ul>
<b>Position: Response Group (Base Camp)</b>
<b>Reports to: Fire/EMS Division</b>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• Managed by a Town of Hilton Head Island Fire and Rescue Battalion Chief and Bluffton Township Fire District;</li> <li>• Manages and oversees the deployment of Base Camp assets in the event an incident were to occur in and around Base Camp;</li> <li>• If communication is lost with the Town's EOC, one Battalion Chief becomes the Deputy Incident Manager for Operations.</li> </ul>
<b>Position: Traffic/Access Control Function</b>
<b>Reports to: Law Enforcement Division</b>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• This function is managed by the Beaufort County Sheriff's Office in accordance with their procedures and policies;</li> <li>• This information is provided in this document to provide awareness of Beaufort County Sheriff's responsibilities during an event.</li> </ul>
<b>Position: Response Function</b>
<b>Reports to: Law Enforcement Division</b>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• This function is managed by the Beaufort County Sheriff's Office in accordance with their procedures and policies;</li> <li>• This information is provided in this document to provide awareness of Beaufort County Sheriff's responsibilities during an event.</li> </ul>
<b>Position: Base Camp Director</b>
<b>Reports to: Incident Manager</b>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• Overall responsibility for the administration of base camp</li> <li>• Member of the Advance Team to set-up and establish base camp operations;</li> <li>• Establish and manage Base Camp Command Center/Alternate Town EOC;</li> <li>• Liaison to the Town's EOC and Beaufort County EOC;</li> <li>• Requests resources needed to the Town's EOC and/or the Beaufort County EOC;</li> <li>• Provides SitRep's to the Town's EOC;</li> <li>• Ensures communication is maintained between the Town's EOC and Beaufort County EOC;</li> <li>• Ensures that mission requests are fulfilled;</li> <li>• When instructed by the Town's Incident Manager, will begin re-entry or</li> </ul>

<p>relocation procedures;</p> <ul style="list-style-type: none"> <li>• If communication is lost with the Town's EOC, becomes the Incident Manager and implements the necessary structure in order to support overall Incident Management.</li> </ul>
<p><b>Position: Base Camp Operations Manager</b></p>
<p><b>Reports to: Base Camp Director</b></p>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• The Base Camp Operations Manager is responsible for appropriate sanitation and facility management services at any Town established Base Camp locations;</li> <li>• Ensures equipment is checked and trailers are loaded;</li> <li>• Ensures fuel is in the emergency generator and fuel truck;</li> <li>• Ensures the set up Base Camp;</li> <li>• Develop SOP's or SOG's in setting up of the facility, feeding schedules, accountability, information sharing within camp, janitor duties and EMT's/Paramedics to staff the medical area;</li> <li>• Develop the appropriate Groups needed to support Base Camp Operations;</li> <li>• Requires extensive coordination with the Town's EOC;</li> <li>• See the Evacuation and Re-entry appendix for more details.</li> </ul>
<p><b>Position: Public Information Officer (Base Camp)</b></p>
<p><b>Reports to: Base Camp Director/Town's EOC PIO</b></p>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• Provides oversight and coordination of media housed at Base Camp;</li> <li>• Act as primary spokesperson for the Town if the media arrives at Base Camp;</li> <li>• Liaison between the Town's EOC and Base Camp Director communicating issues and pertinent information relevant to the event;</li> <li>• Assists the PIO (EOC) in duties.</li> </ul>
<p><b>Position: Debris Management Group</b></p>
<p><b>Reports to: Base Camp Director</b></p>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• Provides oversight of the Debris Monitor and Debris Hauler located housed in or near Base Camp;</li> <li>• Communicates status of Monitor and Hauler to Base Camp Operations Manager and/or Base Camp Director informing of readiness or issues;</li> <li>• Communicates and coordinates with the Town's EOC Debris Management Group.</li> </ul>
<p><b>Position: Facility Liaison (USCB, TCL, Barnwell)</b></p>
<p><b>Reports to: Base Camp Director</b></p>
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• USCB, TCL or Barnwell staff assigned to the facility to assist the operation;</li> <li>• If a USCB, TCL or Barnwell staff member is not available, the Base Camp Director will assign this position.</li> </ul>
<p><b>Position: Communications Group</b></p>
<p><b>Reports to: Base Camp Director</b></p>
<p>Job Responsibilities:</p>

- Ensures external communications are established and maintained at Base Camp to the Town's EOC, Beaufort County's EOC and Station 4/7 (Beaufort County staff utilizing the Beaufort County Communications Trailer);
- Ensures internal communications are established and maintained within Base Camp working closely with the Base Camp Operations Manager;
- Ensures communication is established and maintained for those units who are deployed to an incident from Base Camp.

**Position: Logistics Manager**

**Reports to: Base Camp Operations Manager**

Job Responsibilities:

- This position provides oversight for specific positions within Base Camp. Report to the Base Camp Operations Manager for internal Base Camp logistical issues and activities;
- Coordinate Base Camp requests with the Town's EOC Assistant Logistics Manager;
- Maintain Base Camp Operations by ensuring shower and sanitation are clean and usable, feeding and work schedules, sleep schedules if needed, etc.

**Position: Personnel Accountability/Safety Group**

**Reports to: Base Camp Operations Manager**

Job Responsibilities:

- Implement a personnel accountability system to track all personnel coming and leaving the facility(ies) from all agencies;
- Acts as Base Camp Safety Officer;
- Ensure that personnel accountability is maintain through out the entire stay at Base Camp;
- If communication is lost with the Town's EOC, becomes the Fire/EMS Division Leader.

**Position: Facility Medical Group**

**Reports to: Base Camp Operations Manager**

Job Responsibilities:

- Provide basic medical care to those residing at base camp;
- Assist Base Camp Manager in monitoring hygienic and sanitary conditions.

**Position: Decon Group**

**Reports to: Base Camp Operations Manager**

Job Responsibilities:

- Establishes and maintains a personnel decon location for personnel at Base Camp;
- Ensures the general cleanliness of personnel before re-entering Base Camp buildings; i.e. Mud is removed from clothing/boots.

**Position: Site Security Group**

**Reports to: Base Camp Operations Manager**

Job Responsibilities:

- The Base Camp Operations Manager will assign law enforcement officers to establish and ensure the safety of Base Camp;

- Maintains law and order at Base Camp;
- Reports issues to the Base Camp Operations Manager.

**Position: Feeding Operations Group**

**Reports to: Base Camp Logistics Manager**

Job Responsibilities:

- Ensure the Southern Baptist Convention has a place to set up and store water, food in an appropriate manner;
- Establish and implement feeding schedules.

**Position: Vehicle Tracking & Parking Group**

**Reports to: Base Camp Logistics Manager**

Job Responsibilities:

- Prepares parking lots for the arrival of vehicles;
- Directs vehicles to the appropriate parking area keeping in mind to expect fire trucks, ambulances, police cars, buses, small vehicles, trailers and personal vehicles;
- Tracks which vehicles leave and return Base Camp parking areas.

**Position: Facility Maintenance Group**

**Reports to: Base Camp Logistics Manager**

Job Responsibilities:

- Keeps facility clean to include toilets, hallways, kitchen/feeding/eating areas;
- Reports inappropriate sanitary conditions to the Base Camp Logistics Manager;
- Ensures stocking of toilet paper and paper towels.

**C. Personnel Involved in Recovery Operations**

Town Council is the governing body that will:

- Develop policy and strategy;
- Disseminate policy guidance and direction through the Town Manager;
- Provide interface to the media and public;
- Act as liaison with State and Federal officials as required.

In addition, the Mayor has the following authority:

- Enforces a curfew (Ord. No. 83-7, 10-3-83);
- Proclaims the end of a state of emergency (Ord. No. 83-7, 10-3-83);
- Authorizes re-entry for residents;
- Call emergency Town Council meetings.

The Town Manager has the following authority:

- Overall responsibility for all functions of the recovery process;
- Provides direction to Recovery Manager to ensure implementation of recovery policy directives and strategic decisions.

Recovery Manager:

- Represents the Town of Hilton Head Island in the County Emergency Operations Center during the disaster;
- Responsible for the overall management and strategic direction of recovery activities;
- Globally retains recovery oversight and implements policy directives;
- Focuses on dealing with executive and administrative matters as well as external relations;
- Ensures multi-agency/inter-agency coordination is accomplished effectively;
- Coordinates meetings and activities for Recovery Team;
- Provides briefings, approves press releases, ensures appropriate messages to the community and requests for additional resources or for the release of resources;
- Determines which groups need to be activated based off the needs of the incident.

Assistant Recovery Manager:

- Oversees the physical operations within the Town during recovery including Community Restoration, Finance, Government Liaison, Operational Support, and Employee Support;
- During Response Operations, liaison between the Incident Manager to ensure a smooth transition from Response to Recovery;
- Ensures cooperation on the part of all Town departments;
- Assists in determining which groups need to be activated based on the needs of the incident;
- Determines initial location for the Recovery Operations Center;
- Determines initial equipment/supplies necessary for commencement of Recovery Operations;
- Ensures communication flow between Recovery Manager and Section Heads;
- Ensures communication flow between Business Restoration Coordinator and the Town;
- Coordinates with the Public Information Officer.

Legal:

- Provides legal analysis of the recovery program;
- Reviews recovery plans and procedures;
- Advises on recovery resolutions and/or ordinances;
- Provides legal advice.

Policy Group (Town Manager, Assistant Town Managers, Mayor, Town Attorney, Town Council):

- Provides overall strategic direction and advisement for all municipal government activities related to the recovery from a major disaster;

- Provides executive guidance to the overall recovery activities of the Town; develop broad-based, high-level strategies, approaches and philosophies;
- Remains informed of all developing activities in support of recovery operations;
- Makes recommendations to the Town Manager and Disaster Recovery Commission;
- Develops and maintain a Disaster Recovery Strategy;
- Liaison to Town Council.

Public Information Officer:

- Oversees the release of public information during recovery;
- Ensures appropriate notifications are made to residents, visitors and outside governmental agencies;
- Provides guidance through the media by developing and releasing information once approved by Recovery Manager;
- Acts as central point for distributing public information.
- Updates the 1-800 call back number recording and the public website.

Business Restoration Coordinator:

- Acts as a communication liaison between all businesses and Town government on recovery issues;
- Coordinates information with PIO.

Community Restoration Coordinator:

- Oversees all damage assessment, emergency permitting, and redevelopment during recovery;
- Coordinates information with PIO;
- Coordinates with Public Facilities Section on similar issues.

Damage Assessment Coordinator:

- Provide an estimate of the impact of a disaster so relief and assistance can begin in an organized and systematic manner. This information may provide the basis for both state and federal disaster declarations.
- Oversees all damage assessment operations during recovery through the preliminary and detailed damage assessments;
- Prepares all necessary paperwork as it relates to the damage assessments for review by the Policy Group and then submission to the Federal Government;
- Prepares daily damage assessment reports;
- Provides guidance to assessors.

Emergency Permitting Coordinator:

- Oversees all emergency permitting operations during recovery.

Redevelopment Coordinator:

- Oversees all redevelopment operations during recovery.

Public Facilities Coordinator:

- Oversees all debris management and emergency infrastructure repair;
- Oversees Debris Management Plan
- Provides briefings of the status of debris removal to the Recovery Manager, Assistant Recovery Manager and the Policy Group;
- Addresses citizen concerns/complaints as it relates to the removal of debris;
- Coordinates with Community Restoration Section on similar issues.

Debris Management Coordinator:

- Oversees debris management operations by providing oversight of the Debris Monitor and Hauler during recovery;
- Briefs the Public Facilities Coordinator on the progression of the debris removal;
- Works closely with the Public Assistance and Grants Coordinator by providing the appropriate paperwork as it relates to Debris Operations.

Emergency Infrastructure Repair Coordinator:

- Oversees all infrastructure repair operations during recovery;
- Coordinates with all utility companies.

Finance Coordinator:

Following disaster situations, the Town must keep accurate records of expenditures and other actions taken to insure maximum reimbursement for losses and expenses incurred in the recovery process. The Finance Coordinator is responsible for the following:

General Responsibilities:

- Oversees all financial and cost analysis aspects of the incident;
- Ensures all personnel time records are accurately completed and processed;
- Tracks all expenditures, financial obligations, personnel on recovery assignment and completes all associated paperwork;
- Coordinates information with PIO;
- Establishes guidelines and standard operating procedures to be used by Town personnel for tracking, submitting, and approval of expenses;
- Establishing and coordinating a record keeping system which will reflect all disaster related expenditures and costs;
- Oversees all business licenses for new businesses

Federal Reimbursement / Public Assistance / Grants:

The Finance Coordinator oversees coordination with the County and the State for financial assistance to repair / replace public infrastructure and facilities.

- Oversees all records and documentation necessary for Federal or State reimbursement to the Town;
- Works with all Sections for proper documentation required by a grant application;
- Follows up on the activities proposed in the hazard mitigation plan, grant development, tracking (handling reimbursement requests, etc.), and coordinating post disaster meetings of the Hazard Mitigation Planning Committee.

Government Liaison:

- Facilitates a smooth transition between response and recovery;
- Coordinates information with PIO;
- Oversees liaison with other governmental agencies involving Mass Care, Security, and Disaster Recovery Centers;
- Oversees liaison with other governmental agencies and Beaufort County United Way involving Donations/Volunteers;
- Oversees liaison with other governmental agencies acting as Transportation Coordinator to transport staff to damaged areas or site offices during recovery and for public transportation of residents to shelters.

Employee Support Coordinator:

- Oversees staff reassignment and procurement of additional personnel resources to perform various recovery-related duties;
- Addresses staff needs (housing, day care, etc.) during recovery.

Operational Support Coordinator:

- Oversees procurement of resources for staff operations (equipment, supplies, food, vehicles, buildings, reassignment of staff) for recovery operations.

*Debris Consultant/Contractor Duties during Recovery*

<b>Position: Debris Monitoring Consultant</b>
<b>Reports to: Debris Management Group</b>
Station (Cat.3 storm or less): USCB
Station (Cat.4 or 5 storm): Off-island (Barnwell HS)
Role: <ul style="list-style-type: none"><li>• To monitor and document the debris management operation on behalf of the Town</li></ul>
Responsibilities: <ul style="list-style-type: none"><li>• Facilitate communication with the Federal Emergency Management Agency (FEMA), the Federal Highway Administration (FHWA), State of South Carolina, and other state and federal agencies;</li><li>• Notify the Town of any changes to FEMA guidelines or regulations;</li><li>• Provide coordination with state insurance representatives</li><li>• Provide estimates of debris;</li><li>• Provide input for collection and reduction strategies;</li><li>• Provide site monitoring of debris collection;</li><li>• Monitor to ensure that debris collection contractors are in assigned areas, contractors are collecting eligible debris, identifying and correcting ineligible debris operations, and that contractors are performing tasked operations within their scope of services;</li><li>• Monitor private property debris removal and/or demolition activities;</li><li>• Provide monitoring of Debris Management Site(s), to include collection of environmental baseline data, per local, state, and federal requirements;</li><li>• Monitor site development and restoration of the DMS used for the operation;</li><li>• Scheduling work for all team members and contractors on a daily basis;</li><li>• Accurately measure, certify and document the capacities of all debris contractor trucks that are added into service and recertify on a regular basis;</li><li>• Provide and track Load Tickets;</li><li>• Enter load tickets into a database or spreadsheet application;</li><li>• Ensure debris hauler's trucks are accurately credited for their loads;</li><li>• Ensure debris hauler's trucks are not artificially loaded;</li><li>• Ensure that hazardous wastes are not mixes in debris loads;</li><li>• Ensure that only debris specified in the contract is collected;</li><li>• Validate and document hazardous trees, including hangers, leaners, and stumps;</li><li>• Provide daily debris collection reports;</li><li>• Provide data compilation and management services;</li><li>• Coordinating daily briefings, work progress, staffing issues, and other key items with the Town;</li><li>• Providing the scheduling, dispatching, and logistical operations of the field monitors/inspectors assigned to all work areas of debris clean-up;</li></ul>

- Acquiring, hiring, training, deploying, and supervising properly equipped monitors/inspectors;
- Ensure safety practices are in compliance with local, state, and federal guidelines;
- Prioritizing recovery workload daily;
- Report if debris removal work does not comply with all local ordinances, and state and federal regulations;
- Responding to problems in the field, including residential or commercial property damage claims during the process of debris removal;
- Establish a web site and/or telephone claim reporting system with a local or toll-free number, and provide staff for the professional management of receiving telephone complaints or damage claims and investigate the complete documentation of claims;
- Comprehensive review, reconciliation and validation of debris removal contractor(s) invoices prior to submission to the Town for processing;
- Assist the Town with reimbursement discussions and applications;
- Final report and appeal preparation and assistance in any appeal process;
- Provide GIS mapping and analysis.

**Position: Debris Removal Contractor**

**Reports to: Debris Management Group**

Station (Cat.3 storm or less): EOC

Station (Cat.4 or 5 storm): Off-Island (Barnwell HS)

**Role:**

- To serve as Town's primary contractor in clearing, removing, reducing and disposing of disaster related debris.

**Responsibilities:**

- Provide estimated Minimum Level of Service Commitments and/or Action Plan(s) based on initial assessments;
- Active sub-contractors as necessary;
- Provide barge and ferry services sufficient to transport equipment, personnel, and debris to and from the island if bridges fail;
- Develop Debris Management Site(s);
- Perform testing and permitting for Debris Management Site(s);
- Operate Debris Management Site(s) in a safe and efficient manner;
- Closure and reclamation of Debris Management Sites;
- Removal of eligible debris from road rights of way;
- Removal of eligible debris from drainage easements;
- Removal of eligible debris via rights of entry;
- Loading and segregating eligible debris;
- Reducing debris via grinding, chipping, burning, or compaction;
- Disposal of debris at an approved site;
- Recycling debris where practical;
- Screening sand and replacing on the beach;
- Negotiate additional services as may be needed;
- Provide the Town with daily reports;

- Retain project records for 3 years.

*Private Developments and Utilities Duties*

**Position: PUD / POA Managers**

**Representing property owner's associations**

Role:

- Coordinate with the Town in the representation of private property owner groups

Responsibilities:

- Works with homeowners to clear out private communities;
- Adheres to memorandums of agreements with the Town on the Town's responsibilities to clear out private streets, right-of-ways, and easements.

**Position: Private Utilities**

**Water and Sewer, Electric, Communications, and Cable Utilities**

Role:

- Coordinates with the Town in the access, protection, and repair of their facilities after a disaster.

Responsibilities:

- Clears debris from established utility easements;
- Repairs utility lines once debris is cleared and line is accessed.

*County, State and Federal Government Duties*

**Position: Beaufort County**

**Emergency Management**

Role:

- Beaufort County Emergency Management will act as the liaison to the State South Carolina in order to ensure that statutory authorities are followed.

Responsibilities:

- When needed, support local municipal debris operations with timely, effective deployment of county resources;
- Coordinate support from adjacent counties not impacted by the event as well as state and federal forces;
- Coordinate execution of the various Emergency Support Functions of the County's plan to the maximum extent possible with the emergency activities of the local governments, state government, private agencies and organizations and organizations of the federal government;
- Operate the County Emergency Operations Center;
- Maintain surveillance of potentially threatening conditions to and within the area in coordination with state and federal agencies and direct appropriate warning and preparedness actions;
- Advise local government officials of the severity and magnitude of the emergency/disaster situation through Situational Reports.

**Position: Beaufort County**

**Public Works / Solid Waste**

## Responsibilities:

- Adhere to Mutual Aid Agreement with the Town regarding road clearing within the limits of the Town;
- When required, support local municipal disaster operations with timely, effective deployment of County resources;
- Coordinate restoration and recovery operations when local government resources are exhausted;
- Assess local needs and coordinate support from adjacent counties not impacted by the event as well as State and Federal resources;
- Coordinate with SCDOT on the clearing of major thoroughfares and highways.

**Position: State of South Carolina****Division of Emergency Management**

## Role:

- Overseeing the state's preparedness, response, recovery and mitigation activities related to emergencies and coordination efforts with emergency management personnel at the local, county and federal levels.

## Responsibilities:

- When needed, support local government disaster operations with timely, effective deployment of State resources;
- Assess local needs and coordinate support from adjacent States and the Federal government as necessary and appropriate;
- Support of the emergency management needs of all counties by developing reciprocal intra- and inter-State mutual aid agreements, in addition to, assistance from the Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS);
- Mobilize and utilize allocated and available resources to meet emergency or disaster requirements;
- Assist Federal representatives in providing emergency response or disaster assistance within the affected areas;
- Operate the State EOC;
- Maintain surveillance of potentially threatening conditions to and in South Carolina and direct appropriate warning and response actions.

**Position: State of South Carolina****Department of Transportation**

## Role:

- Owns rights of way and critical infrastructure (roads and bridges) on the island

## Responsibilities:

- South Carolina DOT is responsible for the restoration and repair of State maintained roads and bridges;
- Provide timely inspection all DOT maintained bridges to and on the island for structural damage and soundness immediately after a storm;
- Remove debris from Interstates, and other state-maintained routes on the mainland;
- Adhere to Memorandum of Agreement regarding road clearing of DOT

maintained roads within the Town and from the Town's Debris Removal Contractor's staging sites off island.

**Position: US Government - Department of Homeland Security**

**FEMA - Federal Emergency Management Agency**

Role:

- Assist eligible applicants to remove debris from public and private property following a Presidential disaster declaration.

Responsibilities:

- Determine if applicant's debris removal is necessary to eliminate the immediate threats to public health and safety; eliminate threats of significant damage to improved public or private property; ensure the economic recovery of the affected community to the benefit of the community-at-large;
- Determine if the applicant's debris is the direct result of the disaster and in the disaster area, as well as determine if the applicant has legal responsibility to remove the debris;
- Reimburse applicants to remove eligible debris or provide direct Federal assistance if the Town, County, or State cannot perform or contract the debris removal work.

**USCG - United States Coast Guard**

Role:

- Oversees the emergency removal of oil and hazardous materials from the coastal zone;
- Authorized under the CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) and the Clean Water Act to respond to actual or potential discharges of oil / hazardous substances, pollutants, and contaminants that may endanger public health or the environment as it relates to the coastal zone.

Responsibilities:

- Provides pre-designated Federal On-Scene Coordinators (FOSCs) to conduct emergency removals of oil and hazardous materials;
- Removes oil and hazardous materials through containment, stabilization, decontamination, collection, and final disposal methods;
- Responsible for keeping waterways safe and open.

**Position: US Government - Department of Defense**

**USACE – United States Army Corps of Engineers**

Role:

- Authorized under the WRDA (Water Resources Development Act) of 1976 to collect and remove drift and debris from publicly maintained commercial harbors, and the land and water areas immediately adjacent to the harbors;
- Authorized under the River and Harbor Act of 1899 to remove sunken vessels or obstructions from navigable waterways under emergency conditions;
- Authorized under the Flood Control and Coastal Emergencies to provide assistance for debris removal from flood control works (or structures designed and constructed to have appreciable and dependable effects in preventing damage by irregular and unusual rises in water level).

**Position: US Government – Department of Agriculture**

**NRCS – Natural Resources Conservation Services**

Role:

- Authorized under the EWP (Emergency Watershed Protection Program) to clean up debris from either runoff retardation or soil erosion prevention that is causing a sudden impairment in the watershed creating an imminent threat to life or property.

Responsibilities:

- Provides funding with public and private landowners eligible for assistance through an agreement.

**APHIS – Animal, Plant, and Health Inspection Service**

Role:

- VS (Veterinary Services) program authorized by Animal Health Protection Act to provide for removal and burial of diseased animal carcasses;
- PPQ (Plant Protection and Quarantine) program authorized to manage issues related to the health of plant resources.

Responsibilities:

- Regulate and monitor plants to reduce the risk of introduction and spread of invasive species;
- Work with public and private lands to provide assistance to manage animal and plant health by collecting and providing information, conducting treatments, and providing technical assistance.

**Position: US Government – Environmental Protection Agency (EPA)**

Role:

- Authorized under the CERCLA (Superfund) and the Clean Water Act to respond to discharges of oil and potential hazardous substances, pollutants and contaminants that may be a imminent or substantial danger to the public health and welfare; EPA has responsibility for responses in the inland zone (USCG has responsibility in the coastal zone);
- Authorized to establish standards for proper management of debris (hazardous and non-hazardous) after emergencies / disasters.

Responsibilities:

- Removes oil and hazardous materials through containment, stabilization, decontamination, collection, and final disposal methods;
- Establishes minimum regulatory standards that are implemented by the State that may impact the management of debris (i.e., Clean Air Act requirements apply to asbestos-containing debris).

**Position: US Government – Department of Transportation**

**FHWA – Federal Highway Administration**

Role:

- Authorized from the Highway Trust Fund to support the repair or reconstruction of Federal-aid highways and roads on Federal lands which have suffered serious damage as a result of a disaster or failure;
- Works with the States to distribute ER funds for reimbursement of debris removal on Federal-aid highways for the first 180 days following an emergency event.

**Position: US Government – Department of Commerce**

**NOAA – National Oceanic and Atmospheric Administration**

Role:

- Authorized through the Coastal and Geodetic Survey Act of 1947 and the Hydrographic Services Improvement Acts of 1998 and 2002 to be directly involved in programs to assess and remove hazards and debris; NOAA does not fund debris removal.

## VI. DEBRIS OPERATIONS RESPONSE AND RECOVERY CONTINUUM

This continuum only illustrates a Hurricane that is a Category 1 to 3; not a lesser scaled Tropical Storm or other disaster types. For non-debris related operations, see the Town's Emergency Operations Plan – Basic Plan and the Recovery Strategy.

Who Completes	Response	Recovery
Emergency Personnel (Task Forces 4, 7 and EOC), Essential Personnel and Contractor(s)	Activation of the Emergency Operations Center, Task Force 4, 7 and EOC	
Emergency and Essential Personnel	Evacuation to Base Camp	
Citizens, Visitors, Non Essential Personnel	Evacuation	
Emergency Personnel (Task Forces 4, 7 and EOC) and Contractor	Emergency Push	
Emergency Personnel (Task Forces 4, 7 and EOC)	Critical Facility Windshield Survey	
Emergency Personnel and Contractor	Emergency Push from Base Camp	
Emergency and Essential Personnel	Re-Entry of Base Camp Personnel	
Contractor	Road Clearance and Debris Removal	
Essential personnel	Activation of the Recovery Operations Center	
Emergency Personnel	All Island Windshield Survey	
Town Staff	Impact (Disaster) Assessment / Preliminary Damage Assessment	
Town Staff	Detailed Damage Assessment	
Citizens, Visitors and Non-Essential Personnel	Return	

The above items are provided as a framework for the establishment of response and recovery transitional periods. However, the event may dictate changing the transitional period. This chart is not intended to represent all activities that occur during response and recovery periods.

## **VII. EMERGENCY COMMUNICATIONS PLAN**

The emergency communication plan for Response Operations is listed in *Town of Hilton Head Island's Emergency Operations Plan - Basic Plan*.

The emergency communication plan for Recovery Operations is listed in the *Town of Hilton Head Island's Disaster Recovery Strategy*.

## **VIII. HEALTH AND SAFETY PLAN AND PROCEDURES**

During debris removal and management operations, the Town staff and the Town's contractors' staff will comply with the Department of Labor Safety and Health Regulations for Construction promulgated under the *Occupational Safety and Health Act of 1970* and under Section 107 of the Contract Work and Safety Standards Act.

The Town's Debris Monitor and Removal Contractor, along with any Town personnel are required to wear safety equipment whenever on a debris management site. A hard hat, reflective vest, safety shoes, long pants, appropriate cold and rainy weather clothing, eye and hearing protection are mandatory for personnel on a debris management site.

## **IX. TRAINING SCHEDULE**

Hurricane Season for the Atlantic Coast technically runs from June 1<sup>st</sup> through November 30<sup>th</sup>. This season is the most likely time that a natural debris generating disaster will occur within the Town of Hilton Head Island. The Engineering Division, Debris Monitoring Firm, Debris Removal Contractor and the Emergency Management Division plan to meet once a year prior to hurricane season (in April or May) for a two or three day workshop to train staff employees, private unit development managers, and local utility companies.

## **X. RESPONSE OPERATIONS**

### **A. The Town of Hilton Head Island**

The Town response operations are defined as part of the Town's *Emergency Operations Plan - Basic Plan, Evacuation and Re-Entry Appendix and the Hurricane Annex*. Dependent on the severity of the storm, it is assumed that if a hurricane event is predicted, personnel will stay on the Island if the storm is a Category 3 or lower at Fire Stations 4, 5 and 7 and the Emergency Operations Center while all other emergency personnel will relocate to University of South Carolina – Beaufort Campus (USCB) in Bluffton, SC. If a Category 4 or higher storm is predicted, all emergency and essential personnel will be relocated to Barnwell High School.

During a Category 1 to 3 storm, the Town's EOC may remain open to oversee emergency operations. Station 4, 5 and 7 may be staffed to provide emergency services until it is determined that it is no longer safe and to assist in clearing roads as soon as the storm passes. USCB will be used to house emergency services personnel/equipment and will serve as Southern Command for Beaufort County being led by the Town's Fire and Rescue personnel. If necessary, transfer of overall command of Town operations will occur from the Town's EOC on the Island to Town personnel housed at Base Camp.

The evacuation and base camp facility addresses are shown below:

- Emergency Operations Center (EOC) – 21 Oak Park Drive
- Dispatch – 21 Oak Park Drive
- Hilton Head Island PSD 1 - 21 Oak Park Drive
- Fire Station 4 - 400 Squire Pope Road
- Fire Station 5 - 20 Whopping Crane Way
- Fire Station 7 - 1001 Marshland Road
- USCB – One University Boulevard, Bluffton, SC
- Technical College of the LowCountry (TCL) – Used to house overflow personnel - 921 Ribaut Road, Beaufort, SC
- Barnwell High School – 474 Jackson Street, Barnwell, SC

#### **B. Debris Monitoring Firm**

If the storm event is forecasted to be a Hurricane Category 1 – 3, the Town's Debris Monitoring Firm will assign a pre-designated, agreed upon numbers of personnel and their primary liaison at the Base Camp at USCB. Due to space constraints, the Town will not be able to accommodate Debris Monitoring Firm personnel at the EOC.

If a Category 4 or higher storm is predicted, the Debris Monitoring Firm personnel will be relocated to Barnwell High School.

#### **C. Fire and Rescue Personnel (Stations 4, 5, 7 and EOC) and Debris Removal Contractor**

At the direction of the Town's Incident Manager, and if possible, prior to an event, the Debris Removal Contractor (Contractor) will pre-stage equipment and personnel necessary for the emergency push of debris from roadways. If the event is forecasted to be a Hurricane Category 1 – 3, the Contractor will pre stage one (1) push team at three (3) designated locations in the Town if deemed safe and practical by the Town and the Contractor based on the anticipated event. These locations are identified below:

- Emergency Operations Center (EOC) or Fire Station 5 (will be decided by Incident Manager)

- Fire Station 4
- Fire Station 7

The three (3) push teams will each contain at a minimum, one (1) supervisor, one (1) chainsaw crew, and one (1) rubber tire loader or skid steer loader. The Contractor's project manager will be assigned to the Town's EOC. In addition, the Contractor will pre-stage approximately fifty (50) pieces of equipment and fifty (50) personnel at a site arranged by the Contractor that is convenient to USCB for the initial push if the event is anticipated to be a Hurricane Category 1 – 3. The Contractor will place a representative in the Town's Base Camp Command Center at USCB.

If the storm event is anticipated to be a Hurricane Category 4 or 5, the Contractor will pre-stage the same levels of personnel and equipment described for a Category 1 – 3. However, they shall be staged at a location convenient to Barnwell High School located in Barnwell County, SC.

The Town has prioritized the emergency push and the clearance of debris during response operations based on the following criteria:

- Push debris from Fire Stations 4, 7, and EOC to the Hilton Head Airport and major traffic routes to help facilitate search and rescue operations;
- Establish the ability for the ingress/egress of fire/rescue and police;
- For Fire and Rescue to complete a windshield survey of critical facilities to determine how soon critical services can be re-established; to determine the need for County, State and Federal assistance and to begin outlining the Town's needs during Recovery Operations.

Only at the direction of the Incident Manager, Deputy Incident Manager of Operations or the Base Camp Director will teams proceed with the emergency push of debris when the storm has passed.

Once the storm has passed, units located at Station 4, 7 and the EOC (or Station 5) will be assigned to push debris to the side of the road on 278, Business 278 and at the Hilton Head Airport. The EOC Contractor units may be held in reserve at the EOC and provided specific instruction once the storm passes.

***All units completing emergency debris push operations must refrain from crossing any bridge or causeway until deemed safe to cross. Additionally, emergency push operations will not begin until the power has been confirmed to be off.***

At any time, the Incident Manager or Deputy Incident Manager of Operations may direct all units operating out of their respective locations to complete search and rescue duties for those residents who may have decided to stay.

Once the emergency push of debris from 278, Business 278 and at the Hilton Head Airport is complete, Fire and Rescue personnel, along with the Contractor, will begin clearing debris while accessing critical facilities to complete a windshield survey. The windshield survey will determine the extent of damage to critical facilities on the Island. The critical facilities have been pre-determined to be necessary to facilitate recovery operations. No other facilities are to be assessed unless otherwise directed by the Incident Manager, Deputy Incident Manager for Operations or Base Camp Director. (See Fire and Rescue SOG on Windshield Survey.) Once Base Camp resources have arrived on the Island, daily Incident Action Plans will be developed to outline the duties and responsibilities of Fire and Rescue Personnel and the Contractor involved in the clearing of debris.

The Town's Incident Manager has ultimate control over the clearing of debris to critical facilities during Response Operations. The number one goal will be the safety of personnel. Critical Facilities could present many challenges to personnel and their safety due to possible live electrical wires, hazardous materials and any unknowns that may be unearthed as crew's clear debris. For this reason, careful consideration has been given to the list of critical facilities and what roads will be cleared and which critical facilities will be accessed to perform the windshield survey. The only authorized means of getting which roads to clear or which facilities to assess is from the Emergency Operations Center or the Recovery Operations Center through the appropriate chain of command.

Road Clearing Priorities to Critical Facilities are subject to change due to the event may dictate what activities personnel must engage in during Response Operations. If all priorities are not able to be addressed during Response Operations, the possibility exists that these activities may need to occur during Recovery Operations.

## **XI. RECOVERY OPERATIONS**

During the recovery phase of debris operations, the Town will continue to push debris on roadways to the roadway right-of-way and begin to clear roadways debris by collecting, storing, reducing, and disposing of debris generated from the event in a cost-effective and environmentally responsible manner. Upon completion of the debris removal mission, the Town and its contractors will close out debris management sites by developing and implementing the necessary site restoration actions.

### **A. Road Clearing Priorities During Recovery**

After the response operations, it is anticipated that the Debris Removal Contractor (Contractor) will have the opportunity to bring additional staff and equipment to the Town to continue debris removal operations.

**The first priority of debris clearing during recovery operations is for the Contractor to clear roadways to any critical facilities that may not have been reached during response operations.**

Once the routes are cleared to critical facilities, the Town has prioritized the recovery phase of debris road clearing operations based on the following criteria:

- Access routes to Citizen Drop Off Points;
- Access routes to Equipment Staging Locations
- Major flood / drainage arteries;
- Major and minor traffic routes;
- Supply distribution points and mutual aid assembly areas;
- Secondary roads to neighborhood collection points;
- Neighborhood streets;
- Private properties in which there are public health / safety issues.

It is important to note that many factors may apply to change road clearing priorities. These factors may include the level of debris generated storm, location of debris blockage, hazardous materials that may block a crew from clearing debris, additional emergency operation or utility locations that may need to be addressed and are not uncovered until after the response operations timeline has passed, as well as any routes to public buildings or facilities that may become critically damaged due to debris pile up. The above road clearing priority list is to be used as a guideline only and all debris removal operations during recovery shall be approved by the Debris Management Group and Recovery Manager.

The following is a complete Listing of all Public Roads on Hilton Head Island.

The Town has signed a Memorandum of Agreement (MOA) with Beaufort County to assist the County in clearing debris from County maintained roadways. The Town is also in the process of going into a MOA with SCDOT to assist the State in clearing debris from State maintained roadways. Both of these agreements can be found in Attachment 13 of this document.

The Town also has a policy to clear private roadways on the Island. Further discussion of private property debris removal can be found in Section XIV. Private Property Demolition and Debris Removal of this document.

### STATE OF SOUTH CAROLINA ROADS

SCDOT BEAUFORT OFFICE: 524-7255

Name	Number	R/W Width
Archer Road	610	60
Arrow Rd. (Pal. Bay to Helmsman)	338	
Arrow Rd. (Archer to WHP)	524/610	60
Avocet Road	328	50
Baygall Road	335	66
Beach City Rd(Mathews-TheSpa)	333	66
Bittern Rd. (Lagoon to NFBDr)	771	50
Blue Heron Point Road	772	
Bradley Beach Road	332	50
Camellia Street	541	50
Cordillo Parkway	342	66/100
Sol Blatt Jr. Cross Is. Pkwy.	US 278	
Deallyon Avenue	405	50
Dillon Road	334	33
Dune Lane (Ibis to Jacana)	729	
Dunnagans Alley(PBay to Arrow)	525	40
Executive Park Road	737	
Fish Haul Road (paved)	334	
Folly Field Rd (WHP to Starfish)	148	
Folly Field Rd(Starfish-Isl.Bch.Pk.)	308	
Gardenia Street	542	50
Genesta Street		
Ghost Crab Way	760	
Gum Tree Road	294/482	66
Helmsman Way	835	
Ibis Street (Lagoon to NFBDr.)	327	100
Jacana Street	729	
Jenkins Road	298	
Kings Court	724	50
Lagoon Road	327	50

Name	Number	R/W Width
Marshland Road	245	66
Mathews Drive	44	66/100
Mimosa Street	638	50
Mitchellville Road (paved)	775	
Moonshell Road	757	
Nautilus Road	338 Spur	66
North Forest Beach Drive	244	50
Office Way	625	66
Old Wild Horse Road	294	
Oleander Street	539	50
Paddleboat Lane		
Palmetto Bay Road	US 278	
Periwinkle Lane	756	
Point Comfort Circle	338	
Point Comfort Road	338	66
Pope Avenue	80	100
Power Alley	801	
Row Boat Road	607 Spur	
Sand Dollar Rd(Seahorse to end)	758	
Sea Horse Way	759	
Sea Olive Road	607	
Singleton Beach Road	200	66
South Forest Beach Drive	243	100
Spanish Wells Road	79	66
Squire Pope Road	141	66
Squiresgate Road	723	50
Target Road	524	66
Union Cemetery Road	624	66
Wilborn Rd (WHP to School Rd)	626	
Wild Horse Road	294	66
Wm Hilton Pkwy (XIP to SPCir)	US 278 Bus	
Wm Hilton Pkwy (Bridge to XIP)	US 278	
Woodhaven Drive	686	
Woodhaven Lane	687	

**BEAUFORT COUNTY ROADS**  
BEAUFORT COUNTY OFFICE: 815-1522

Name	R/W Width
Arrow Rd. (WHP to N.Orleans)	60
Augusta Lane	60
Avocet Road	36
Bay Pines Drive	
Bay Pines Road	

Name	R/W Width
Beach City Road (WHP to Mathews)	100
Ben White Drive	
Bittern Street (NFBDr to Dune)	36
Bluebell Lane	
Bow Circle	60
Bradley Circle	
Brown Court	
Bryant Road	Easement
Burkes Beach Road	66
Cardinal Court	
Cardinal Road	
Caesar Place	
Chisholm Place	
Corpus Christie	50
Curlew Road	36
Dianah's Drive	
Dove Street	36
Dune Lane (except Ibis to Jacana)	20
Eagin Court	
Egret Street	36
Elizabeth Road	
Ferguson's Lane	
First Street	
Fish Haul Road (unpaved)	
Flamingo Street	36
Gannet Street	36
Gardner Drive	70
Heron Street	36
Hunter Road	
Ibis Road (N. Forest Bch. to Dune)	
Indian Trail	60
Island Drive	60
Jessica Drive	60
Jonesville Road	
Katie Miller Road	
Korber Court	
Leg O' Mutton Road	
Marblehead Road	
Marshland Lane	
Mitchellville Lane (unpaved)	
Mitchellville Rd	
Muddy Creek Road	
Murray Avenue	
Mystic Drive	60
Namon Road	50

Name	R/W Width
Nature's Way (Pembroke to Augusta)	
Nazarene Road	
Ned Court	
New Orleans Road	
Nicols Court	
Northridge Drive	60
Oak Marsh Drive	50
Oakview Road	
Otter Hole Lane	66
Palmetto Bay Business Park	50
Palmetto Parkway	60
Park Road	
Pembroke Drive	100
Pensacola Place	50
Rebecca Circle	50
Saint Augustine Place	50
Sand Dollar Rd(Starfish to Sea Horse)	
Second Street	50
Shamrock Circle	
Simmons Road	
Southwood Park Drive	
Starfish Drive	50
Thomas Cohen Drive	
Wexford Drive (from WHP to Circle)	100

### THE TOWN OF HILTON HEAD ISLAND ROADS

Name	R/W Width
Alex Patterson Road	
Arrow Rd. (Helmsman to Archer)	50
Automobile Place	
Bobwhite Lane	
Castnet Drive	
Chamberlin Drive	
Cooperative Way	
Dunnagans Alley (Arrow to Wexford)	
Electric Avenue	
Exchange Street	
Firethorn Lane	50
Haig Point Circle	
Hickory Lane	50
Hospital Center Boulevard (from Beach City Road to Main Street)	
Humane Way	

Name	R/W Width
Indigo Run Drive (WHP to Pembroke)	
Jacana Street (n. of N. Forest Bch. Dr.)	
Jarvis Park Road	
Kingbird Lane	
Lemoyne Avenue	100
Mac Donough Lane (100' E. of G'tree)	
Main Street (from Hosp. Ctr. Blvd. to w. of Exchange Street)	
Mallard Street (n. of N. Forest Bch. Dr.)	50
Mingo Way	
Myrtle Lane	50
Nassau Street (private w/in Circle Ctr)	
Nature's Way	
Oak Park Drive	50
Office Park Road	
Pelican Street (n. of N. Forest Bch. Dr.)	
Sandpiper Street (n. of N. Forest Bch Dr)	50
Summit Drive	
Tanglewood Drive	
Thompson Street	
Wild Horse Road (WHP to Old WH Rd)	

## B. COLLECTION METHOD

After (and possibly in conjunction with) the clearance of debris pushed from the roadways to the road right of ways and storm drainage easements, citizens may place debris on curbside locations on road right of way and at citizen drop off centers. The debris removal contractor plans to transport construction and demolition debris directly to the final disposition (landfill) sites, and all other debris collected will go to the designated Debris Management Sites (DMS) or hazardous waste designated sites for segregation, reduction, and processing prior to going to the final disposition site. The sites listed below are subject to change dependent upon the disaster event.

Curbside Pick-Up/Road Right-of-Way: After the initial road push and clearance of debris, residents may bring debris from their properties to public road right-of way for curbside collection. Typical debris placed to the road right of way will consist of:

- Household garbage such as bagged trash, discarded food, packaging, and papers generated during the disaster event
- Construction and demolition materials removed by the homeowner prior to the receipt of insurance and individual assistance payments
- Woody and vegetative debris and yard waste such as tree branches, leaves, and logs
- Household hazardous waste such as oils, batteries, pesticides, paints, cleaning supplies, and compressed gases
- White goods such as refrigerators, washers and dryers, freezers, air conditioners, stoves, water heaters, and dishwashers
- Electronics such as televisions, computers, radios, stereos, DVD players, and telephones.

Residents should not mix garbage with debris. Debris deposited at the curbside must be disaster-related to be eligible for pickup and disposal. Normal garbage pick-up schedules should resume as soon as possible.

Construction and demolition materials from minor or major repairs or reconstruction by contractors should not be deposited at the curbside. Contractors should remove and deposit their work-related debris at approved landfills.

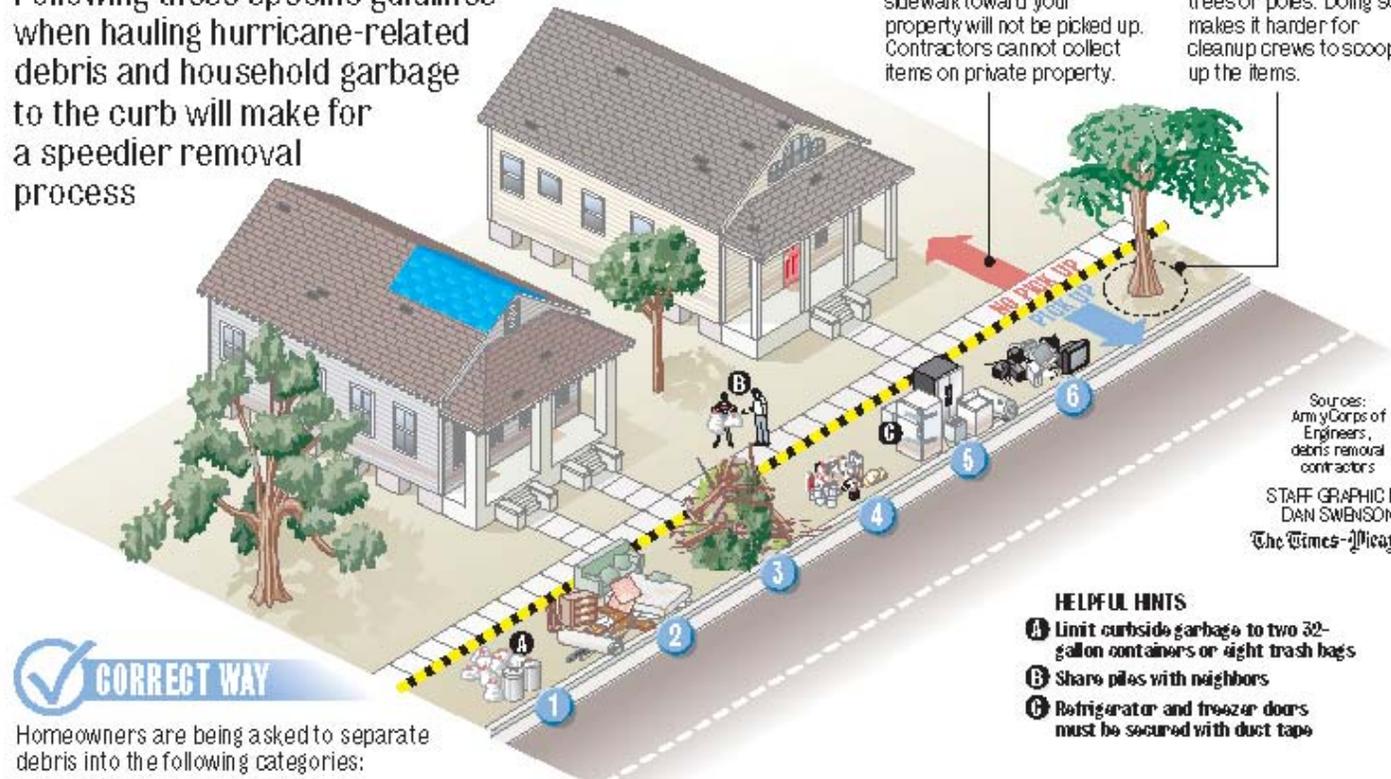
Insurance proceeds usually cover the cost for demolition debris removal from private property. Only disaster-related debris removal costs not covered by insurance are eligible for reimbursement. Other non-disaster related materials (bagged grass clippings, household garbage, automobile parts etc.) are not eligible debris.

The Town will use public information methods similar to those in the following

diagram to alert citizens of guidelines when hauling disaster related debris to the curb for a speedier removal process.

# PICKING UP THE PIECES

Following these specific guidelines when hauling hurricane-related debris and household garbage to the curb will make for a speedier removal process



## WRONG WAY

- CROSSING THE LINE**
  - Any debris placed from the sidewalk toward your property will not be picked up. Contractors cannot collect items on private property.
- PROPPING UP**
  - Do not set debris against trees or poles. Doing so makes it harder for cleanup crews to scoop up the items.

## CORRECT WAY

Homeowners are being asked to separate debris into the following categories:

- |  |  |   |  |  |  |
|--|--|---|--|--|--|
| <p><b>1 HOUSEHOLD GARBAGE</b></p> <ul style="list-style-type: none"> <li>▶ Bagged trash</li> <li>▶ Discarded food</li> <li>▶ Packaging, papers</li> <li>▶ All garbage should be placed curbside the night before the scheduled weekly pickup.</li> </ul> | <p><b>2 CONSTRUCTION DEBRIS</b></p> <ul style="list-style-type: none"> <li>▶ Building materials</li> <li>▶ Drywall</li> <li>▶ Lumber</li> <li>▶ Carpet</li> <li>▶ Furniture</li> <li>▶ Mattresses</li> <li>▶ Plumbing</li> </ul> | <p><b>3 VEGETATION DEBRIS</b></p> <ul style="list-style-type: none"> <li>▶ Tree branches</li> <li>▶ Leaves</li> <li>▶ Logs</li> </ul> | <p><b>4 HOUSEHOLD HAZARDOUS WASTE</b></p> <ul style="list-style-type: none"> <li>▶ Oils</li> <li>▶ Batteries</li> <li>▶ Pesticides</li> <li>▶ Paints</li> <li>▶ Cleaning supplies</li> <li>▶ Compressed gas</li> </ul> | <p><b>5 'WHITE' GOODS</b></p> <ul style="list-style-type: none"> <li>▶ Refrigerators</li> <li>▶ Washers, dryers</li> <li>▶ Freezers</li> <li>▶ Air conditioners</li> <li>▶ Stoves</li> <li>▶ Water heaters</li> <li>▶ Dishwashers</li> </ul> | <p><b>6 ELECTRONICS</b></p> <ul style="list-style-type: none"> <li>▶ Televisions</li> <li>▶ Computers</li> <li>▶ Radios</li> <li>▶ Stereos</li> <li>▶ DVD players</li> <li>▶ Telephones</li> </ul> |
|--|--|---|--|--|--|

- HELPFUL HINTS**
- 1** Limit curbside garbage to two 32-gallon containers or eight trash bags
  - 2** Share piles with neighbors
  - 3** Refrigerator and freezer doors must be secured with duct tape

Sources:  
Army Corps of Engineers, debris removal contractors  
STAFF GRAPHIC BY DAN SWENSON  
The Times-Picayune

K1- C-0 10606 -FL-picking-up-the-pieces - Reprinted with permission from the Times-Picayune

Collection Centers: The Town has designated citizen drop off centers for Town citizens to bring disaster related debris to upon arrival of the Island after the event. At least one debris monitor shall be stationed at each site to assist citizens and monitor eligible debris collections. The debris shall be separated at citizen drop off centers as outlined in the previous curbside collection section of this plan. The debris removal contractor will collect debris from the citizen drop off centers and transport to the DMS locations for segregation and reduction, the final disposal sites, or the hazardous waste management sites.

The collection centers are at the following locations:

Coligny Beach Parking Lot (1 South Forest Beach Drive)  
Crossings Park (6 Haig Point Circle)  
Shelter Cove Park (2 Shelter Cove Lane) – Field Recreational Area (not Veteran Memorial Park)  
Barker Field (160 Mitchellville Road)  
Old Gullah Flea Market Site (120 William Hilton Parkway)

The Town has also identified the following locations for the Debris Removal Contractor to certify trucks and stage equipment during debris operations:

Truck Certification: Jenkins Island Tract

Equipment Staging Sites:

Old Concrete Plant Site on Leg O'Mutton (434 Leg O Mutton Rd)  
Boneyard Site by Coligny Beach Parking Lot (90 Pope Ave)  
Old Schoolhouse Site (William Hilton Parkway)  
Satellite Parking for Chaplin Park (2 Castnet Drive)

It is important to note that although the aforementioned sites have been identified for citizen drop off sites, truck certification sites, or equipment staging sites, the level of debris generated disaster may cause unforeseen blocks to these sites that will require the Town and it's contractors to select a different location to be utilized.

The following map shows a location of all of these sites:



## Town of Hilton Head Island Debris Management Plan

### Debris Management Sites:

Honey Horn  
 (144 Honey Horn Drive)  
 Chaplin Park  
 (35 Castnet Drive)

### Collection Centers:

Coligny Beach Parking Lot  
 (1 South Forest Beach Drive)  
 Crossings Park  
 (6 Haig Point Circle)  
 Shelter Cove Park  
 (2 Shelter Cove Lane)  
 Barker Field  
 (160 Mitchelville Road)  
 Old Gullah Flea Market Site  
 (120 William Hilton Parkway)

### Truck Certification & Car / Boat Storage Site:

Jenkins Island Tract

### Equipment Staging Sites:

Old Concrete Plant Site  
 (43 Leg O'Mutton Road)  
 Site by Coligny Beach Parking Lot  
 (90 Pope Avenue)  
 Old School House Site  
 (William Hilton Parkway)  
 Chaplin Park Satellite Parking Lot  
 (2 Castnet Drive)



ONE TOWN CENTER COURT  
 HILTON HEAD ISLAND, S.C. 29928  
 PHONE (843) 341 - 4600

Date Created: February 12, 2010  
 Revised 5/26/10  
 Created By: Jennifer Lyle

P. 05 - Debris Management Plan - Collection, Staging, Trucking  
 The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion or for any losses arising from the use of the map.



## 1. HAZARDOUS WASTE, WHITE GOODS, SMALL ENGINES AND ELECTRONIC WASTE

Hazardous waste, white goods, small engines, and electronic waste require special processing prior to final disposal.

Hazardous waste that may be collected after a debris event include items such other items which have labels containing words like warning, danger, and caution.

The Debris Removal Contractor will abate all hazardous and toxic waste in accordance with all applicable federal, state and local laws, standards and regulations to include but not limited to 29 CFR 1910.120, 40 CFR 311 and 49 CFR 100-199. Hazardous and toxic waste abatement shall be accomplished in accordance with the Debris Removal Contractor's Hazardous and Toxic Waste Debris Management Plan and Environmental Protection Plan.

White good debris that may be collected after a disaster event include refrigerators, washers and dryers, freezers, air conditioners, stoves, water heaters, and dishwashers. Many white goods contain ozone-depleting refrigerants, mercury, or compressor oils. Any white goods that may have these containments must be processed by certified technicians to extract the contaminants prior to final disposal, in accordance with applicable regulatory requirements.

During the collection of debris, small engines (from lawn mowers, gas powered golf carts, etc.) may be collected as well. These small engines will need to be processed in a similar manner as the toxic waste and white goods to remove gasoline and other toxic chemicals prior to final disposal.

Electronic waste includes items such as computers, TVs, radios, typewriters, microwave ovens, smoke detectors, telephones, stereos, cell phones, DVD players. In some cases, electronic waste may be disposed of by recycling. However, it is likely that a disaster event will cause a large amount of electronic waste in damaged condition. The Debris Removal Contractor will sort electronic waste from other debris and dispose of it in a disposal location specified for electronic waste.

The debris removal contractor selected by the Town, Crowder Gulf, Inc., has an extensive Hazardous Waste and White Goods collection and processing procedures. Their Hazard Communication Program has been developed in accordance with the Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1910.1200. It provides detailed safety guidelines and instructions for receipt, use and storage of chemicals and use of job sites by employees and contractors.

The Debris Removal Contractor will:

- Separate debris based on vegetative, C&D, recyclable debris, white goods, electronic, hazardous waste, etc.
- Provide all permits and services necessary for the containment, clean-up, removal, transportation, storage, testing, treatment and/or disposal of hazardous materials and wastes to include bio-hazards and animal carcasses.
- Proper containment of hazardous material(s).
- Sites that are used for collection of ash, household hazardous wastes, fuels, and other materials that may contaminate soils or groundwater shall be lined.

After the disaster event, the debris removal contractor will look for a site to process hazardous material, white goods, small engines, and electronic waste goods on an impervious surface. If no sites are available, the debris removal contractor will construct a containment area at the DMS for hazardous and toxic waste. The containment site shall consist of an earthen berm with a non permeable soil liner. The hazardous and toxic waste containment area will be covered at all times with a non-permeable cover. All hazardous and toxic waste debris shall be moved and placed in the designated hazardous and toxic waste containment area. Hazardous and toxic waste shall be segregated from the remaining debris using a method that will allow the remaining non-hazardous and toxic waste debris to be processed.

The Contractor will immediately report the presence of any hazardous and toxic waste at the DMS to the Town.

The Contractor will abate all hazardous and toxic waste in accordance with all applicable federal, state and local laws, standards and regulations to include but not limited to 29 CFR 1910.120, 40 CFR 311 and 49 CFR 100-199. Hazardous and toxic waste abatement shall be accomplished in accordance with the Debris Removal Contractor's Hazardous and Toxic Waste Debris Management Plan and Environmental Protection Plan.

All recovered hazardous and toxic waste shall be removed to a proper disposal site or temporarily stored in the hazardous and toxic waste disposal areas constructed within each DMS. Hazardous and toxic waste shall be collected and removed from the DMS by the Contractor's Hazardous or Toxic Waste Recovery and Disposal personnel.

Immediate containment actions shall be taken as necessary to minimize the effect of any spill or leak. Cleanup shall be in accordance with applicable federal, state and local laws and regulations. Spills, at the DMS or off site, that meet the federal reporting requirements must be reported on the Standard Spill Report to the National Response Center and to the Town immediately following discovery.

A written follow-up report shall be submitted to the Town no later than seven (7) days after the initial oral report. The written spill report shall be in narrative form and at a minimum shall include the following:

- Description of material spilled (including identity, quantity, manifest number)
- Determination as to whether or not the amount spilled is EPA/State reportable
- Exact time and location of spill, including description of the area involved
- When and to whom it was reported
- Affected stream or waters
- Cause of incident
- Equipment and personnel involved
- Injuries or property damage
- Duration of discharge
- Containment procedures initiated
- Summary of all communications the Contractor has had with press, agencies, or Government officials other than Town
- Description of cleanup procedures employed or to be employed at the site, including disposal location of spill residue

## **2. MONITORING STAFF AND ASSIGNMENTS DURING COLLECTION**

The Town has hired SAIC as a debris monitoring firm to oversee operations during the recovery phase of debris operations. The primary role for debris monitors is to document the location and amount of debris collected.

The debris monitor's roles and responsibilities during debris collection include:

- **Measure and certify truck capacities (recertify on a regular basis):**

The debris monitoring firm will be responsible for creating a truck certification list. A truck certification list allows the monitor to identify the truck itself and its hauling capacity in a standardized manner. It is important to know the truck hauling capacity since debris, specifically vegetative debris, is often hauled and billed by volume. The standard list of requirements includes:

- Size of hauling bed in cubic yards;
- License plate number;
- Truck identification number assigned by the owner;
- Short physical description of the truck.

Monitors may need to be trained to measure truck capacities for certification purposes.

Recertification of the hauling trucks on a random and periodic basis should be

implemented for contract compliance and reimbursement considerations. The Town and the Debris Monitor shall monitor the Debris Removal Contractors to use appropriate equipment to load debris efficiently so that the maximum level of compaction can be achieved to facilitate expeditious removal of debris.

No trucks will be allowed to hand load and all trucks will have tailgates.

- **Complete and Control Load Tickets**

A “load ticket” is the primary debris-tracking document. It tracks the debris from the original collection point to the DMS or landfill. Each debris monitor keeps a copy of the load ticket, and the driver / debris removal contractor will keep two copies for billing purposes. The load tickets will be submitted to the Town’s Debris Management Group to be processed through the Town’s Finance Department for payment processing. The following table lists the load ticket information and portions of the ticket to be completed by the debris monitor. Additional debris monitoring reports are located in Attachment 8.

Load Ticket Information	Monitor Ticket Responsibilities	
	Collection Point Monitor	DMS or Landfill Monitor
Preprinted ticket number	NOT APPLICABLE	
Contract number	Contracts may be identified by a number or name	
Prime contractor's name		
Date	X	
Truck number	X	
Truck driver's name	X	
Vegetation	X	
Construction & Demolition	X	
White Goods	X	
Household Hazardous Waste	X	
Other (required to be described applicable)	X	
Load Location	GPS or address preferred	
Loading date/time (departure from collection location)	X	
Loading Site Monitor name/signature	X	
Truck capacity in cubic yards or tons		X
Load Size, either cubic yards (percent of actual) or tons		X
Unloading location		X
Unloading date/time (arrival at disposal site)		X
Unloading site monitor name/signature		X

- **Validate Eligible Debris**

The debris monitoring firm will be responsible for ensuring that the debris removal contractors are collecting eligible debris in the field. This is difficult to detect unless debris monitors are watching the pick-up process. The following paragraphs describe various debris eligibility types.

***Vegetative Debris***

Vegetative debris consists of whole trees, tree stumps, tree branches, tree trunks, and other leafy material. Due to the heavily vegetative characteristics of the Town of Hilton Head Island, the debris estimates used for this document assumed approximately 55% of the debris collected would be vegetative debris. Debris monitors will be responsible for determining the eligibility for hazardous trees and stumps during the collection process. This eligibility determination can be challenging, however the debris monitors will use FEMA's criteria (described below):

***Hazardous Trees:***

A tree is considered hazardous if its hazardous condition was caused by the disaster; it is an immediate threat to lives, public health and safety, or improved property; it has a diameter breast height of six inches or longer; and **one or more of the following criteria are met:**

- It has more than 50 percent of the crown damaged or destroyed;
- It has a split trunk or broken branches that expose the heartwood;
- It has fallen or been uprooted within a public-use area; and/or
- It is leaning at an angle greater than 30 degrees

Hazardous trees that have less than 50 percent of the root-ball exposed should be cut flush at the ground level (the resulting stump should not be grinded). Removing the leaning portion of a hazardous tree and cutting the stump at ground level would be considered eligible scope of removal. Hazardous trees may also be straightened and braced if it is less costly than removing and disposing of the tree.

***Hazardous Limb Removal (Hangers)***

Eligible limbs for removal must have the following criteria:

- Located on improved public property
- Greater than two inches in diameter at the point of breakage
- Still hanging in a tree and threatening a public-use area

Minimum work necessary to remove the hazardous limb is eligible and shall be done in an efficient manner. Pruning, maintenance trimming, and landscaping is not eligible. Work to remove hanging limbs from a tree that

has been determined as hazardous and is scheduled for removal is not eligible.

The debris monitor shall document the following items during hazardous limb removal operations:

- Describe the immediate threat (i.e., photos)
- Clearly define the scope of work to remove the immediate threat
- Specify the improved public property location by recording the nearest building address and/or GPS location
- Denote date, labor (force account or contract), and equipment used to perform the work

### ***Hazardous Tree Stumps***

A tree stump may be determined hazardous and eligible debris if it meets the following criteria:

- It has 50 percent or more of the root-ball exposed (less than 50 percent of the root-ball exposed should be flush cut)
- It is greater than 24 inches in diameter, when measured 24 inches above ground
- It is on improved public property or public right-of-way
- It poses an immediate threat to life, and public health and safety

When removing a hazardous stump, the following items must be documented:

- Photograph and GPS coordinates that establish the location on public property
- Specifics of the threat
- Diameter of the 24 inches from the ground
- Quantity of material needed to fill the hole caused by the stump

### ***Construction and Demolition Debris***

Eligible construction and demolition debris must be caused by the disaster event and typically consists of damaged components of building and structures, such as lumber and wood, wallboard, glad, metal, roofing material, tile, carpeting, window coverings, pipe, concrete, cured asphalt, equipment, furnishings, fixtures, etc.

### ***Hazardous Waste***

Hazardous waste may be generated by the disaster event and therefore will be qualified as eligible debris if it is collected on improved public property or right of way. Processing of hazardous waste was previously described in this section.

Types of hazardous waste include household hazardous waste (HHW) and electronic waste. HHW consists of paints, stains, varnishes, solvents, pesticides, and other products containing volatile chemicals that could catch fire, react, or explode under certain circumstances. Electronic waste refers to electronics that contain hazardous materials such as cathode ray tubes. Examples of electronic waste include computer monitors and television.

### ***White Goods***

White goods may also be determined eligible debris if generated by the disaster event and collected on improved public property or right of way. White goods include household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines and dryers, and water heaters. Processing of white goods was previously discussed in this section.

### ***Soil, Mud, and Sand***

There is a significant potential that a disaster event occurring on the Town of Hilton Head Island would deposit soil, mud, and sand on improved public property and public right of way. The removal of soil, mud, and sand from a public roadway or sidewalk, or clearing mud and sand from sewer lines may be regarded as eligible debris.

### ***Vehicles and Vessels***

Vehicles and vessels may be determined eligible debris if they fall under the following criteria:

- The vehicle or vessel presents a hazard or immediate threat that blocks the ingress/egress in a public use area
- The vehicle or vessel is abandoned and the Town followed local ordinances by State law to secure ownership
- The Town verified chain of custody, transport, and disposal of the vehicle or vessel

### ***Putrescent Debris***

Putrescent debris is defined as any debris that will decompose or rot, such as animal carcasses and other fleshy organic matter. Disposal of putrescent debris will be in compliance with applicable Federal, State, and local requirements.

## C. DEBRIS MANAGEMENT SITES

The Town has identified potential Debris Management Sites (DMS) on Town owned property for the reduction, and processing of debris generated by an emergency event to its final disposition location.

The following sites have been identified:

**Honey Horn:** This is the primary debris reduction site. It is located on the north end of the Island, on one of the higher geographic elevations on the Island. It is estimated that the site will be sufficient for up to a Category 2 hurricane event. Operation may continue for 24 hours / day for the duration of the cleanup operations at this site.

**Chaplin Park:** If the Honey Horn site is not sufficient for debris reduction operations, Chaplin Park is also designated as a debris management site. Chaplin Park is located towards the middle of the Island and closer to neighborhood communities. Debris reduction operations shall only take place during daylight hours at Chaplin Park (16 hours / day).

More detailed debris management site operations are specified in the following sections of this plan. Below describes a brief checklist for debris management site operations:

### **Debris Management Site Checklist:**

#### ***Before Activities Begin***

- Take ground or aerial photographs and/or video
- Note important features, such as structures, fences, culverts, and landscaping
- Take random soil samples
- Take random groundwater samples
- Check the site for volatile organic compounds
- Modify site layouts
- Establish local and state permits for site
- Set up Inspection Towers
- Set up pre-managed storage areas
- Set up grinder / burner equipment locations
- Set up Ingress / egress points
- Set up post-managed debris storage areas
- Line and fence off hazardous material containment areas

#### ***After Activities Begin***

- Establish groundwater-monitoring wells
- Take groundwater samples

- Take spot soil samples at household hazardous waste, ash, and fuel storage areas

### ***Progressive Updates***

- Update videos / photographs
- Update maps / sketches of site layout
- Update quality assurance reports, fuel spill reports, etc.

### ***Site Closouts***

- Remove all debris from site
- Conduct and environmental assesment with the Town
- Develop restoration plan
- Remove all equipment from site
- Remediate site in accordance with permits, local, state, and federal ordinances

## **1. SITE MANAGEMENT**

The Town's Debris Removal Contractor will be the primary manager for the debris management sites. Crowder Gulf, Inc. is the contractor hired by the Town to perform debris removal and reduction operations at the debris management sites. The Town's Debris Management Group and Debris Monitoring Firm will oversee operations at the sites. Science Applications International Corporation (SAIC), formerly Beck Disaster Recovery, is the firm hired by the Town to perform debris monitoring services.

The debris management sites will be set up with equipment by Crowder Gulf for debris reduction and with monitoring stations by SAIC to record and monitor truck loads and time on the site per the load ticket requirements outlined in FEMA 325, Public Assistance, Debris Management Guide. The Town will assign an employee from their debris management group to serve as project manager to oversee all debris reduction operations.

## **2. MONITORING STAFF AND ASSIGNMENTS AT DMS**

The Debris Monitoring Firm will provide a minimum of two management site monitors per debris management site. A monitor will be stationed at the ingress and egress of each site. The debris monitoring staff may also provide security at the DMS locations when the sites are not in operation.

During DMS operations, the Debris Monitoring Project Manager will provide the Town's Debris Management Project Manager with daily reports with to be provided to the Town's Finance for processing of payment and reimbursement.

The Debris Monitoring Firm is responsible for the following items at the DMS:

- Record debris accepted at the DMS and/or final disposition;
- Record debris recycled/reduced at the DMS and taken to final disposition;
- Record any operational or safety issues.
- Ensure that all debris is removed from trucks at the DMS.
- Report to the Town's project manager if improper equipment is mobilized and used.
- Report to the Town's project manager if contractor personnel safety standards are not followed.
- Report to the Town's project manager if general public safety standards are not followed.
- Report to the Town's project manager if completion schedules are not on target.
- Monitor site development and restoration of the DMS.
- Ensure daily loads meet permit requirements.
- Report to project manager if debris processing work does not comply with all local ordinances as well as State and Federal regulations.

There are certain items that monitors should be lookout for when monitoring debris trucks coming in and out of the DMS:

*Inaccurate Truck Capacities* - Trucks should be measured before operations and load capacities should be documented by truck number. Periodically, trucks should be pulled out of operation and re-measured by the applicant.

*Trucks Not Fully Loaded* - Do not accept the contention that loads are higher in the middle and if leveled would fill the truck. Monitors may check to see if that statement is valid.

*Trucks Lightly Loaded* - Trucks arrive loaded with treetops (or a treetop) with extensive voids in the load. Trucks need to be loaded to their full capacity with front end loaders or other similar equipment.

*Trucks Overloaded* - Trucks cannot receive credit for more than the measured capacity of the truck or trailer bed even if material is above the sideboards. If a truck is measured to carry 18 cubic yards, it cannot receive credit for more than 18 cubic yards. However, it can receive credit for less if not fully loaded or lightly loaded as described above.

*Changing Truck Numbers* - Normally, trucks are listed by an assigned vehicle number and capacity. There have been occasions where truck or trailer numbers with a smaller carrying capacity have been changed to one with a larger capacity. For instance, a 20-cubic-yard truck may have a number for a truck that can carry 30 cubic yards. Maintaining truck and trailer certifications with attached photos at the DMS tower can assist in mitigating such activities.

*Reduced Truck Capacity or Increased Truck Weight* - There have been occasions where trucks have had heavy steel grating welded two to three feet above the bed after being measured, thus reducing the capacity or inflating the weight of a load. This can be detected by periodically re-measuring the truck bed or recertifying the truck tare weight.

*Wet Debris When Paid by Weight* - Excessive water added to debris will increase the weight of the load. When the contractual unit cost is based on weight, this increases the cost to the applicant. Contractors have added excessive water to debris loads to increase the weight when being paid by the ton. This can be detected during monitoring if there is excessive water dripping from the truck bed or by inspecting the truck bed immediately after unloading. The truck tare weight should periodically be recertified.

*Multiple Counting of the Same Load* - Trucks have been reported driving through the disposal site without unloading, then re-entering with the same load. This can be detected by observing the time of departure and time of arrival recorded on the driver's load ticket. The debris monitors at the unloading area must ensure the truck is empty before it leaves the DMS.

### **3. SAFETY PERSONNEL**

The Debris Monitoring and Debris Removal Contractor shall follow all safety procedures for debris reduction and removal contractor staff during field operations.

The following explains specific safety personnel:

Environmental, Health, and Safety (EH&S) Officer

- Identify an individual to serve as the Local EH&S Officer at each project site.
- Provide oversight for the development and implementation of the EH&S program.
- Ensure that adequate resources are provided to meet the needs of the EH&S program.
- Enforce EH&S policies and procedures and ensure compliance with applicable Federal, State, and local EH&S regulations.

Operations Manager

- Ensure that employees comply with provisions of the EH&S program while working under his or her management/supervision.
- Ensure that all employees receive training on the HASP and as required by this EH&S program.

Project Manager

- Oversee all field operations safety.
- Document incidents and communicate the information to the EH&S Officer.
- Ensure that all employees receive training as required.

#### Employees

- Actively participate in creating a safe and healthy workplace and comply with all applicable EH&S policies, procedures, rules, and job instructions received, as well as prevailing Federal, State, and local regulations.
- Report any EH&S questions or concerns associated with their activities as employees to their immediate supervisor or EH&S Officer.

## 4. ESTABLISHMENT AND OPERATIONS PLANNING

### Permits

Various environmental permits may be required prior to opening the Debris Management Sites for operations through the Town, State, and Federal requirements for any land disturbance activities.

The conceptual sites layouts are planned to not disturb any existing wetlands, however prior to the site being opened for operations, the Town will apply for a land disturbance permit to the local US Army Corps of Engineers and SCDHEC's OCRM (Ocean and Coastal Resource Management) office to determine if the DMS plans will disturb any jurisdictional freshwater or saltwater wetlands.

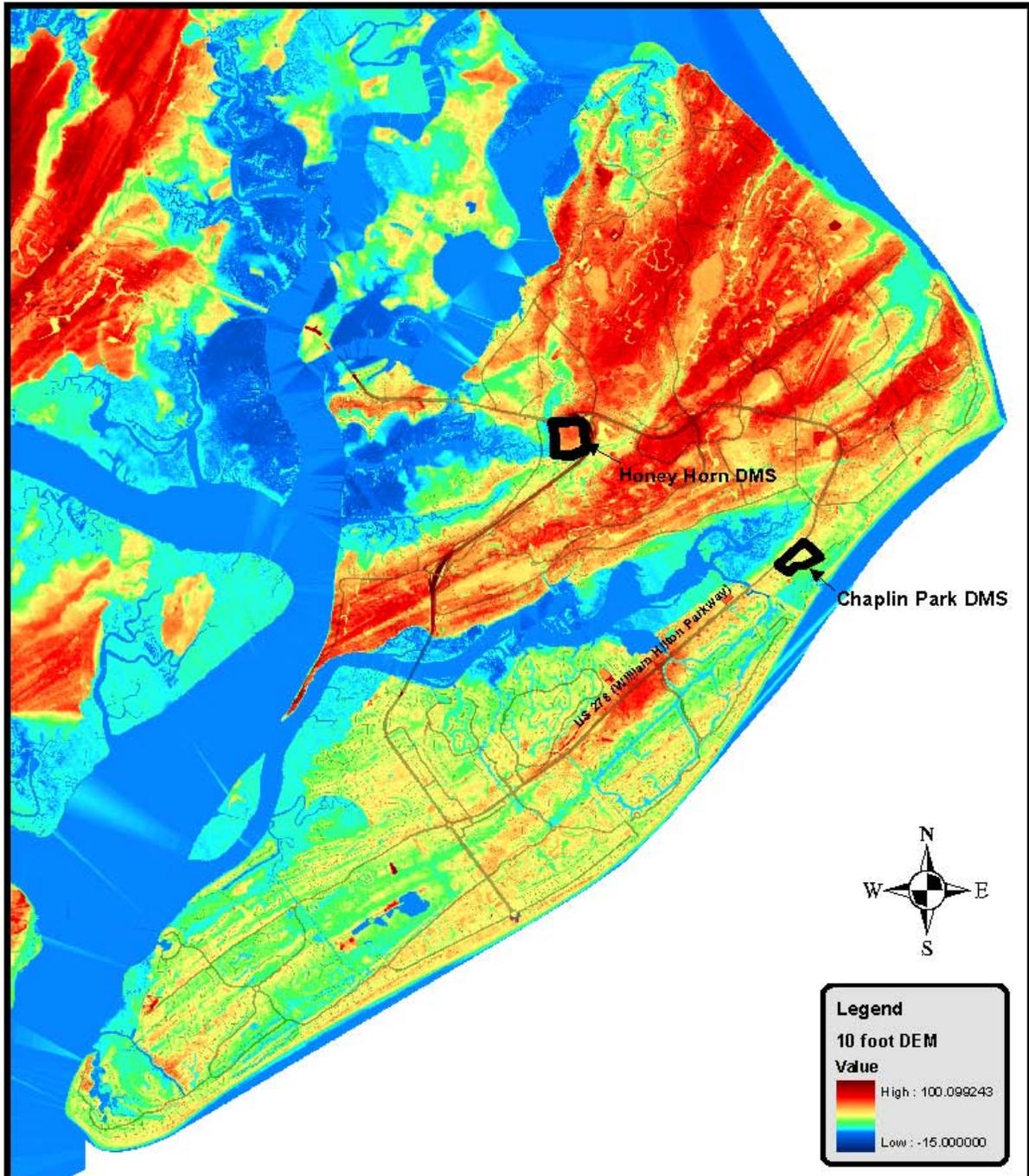
A stormwater management and sediment control permit may be required through the state's OCRM office prior to opening the site. Best management practices (such as silt fence, sediment tubes, haybales, inlet protectors, etc) to control sediments from leaving the site to adjacent wetlands and water bodies during operations will be utilized during operation to comply with the permit.

The Town has tree regulations for any land disturbance activities and they may be applicable to the sites prior to operations beginning. Installation of tree protection fence may be required on any existing trees on the site.

### Location

Both debris management sites were identified on Town owned property at locations close to US 278, William Hilton Parkway, the main roadway arterial within the Town. These locations will be convenient for the debris removal contractor's trucks to bring debris to be processed and convenient for managed debris to be transported off of the Island to the final disposition site. The Honey Horn DMS is located on the north end of the Island, on a high ground elevation for the Island. The Chaplin Park DMS is located mid-island, and will be convenient to all areas of the Island for debris management.

The following map shows the locations of the identified debris management sites on a digital elevation model:



## Debris Management Sites

Town of Hilton Head Island

ONE TOWN CENTER COURT  
 HILTON HEAD ISLAND, S.C. 29928  
 PHONE (843) 341-4600

This document or its reproduction complies with the requirements of the Americans with Disabilities Act. If you are unable to read this document, please contact the Town of Hilton Head Island at (843) 341-4600 for assistance.

Map Created February 4, 2010  
 Created By: Jennifer Lee

## **Site Layouts**

Conceptual plans of operation were prepared for each DMS. These operations are subject to change after the disaster, dependent on the type and amount of debris generated as well as ground conditions of the site after the event. Both conceptual site plans were designed to have one entrance and exit per location to allow for sufficient monitored operations.

The DMS layouts are designed for vegetative debris to be stored approximately twelve (12') high. The debris volume calculations from Attachment A – Forecasted Debris were used to determine the capacity and size of the DMS storage sites for debris and reduced debris. The designated DMS locations were designed for potential white good and hazardous material storage locations. Dependent upon the type of event that occurs, separate locations for white good and hazardous materials may be identified outside of the two pre-designated DMS locations.

The following diagrams show conceptual plans of operations of each DMS:

# HONEY HORN DEBRIS MANAGEMENT SITE



# CHAPLIN PARK DEBRIS MANAGEMENT SITE



## **5. VOLUME REDUCTION METHODS**

The Town prefers chipping and grinding methods for debris reduction over incineration in order to avoid environmental, air, and water quality issues that may occur with incineration. However dependent on the volume of debris generated by the event the Town may identify incineration as a debris reduction method to accelerate the debris reduction operations. Prior to the debris being reduced, all debris will be segregated between vegetative debris, construction and demolition debris, white goods, and hazardous waste.

The Town is currently seeking approval of the DMS sites from OCRM / DHEC to permit the projects. The OCRM / DHEC permit approval will likely dictate if the Town is able to seek burning as a debris reduction method after an event.

### **Vegetative Debris Management Site Guidelines**

When preparing temporary facilities for handling debris resulting from the clean-up efforts due to hurricane damage, the following guidelines should be considered when establishing Debris Management Sites.

The following are guidelines for grinding and chipping operations on site:

1. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.
2. Management sites for incoming debris should be at a minimum 100 feet from all surface waters of the State. "Waters of the State" includes, but is not limited to, small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
3. Management sites for incoming debris and processed material shall be at least 100 feet from site property boundaries and on-site buildings/structures. Management of processed material shall be in accordance with the guidelines for reducing the potential for spontaneous combustion in compost/mulch piles.
4. Management sites for incoming debris shall be located at least 100 feet from residential dwellings, commercial or public structures, potable water supply wells, and septic tanks with leach fields.
5. Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site, verification by the local Corps of Engineers office will be necessary to delineate areas of

concern. Once sites are delineated, the sites shall be flagged and a 100-foot buffer shall be maintained for all activities on-going at the site.

6. Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris, and underground utilities need to be identified due to the potential for site disturbances by truck/equipment traffic and possible site grading.

7. Sites shall have an attendant(s) during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.

8. Sites should be secure after operating hours to prevent unauthorized access to the site.

9. Temporary measures to limit access to the site could be the use of trucks or equipment to block entry. Gates, cables, or swing pipes should be installed as soon as possible for permanent access control, if a site is to be used longer than two weeks. Sites should have adequate access that prohibits traffic from backing onto public rights-of-way or blocking primary and/or secondary roads to the site.

10. When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation, and who to contact in case of after hours emergency.

11. Grinding of clean wood waste such as pallets and segregated non-painted/non-treated dimensional lumber is allowed.

12. Final written approval is required to consider any debris management site to be closed.

13. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closeout of sites shall be in accordance with the closeout and restoration guidelines for debris management sites.

### **Construction & Demolition Debris Management Site Guidelines**

These guidelines apply only to sites for debris management C&D storm debris (roof shingles/roofing materials, carpet, insulation, wallboard, treated and painted lumber, etc).

Arrangements should be made to screen out unsuitable materials, such as household garbage, white goods, asbestos containing materials (ACM's), and household hazardous waste.

1. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.
2. Unloading areas for incoming C&D debris material should be at a minimum 100 feet from all surface waters of the state. Waters of the State includes, but is not limited to, small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
3. Storage areas for incoming C&D debris shall be at least 100 feet from the site property boundaries, on-site buildings, structures, and septic tanks with leach fields or at least 250 feet from off-site residential dwellings, commercial or public structures, and potable water supply wells, whichever is greater.
4. Materials separated from incoming C&D debris (white goods, scrap metal, etc.) shall be at least 50 feet from site property lines. Other non-transferable C&D wastes (household garbage, larger containers or liquid, household hazardous waste shall be placed in containers and transported to the appropriate facilities as soon as possible.
5. Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site, verification by the local Corps of Engineers office will be necessary to delineate areas of concern. Once areas are delineated, the areas shall be flagged and a 100-foot buffer shall be maintained for all activities on-going at the site.
6. Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris, and underground utilities need to be identified due to the potential for site disturbances by truck/equipment traffic and possible site grading.
7. Sites shall have an attendant(s) during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.
8. Sites should be secure after operating hours to prevent unauthorized access to the site.
9. Temporary measures to limit access to the site could be the use of trucks or equipment to block entry. Gates, cables, or swing pipes should be installed as soon as possible for permanent access control, if a site is to be used longer than two weeks.

10. When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation, and who to contact in case of afterhours emergency.

11. Final written approval is required to consider any debris management site to be closed.

12. Closeout of processing/recycling sites shall be within one (1) year of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site by the State may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closeout of site shall be in accordance with the closeout and restoration of temporary debris storage and reduction site guidelines.

## **6. SITE PREPARATION**

### **Debris Management Site Setup**

The Town will take pictures of the DMS locations annually for review. After the disaster event, the Debris Removal Contractor will take pictures of the DMS locations. Important features such as structures, fences, culverts, and landscaping will be noted.

Random groundwater and soil samples will be taken of the sites prior to debris management operations. The site shall be checked for volatile organic compounds.

After soil and water samples are collected and pictures are taken of the DMS locations, the site layout maps will be adjusted according to the ground conditions.

### **Debris Management Site Operations**

The Debris Removal Contractor shall line locations on the sites established for ash, household hazardous waste, fuels, and other materials that may contaminate soils and groundwater. Plastic liners shall also be placed under stationary equipment such as generators and mobile lighting plants.

During debris management operations, photographs and videos will be taken periodically to update the progress of the operations. Quality assurance reports, fuel spillage reports, and maps / layouts of the site may be updated during the course of the debris reduction operations,

The Town, SAIC, and Crowder Gulf staff on the debris management sites shall be mindful of and lessen the effects of operations that might irritate occupants of neighboring areas.

Debris removal/disposal should be viewed as a multi-staged operation with continuous volume reduction. There should be no significant accumulation of debris at the sites. Instead, debris should be constantly flowing to grinders and burners, or recycled with the residue and mixed construction and demolition (C&D) materials going to a landfill.

## **Recycling**

The Town and the Town's Debris Removal Contractor plan to make every effort possible to find locations for the reduced debris mulch or ashes generated during debris reduction operations to be utilized to recycle rather than being sent directly to a landfill. Any metals that are in good condition once collected will also be considered for recycled opportunities.

## **7. SITE CLOSURE**

Once debris reduction operations end at each DMS, all reduced debris shall be removed and emptied to the final disposition center (landfill or recycled location). Each Debris Management Site will eventually be emptied of all material and be restored to its previous condition and use.

Appropriate assigned inspectors will monitor all closeout activities to ensure that the Contractor complies with the Debris Removal Contract. Additional measures may be necessary to meet local, State, and Federal environmental requirements because of the nature of the Debris Management Sites operation.

The Debris Removal Contract shall assure the Town's Project Manager and Debris Monitoring Firm that all debris management sites are properly remediated. Site remediation will go smoothly if baseline data collection and site operation procedures are followed.

### **Debris Management Site Closeout Steps**

1. Contractor responsible for removing all debris from the site.
2. Contractor conducts an environmental assessment with the Town's Debris Project Manager and/or authorized representative.
3. Contractor develops a restoration plan.
4. Restoration plan reviewed by Debris Project Manager and appropriate environmental agency.
5. Restoration plan approved by the appropriate environmental agency.
6. Contractor executes the plan.

7. Contractor obtains acceptance from Debris Project Manager, and appropriate environmental agency.

### **Debris Management Site Remediation (as appropriate)**

The Contractor will coordinate the following closeout requirements through the Town's Debris Project Manager:

- Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.
- Establish an independent testing and monitoring program.
- Reference appropriate and applicable environmental regulations.
- Prioritize site closures.
- Schedule closeout activities.
- Determine separate protocols for ash, soil and water testing.
- Develop decision criteria for certifying satisfactory closure based on limited baseline information.
- Develop administrative procedures and contractual arrangements for closure phase.
- Inform local and State environmental agencies regarding acceptability of program and established requirements.
- Designate approving authority to review and evaluate Contractor closure activities and progress.
- Retain staff during closure phase to develop site-specific remediation for site(s), as needed, based on information obtained from the closure checklist shown below.

### **Debris Management Site Closure Checklist**

- Site number and location.
- Date closure complete.
- Household hazardous waste removed.
- Contractor equipment and temporary structures removed.
- Contractor petroleum spills remediated.
- Ash piles removed.
- Comparison of baseline information to conditions after the contractor has vacated the temporary site.
- Appendices.
  - Closure documents.
  - Contracting status reports.
  - Contract.
  - Testing results.
  - Correspondence.
  - Narrative responses.

## **Site Closeout**

Once a site is no longer needed, it should be closed in accordance with the following guidelines.

Closeout is not considered complete until the following occurs:

1. All processed and unprocessed vegetative material and inert debris shall be removed to a properly approved solid waste management site.
2. Tires must be disposed of at a scrap tire collection/processing facility; white goods and other metal scrap should be separated for recycling.
3. Burn residues shall be removed to a properly approved solid waste management site or land applied in accordance with these guidelines.
4. All other materials, unrecoverable metals, insulation, wall board, plastics, roofing materials, painted wood, and other material from demolished buildings that is not inert debris (see #1 above) as well as inert debris that is missed with such materials shall be removed to a properly permitted Construction & Demolition (C&D) recycling facility, C&D landfill, or municipal solid waste landfill.

## **XII. CONTRACTED SERVICES**

Utilization of the Town's contracted services for Debris Monitoring and Hauling may be necessary if the magnitude of the emergency debris clearance, removal and disposal operation is beyond the capabilities of the Town's resources. The Debris Management Group must be familiar with contracting procedures for he/she will be required to define specific debris removal tasks. The Town's Engineering Division has been designated for developing, processing and administering debris clearance, removal and disposal contracts.

The Town has chosen to establish pre-event contracts for debris removal and monitoring services. The Town's Engineering Division worked with the Town's contracting/procurement and legal staff during procurement and negotiation of debris related contracts. The Town followed all procurement and contracting procedures established in the Town Code.

The Town has set up the following guidelines for contracted services for debris removal, management, and monitoring operations:

- The Town will assist with the contractors to make eligibility determinations; as to not allow the contractor full authority of eligibility;
- The Town will utilize pre-negotiated contracts if available;

- The Town will utilize formal competitive bid procedures when time permits, however if time does not permit for normal competitive procedures, competitive bids still may be obtained using a reduced time frame for submittal for bids;
- The Town will request copies of references, licenses, and financial records of unknown contractors;
- The Town will document procurement procedures used to obtain contractors;
- The Town will not accept contractor-provided contracts without close review and scrutiny. If necessary the Town will request FEMA provide technical assistance on contracts and contract procedures.

The Town shall be aware that FEMA is not bound to any of its contractual obligations because it is not a party to those contracts. The Town plans to work closely with State emergency management staff and FEMA to ensure compliance with the provisions of the Public Assistance Program, as well as other applicable statutes and regulations, if the Town intends to seek Public Assistance grant assistance. The Town is responsible for payment of its contracted services regardless of whether such services are eligible for Public Assistance grant funding.

Additional information on developing contracts that comply with Public Assistance Program requirements is provided in Appendix G, *FEMA RP9580.201, Fact Sheet: Debris Removal – Applicant’s Contracting Checklist*.

### **General Contract Provisions**

Contracts should include items such as the basis of payment, the duration of the contract, the performance measures, an agreement to restore collateral damage, a termination for convenience, and a conflict resolution process to protect the Town’s interests and mitigate the potential for conflicts.

The basis of payment and the payment process should be clearly outlined in the contract. Contractor payments should be based on verification of completed work, and the required information for the payment request should be included within the provisions of the contract. Weight to volume conversion factors should be published in order to further clarify possible differences between invoices and payment.

Basis of payment is usually based on the volume and/or weight of the contractor’s loads. If the contract payment is based on volume, specific contract provisions are required to substantiate invoices and payment. These contract provisions need to provide a truck certification process, which includes determining the volume of the truck and how it will be

identified during the recovery operation. Recertification of a truck is usually required if the physical truck identification becomes damaged or the volume capacity becomes suspect during operations.

A progress payment method for contract services may be utilized. This requires specific documentation from the contractor to verify and validate the completed work, support the contractor's invoices, and receive reimbursement under the Public Assistance Program. Typical documentation includes debris monitor reports, truck certification lists, and load tickets.

To ensure that debris removal is conducted expeditiously, the contract should include specific timelines for work to be completed. The duration of contract should be clearly stated in order to set clear expectations for the contractor. Moreover, the contractor can effectively manage resources and schedule work to meet the applicant's expectations.

Debris removal activities may impart damage to the local infrastructure, such as broken curbs, crushed sidewalks, and broken water meters. A contract provision should include a requirement that the contractor is to restore and/or repair, at the contractors cost, all damaged infrastructure back to its pre-existing condition if the damage was caused by their activities.

The contract should also include contract language for performance measures and a termination for convenience and default. A termination clause allows the applicant the ability to terminate the contract if the contractor does not deliver services in the manner delineated in the contract. The contract language clauses should be specific as to how performance will be evaluated and what would be considered reasons for termination.

To ensure that the contracts are in accordance with the Federal, State, and local procurement laws the Town legal department shall review all contracts.

### **Types of Contracts**

The Town has chosen to use unit price contracts for debris removal, with time and materials for the initial road clearing. However, there are several types of contracts that can be used for debris operations. The most common types of contracts are unit price, lump sum, and time-and-materials. Due to the use and structure of a specific type of contract, there are specific provisions and documentation considerations that should be included to keep costs reasonable and to protect the applicant's interests. The discussion below describes this type of contract.

## **Unit Price Contract**

### **Use and Structure**

The schedule of payment of unit price contracts is based on a set cost for a specific task.

For example:

Remove, haul, and dispose of vegetative debris = \$X / cubic yard

or

Remove and dispose of refrigerant = \$Y / appliance.

Unit price contracts are used when the individual work tasks are known but the total amount of work cannot be quantified. The quantities of work to be completed should be estimated by the Town and included in the bid solicitation package. The contractor uses the estimated quantities to establish a total contract price. Units of work can be measured in terms of weight, volume, or any other quantifiable measure.

The estimated quantity of work described in the bid solicitation can be adjusted to reflect a more accurate quantity when debris operations are under way and the true extent of the disaster is realized. To keep the price of the contract reasonable, the applicant can eliminate as many variables as possible by incorporating detailed specifications in the contract and monitoring the contract operations.

Developing specifications for unit price contracts requires a full understanding of all the particular tasks that are required to complete the work to the applicant's satisfaction. Applicants should clearly define the individual tasks and activities that are required to accomplish the scope of work when soliciting bids. These may include the collection, transportation, and incineration of vegetative debris; extraction of refrigerants; grinding of debris; or special handling of hazardous wastes.

The estimated quantities of each type of debris that will be collected and clear descriptions of how each is to be handled or processed should be included in the specifications. The solicitation should incorporate special sections for hazardous and special wastes, if applicable. If the applicant intends to market processed debris for certain end uses, the bid specifications should describe the end user's product specifications in detail.

The applicant's bid solicitation and the final contract documents should include details on how the applicant will monitor the contractor's work and how the applicant's monitoring information will be used to verify the contractor's costs and payment.

### **Current Pre-Event Contract Status**

The Town executed a unit cost contract with Crowder-Gulf on August 7, 2009. This contract shall remain in effect until May 31, 2014 and provides for services such as debris removal, clearing, collection, reduction, recycling, handling hazardous waste, processing, and disposal, DMS activities, and hauling to final disposition. This contract was procured in accordance with the Town Code via competitive sealed proposals.

The RFP and the contract are included as Attachment 14.

The Town executed a time and materials contract with Beck Disaster Recovery on March 25, 2009. This contract shall be in effect until March 25, 2010 and the Town has the right to renew for four more years. This contract provides for services such as the monitoring, documentation and assistance in managing all debris operations. This contract was procured in accordance with the Town Code via competitive sealed proposals.

The RFP and the contract are included as Attachment 13.

Additional contracted services the Town may utilize include Beck Disaster Recovery (Debris Monitor) Call Center.

### **XIII. PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL**

Private property debris removal (PPDR) is generally the responsibility of the property owner. The Town of Hilton Head Island is unique from many communities due to the majority of the Town's limits being encompassed within gated communities, many of which are designated as Planned Unit Developments (PUDs).

The Town and the Town's debris removal contractor and debris monitoring firm plan to work with FEMA staff prior to commencement of any PPDR work to ensure all legal, environmental, historic, and scope of work considerations are addressed.

The Town has existing right-of-entry and memorandums of agreements with the PUDs giving the Town the legal authority to remove debris from road right of way within the PUD. These documents can be found in Attachment 10.

The Town has also adopted a post-disaster debris removal ordinance authorizing the Town to enter upon and remove debris from public and private roads, rights-of-way, storm drainage easements, and ingress/egress easements within town limits, including private communities, for the purposes of emergency vehicle travel, stormwater conveyance, protecting public health and safety, facilitating response and recovery operations, and for any other purpose the town manager determines is necessary to remove an immediate threat to life, public health and safety, significant damage to improved public and private property, and the economic recovery of the town. This ordinance (Ord. No.2009-37, § 1, 12-15-09) can be found in Attachment 9.

The following debris removal policy was approved by the Disaster Recovery Commission in November 2011 regarding private property debris removal and is currently being presented to the Public Facilities Committee and Town Council for approval:

**Debris Management Policy 2012:**

**Phase I** - So as to provide adequate, clear and safe access routes which facilitate:

- The movement of emergency vehicles
- Law enforcement
- Resumption of critical services
- Damage assessment of critical public facilities and utilities

*The Town of Hilton Head Island will move storm generated debris from the roadway surface to the side of the road or to some other acceptable location in order to provide access into impacted areas as quickly as possible. During this phase, no attempt will be made to remove or dispose of the debris.*

**Phase II** - So as to remove an immediate threat

- 1) to life, public health and safety;
- 2) of significant damage to improved public and private property, and,
- 3) to the economic recovery of the Town:

*The Town of Hilton Head Island will remove storm generated debris from all public roads and property in which the Town has a legal interest. The Town will conduct a preliminary damage assessment after the disaster. Based on this assessment, the Town Manager shall determine whether the debris on private roads, rights-of-way, storm drainage easements, or ingress/egress easements poses an immediate threat to life, public health and safety, of significant damage to improved public and private property, or the economic recovery of the Town. If the debris is determined to pose such a threat, the Town Manager shall order the removal of the debris and payment of the cost thereof. The Town will remove disaster debris generated from multi-family developments if it meets the criteria above and is placed in a road right of way or access easement in which the Town has a legal interest or is delivered to a citizen drop off center. The*

*Town may also enter into private property to remove storm generated debris in accordance with the Town Code, Title 9, Chapter 1, (Public Nuisances and abatement thereof and Section 9-5-211 (Post-disaster Debris Collection)).*

*In accordance to the Debris Management Plan, the Debris Management Official will determine the number and type of collection passes required based on the level of the storm, and the amount and type of debris generated. These passes will be well publicized and timed to ensure the efficient collection and removal of all eligible debris within the right of way or easement at that time.*

The following map shows the PUD's located within the Town limits:



The Town plans to remove only eligible debris from private property. This type of debris may include:

- Disaster-generated debris obstructing primary ingress and egress routes to improved property.
- Disaster-damaged limbs and trees in danger of falling on improved property, primary ingress or egress routes, or public rights-of-way.
- Debris created by the removal of damaged interior and exterior materials from improved property.
- Disaster-generated debris on private roads and streets of a gated community, provided that the removal of the debris has become the legal responsibility of the Town

The Town may need to also enter private property to demolish private structures made unsafe by disasters to eliminate immediate threats to life, public health, and safety. The Town has established ordinances addressing the legal authority of the Town to enter these structures. *Title 9, Health and Sanitation, Chapter 1, Public Nuisance* of the Town's Municipal Code identifies the terms of public nuisance and the Town's authority to enter private property and abate the nuisance if the property owner fails to do so. *Chapter 8 of Title 9 of the Municipal Code* describes the Town's authority to abate uninhabited, unsafe buildings, and structures. *Title 15, Building and Building Codes, Chapter 13 Disaster Emergency Permitting*, specifically addresses the Town's authority to abate property if an uninhabited, unsafe structure or building has been determined to be an immediate danger to the life, health, and safety of the property after a disaster event. These ordinances may be found in Attachment 9 of this document.

It is likely that if a large debris-generating event occurs, the Town will have to remove motor vehicles, boats, and possibly manufactured homes during the debris removal process. *Title 8 Beaches, Waterways, and Recreational Areas, Chapter 1, Beaches, Article 5, Abandoned Motor Vehicles, Boats, and/or other property* as well as *Title 12 Motor Vehicles and Traffic Control, Chapter 1, Operation of Motor Vehicles, Article 4, Junked or Abandoned Vehicles* addresses how Town officials must dispose of abandoned motor vehicles or boats. These ordinances are listed in Attachment 9 of this plan. Attachment 9 also includes part of the Town's *Land Management Ordinance* that describes procedures in handling damaged or destroyed manufactured homes.

## **XIV. PUBLIC INFORMATION PLAN**

### **A. PUBLIC INFORMATION PLAN**

The Town shall be responsible for issuing all Public Service Announcements (PSA) to advise citizens and agencies of the available debris services. The Contractor shall assist with the development of debris-based PSA(s) and information for web site postings, if requested. The Town's Public Information Officer and designated Town staff are allowed to make direct contact with the media. The Public Information Officer will be the main spokes person for the Town. Any contractors hired by the Town are not allowed to speak on behalf of or for the Town in relation to the event on the Island.

The Public Information Officer (PIO) will respond to questions pertaining to debris removal from the press and local residents. The following questions are likely to be asked:

- What is the pick-up system?
- When will the contractor be in my area?
- Who are the contractors and how can I contact them?
- Should I separate the different debris materials and how?
- How do I handle Household Hazardous Waste?
- What if I am elderly?
- Where are collection centers located at and hours of operation?

### **B. PRE-SCRIPTED INFORMATION**

#### **For Immediate Release (Approximately 48-72 Hours Prior to Event)**

**Hilton Head Island, SC** – The potential for dangerous conditions is imminent for **Hilton Head Island** and its residents. In anticipation of what is likely to be a large debris-generating storm, residents are asked to secure or store all yard items that may become damaging projectiles. Residents should be advised that the **Town of Hilton Head Island** is prepared and has a plan in place to respond immediately following the event. Once dangerous conditions subside and roads have been cleared of obstructions, residents should bring any debris to the public right-of-way for removal.

#### **For Immediate Release (Approximately 0-72 Hours Following Event)**

**INSERT LOCATION – INSERT LOCATION** is beginning its recovery process following **INSERT EVENT**. At this time residents are asked to place any storm-generated debris on the public right-of-way.

The public right-of-way is the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement. Keep vegetative debris—woody burnable debris, such as limbs and shrubbery—separated from construction and demolition debris, which will be collected separately.

Bagged debris should not be placed on the public right-of-way, as only loose debris will be collected. Any household hazardous waste, roof shingles or tires resulting from **INSERT EVENT**, may be eligible for removal and should be separated at the curb.

Do not place near any water meter vault, fire hydrant or any other above-ground utility. Only debris placed on the public right-of-way will be eligible for collection until further notice.

If all debris is not picked up during the initial pass, residents should continue to push remaining debris to the right-of-way for collection on subsequent passes. Household garbage collection will resume its normal schedule on **INSERT DATE AND TIME**. Please check the **INSERT LOCATION** Web site (**INSERT WEB SITE**) for additional information and updates on the debris removal process.

Residents can also take storm generated debris to Collection Centers that are being opened up by the Town's debris contractors. The Collection Centers are at the following locations:

*Coligny Beach Parking Lot (1 South Forest Beach Drive)*

*Crossings Park (6 Haig Point Circle)*

*Barker Field (160 Mitchellville Road)*

*Old Gullah Flea Market Site (120 William Hilton Parkway)*

**INSERT HOURS OF OPEARTION**

The collection centers are for storm debris related material ONLY. Regular household trash and rebuilding trash will not be collected at the collection centers. Monitors will be at each collection center to assist residents dropping off debris. Everyone dropping off storm related debris at these centers will be required to provide a proof of address where the debris is collected from.

Regular household trash collection shall be either picked up by Republic Waste Service per normal trash operations or taken to the Beaufort County Convenience Center at 26 Summit Drive / Hours of Operation: Mon – Sun 7 AM – 7 PM / (843) 681-3731

For more information, please call the **INSERT LOCATION** debris hotline at **INSERT NUMBER**.

#####

**For Immediate Release (72 Hours Prior to Final Pass of Debris Removal)**

**INSERT LOCATION** – Final preparations are being made for the third and potentially final pass for debris removal following **INSERT EVENT**.

**INSERT LOCATION** residents should have all storm-generated debris in front of their homes on the public right-of-way—the area of residential property that extends from the street to the sidewalk, ditch, utility pole or easement—no later than **INSERT DATE** to be eligible for pick-up.

**INSERT LOCATION** cannot guarantee that debris placed on the public right-of-way after the specified deadline will be removed.

Residents should continue to separate vegetative debris—woody burnable debris, such as limbs and shrubbery—and construction and demolition debris. Do not place debris near any water meter vault, fire hydrant or any other above-ground utility. Hazardous household chemicals, such as paint cans and batteries, may be deposited at the **INSERT LOCATION**.

To follow the debris removal efforts in your neighborhood and the rest of the **INSERT LOCATION** visit the **INSERT LOCATION** Web site **INSERT WEB SITE**, or call **INSERT NUMBER**.

Collection centers will remain open for two weeks following this pass. Hours and locations of the collection centers can be found at the **INSERT WEB SITE**, or call **INSERT NUMBER**.

### **C. DISTRIBUTION PLAN**

Press releases will be placed in local newspapers (Island Packet, Beaufort Gazette), on the Town's web page, Town's emergency notification service, local radio and TV stations. Also, each release should be sent to all private community managers as well as the SAIC hotline if utilized.

#### **Debris Monitoring Call Center / Hotline Operation Plan**

Beck Disaster Recovery has the capability to operate a "Call Center" from its virtual Emergency Operations Center (EOC) located in Maitland Florida. The Call Center, located outside the event impact area, can be placed into service pre-event and/or post event. Pre-event activation of the Call Center to assist the Town of Hilton Head Island with disseminating information on preparedness and evacuation procedures. Post-event on re-entry status and requirements, available re-entry routing, contact information, roadway debris clearance, and damage claims.

Activation of the call center will require the following;

- Task Order executed with an agreed upon scope
- Town of Hilton Head Island assigned internal points of contact
- Debris Contractor points of contact
- SAIC points of contact
- PIO information to be disseminated
- Information provided entered into data base
- Assignment of the 1-800 Call Center Number

The Call center will be manned by the mutually agreed upon staff allocation and operate during the prescribed times as stipulated in the

Task Order. Only that information designated by the Town of Hilton Head Island PIO, Incident Manager, or Recovery Manager will be disseminated by Call Center staff.

The Call Center is anticipated to be a dynamic information center. Information collected and disseminated by the Call Center can be customized to meet the needs of the event's progressing timeline.

Call Center daily activities can be reported in a database summary report format on a predetermined report schedule. Reports on contractor damage claims received will be transmitted to Crowder Gulf daily along with reported damage resolution activity.

