# ANNEX B-7

## DEBRIS MANAGEMENT BRANCH

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## Attachments

**Emergency Action Checklists**

B-7-1 - Debris Management Branch Coordinator

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1 This Annex is supplemented by separate Kern County Waste Management Department Emergency Plan and Debris Management Plan; and appropriate procedures in Part 3 - EOC Procedures Manual.

4/30/08
ANNEX B-7

DEBRIS MANAGEMENT BRANCH

MANAGEMENT
EOC Director
Fire/Law
EOC Deputy Director

Legal Advisor
County Counsel

Policy Advisor/Liaison
CAO

Agency Representative(s)

Safety Officers
County Safety Officer

Public Information Officer
Fire PIO

OPERATIONS
Sheriff or Fire Staff

Law & Coroner
Sheriff/Coroner

Fire, Rescue & HazMat
Fire Dept. Staff

PLANNING/INTELLIGENCE
Emg Svcs Mgr

Health & Medical
EMS
DPH
EHS
MHS

Care & Shelter
Animal Care
Human Services
Red Cross
Salvation Army

LOGISTICS
Ass't CAO, General Svcs

FINANCE/ADMINISTRATION
Budget Director

Const. & Eng
ESS, Roads

Debris Management
Waste Mgmt Staff

Figure B-7-1 EOC Operations Section
1.0 PURPOSE

The Debris Management Branch in the EOC Operations Section, in conjunction with other County departments, cities, special districts, and private contractors, coordinates and facilitates countywide debris clearance, including collecting, sorting, reducing, recycling, diverting, and disposing of debris resulting from a significant emergency or disaster.

Most debris management activities occur during the recovery phase. The focus of Debris Management activities during the emergency response phase is on clearing debris that hinders access for emergency vehicles or poses a threat to public health and safety.

2.0 STAFFING

The EOC Director determines the extent to which the EOC will be activated and staffed at the time of an event. The Operations Section Chief decides which Section functions to activate. For the most part, the Debris Management function will be activated during the initial emergency response phase following an emergency incident that results in a significant amount of debris on public property, including roadways.

This function is staffed by a Branch Coordinator and one or more support staff, as deemed necessary by the Branch Coordinator.

3.0 DUTIES

During the emergency response phase, the Debris Management Branch Coordinator, who reports to the Operations Section Chief, oversees and coordinates all Branch activities and is responsible to:

- Assign and brief Section support staff as indicated and oversee all Branch activities.
- Establish and maintain a communications link with Debris Management staff in the Resources Management Agency (RMA) Department Operations Center (DOC) to coordinate field activities.
- Confer with other Operations Branches and the Planning Section to determine the type(s), location(s) and estimated quantity(ies) of debris to be cleared.
- In conjunction with the DOC and appropriate County departments, cities, and special districts, develop a strategy and priorities for clearing debris from critical areas.
- Consult with County Environmental Health Services (EHS) to identify special handling and disposal measures for debris containing hazardous materials and/or household hazardous waste.
- Identify potential haulers and temporary storage sites, if indicated.
- Consult with the DOC and other EOC staff to identify public and private firms to do the clearance, as necessary.
- Monitor and oversee the activities of private contractors.
4.0 CONCEPT OF OPERATIONS

4.1 Preparedness

Preparedness actions allow staff to prepare for disaster operations, become familiar with the contents of this plan, develop and update procedures and resource lists and participate in training, drills and exercises. The duties of the assigned Debris Management Branch Coordinator include:

- Participate in regular meetings of the Emergency Operations Center (EOC) staff to maintain familiarity with the role and responsibilities of the assigned EOC function and to discuss emergency management issues.
- Review the EOP, applicable department plans, standard operating procedures (SOPs), and the materials contained in this annex. Submit recommended revisions, updates and enhancements to this annex to the Kern County Office of Emergency Services (OES).
- Develop any additional information to be incorporated into the assigned annex and submit to County OES.
- Participate in training, exercises and post-exercise critiques conducted by County OES.
- Prepare planning scenarios and debris forecasts, identify temporary storage sites and critical facilities, and establish response and recovery priorities.
- Execute mutual aid agreements and/or disaster contracts with private contractors, haulers, etc.

4.2 Initial Response

Specific activities to be performed by the Debris Management Branch Coordinator are listed in Attachment B-7-1 to this annex. The Branch Coordinator is responsible to:

- Report to the EOC and obtain a briefing from the Operations Section Chief.
- Initiate and maintain a function log.
- Implement activities outlined in the checklist contained in Attachment B-7-1.
- Identify the type(s), location(s) and estimated quantity(ies) of debris to be cleared.
- Determine strategy and priorities for clearing debris.

4.3 Extended Operations

- Coordinate activities within the Operations Section, with other Section staffs, and with cities and special districts, as indicated.
- Consult with the Operations Section Chief regarding any unresolved conflicts.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Track all activities and major decisions in function log.
4.4 Post Emergency

- Close out function logs and submit to Planning Section Documentation Unit to be filed in permanent incident record.
- Upon deactivation of the EOC, make notifications as indicated.
- Provide Logistics Section Supply Unit with a list of any expendable supplies to be replenished.
- Ensure that non-expendable supplies/equipment are serviced and returned to proper locations.
- Participate in EOC debriefing and critique sessions.
- Provide input to After Action Report and Corrective Action Plan.

5.0 COORDINATION AMONG EMO LEVELS

The Standardized Emergency Management System (SEMS) on the state level and the National Incident Management System (NIMS) on the national level, both based on the nationally-recognized and –utilized Incident Command System (ICS), provide a standard emergency response system and organization that enhances the ability of all levels of government to work together in a coordinated manner. In California, NIMS elements have been incorporated into SEMS, and Government Code (CGC)§ 8607 requires all local public agencies (cities, special districts and counties) to use SEMS at the scene of multi-agency emergencies, in Department Operations Centers (DOCs) and in the EOC.

In a major emergency, the County/OA EOC serves as the central point for coordination and communication among all local response levels, including cities', special districts' and school districts' EOCs, County DOCs, the Inland REOC, and through the REOC, with state and federal agencies. At each response level, the same five major ICS management functions are employed to facilitate interagency communication and coordination - Command in the field and Management in the DOC and EOC, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

5.1 City and Special District Level

Cities, special districts and school districts within Kern County’s boundaries may contact the County/OA EOC for information and/or to request assistance. Such requests are typically submitted via the County/OA EOC Liaison, or directly to the corresponding EOC Section (e.g., City EOC Operations Section to County/OA Operations Section). The Kern County/OA EOC Liaison serves as the initial point of contact for these and other external agencies. The Liaison refers requests for mutual aid to the appropriate discipline (e.g., law, fire, etc.).

Cities and special districts are asked to submit RIMS Major Incident Reports and Situation Reports to the County/OA EOC on an agreed upon schedule. In some cases, these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence Section; in other cases, verbal or facsimile reports will be submitted by the city or district EOC Director or Liaison to the County/OA EOC Director or Liaison.
5.2 **Field Response Level**

5.2.1 **INCIDENT COMMAND**

At the field level, the various response disciplines and agencies coordinate their response efforts as part of an integrated Incident Command System (ICS) organization. The Incident Commander (IC) reports status to and requests resources from the County/OA EOC Operations Section directly, or through a Dispatch Center or a DOC, which is organized around the same five SEMS management functions as the EOC.

5.2.2 **AREA COMMAND**

An Area Command may be established between multiple Incident Command Posts (ICPs) and the County/OA EOC. The Area Commander reports to and requests assistance from the EOC Operations Section Chief, on behalf of each ICP.

For incidents in which both the County and a city or special district have primary responsibility for some aspect of the response, a Unified Area Command would be established to oversee incidents in general proximity to each other. The Unified Area Commander coordinates with the County/OA EOC Operations Section Chief.

5.3 **Department Operations Center Level**

The activities of most, if not all, County field response units is overseen and coordinated by discipline-specific Department Operations Centers (DOCs). The DOCs support their field units and coordinate and communicate with the County/OA EOC via their respective representatives (e.g., Branch Coordinators) in the EOC Operations Section.

5.4 **Operational Area Level**

In accordance with Kern County Code, Chapter 2.66, Kern County and its political subdivisions (cities and special districts) become an Operational Area (OA) for emergency response purposes during multi-agency disaster events. The Kern County/OA EOC coordinates emergency operations and manages resources throughout the county, and serves as a communication and coordination link between all public agencies in the county and the State Regional EOC (REOC). In accordance with state and local EOPs, the County/OA EOC submits regular situation reports and requests for support and resources not available within the county to the REOC.

5.5 **Regional Level**

Kern County is within the State Office of Emergency Services (OES) Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the Inland Region activates an REOC to coordinate response by regional mutual aid resources. The County/OA EOC submits status and situation reports to the REOC and Operational Area Mutual Aid Coordinators request regional mutual aid from Regional Mutual Aid Coordinators or the REOC.
EMERGENCY OPERATIONS PLAN
ANNEX B-7

State

State Agencies

State Region EOC
(REOC)

Region

Kern Co.
OA
EOC

Operational
Area

DOCs
- SO
- FD
- EMS
- DPH
- EHS
- HS
- MH
- RMA
- Personnel

Local Government

City/Special District
EOCs

Kern County
Emergency Response Teams
- Law
- Fire
- Haz Mat
- EMS
- Environmental Health
- Public Health
- Resource Management Agency
- Mental Health

Field

City/Special District
ERTs

Incidents

Figure B-7-2 Kern County SEMS Organization
5.6 State and Federal Levels

Under certain conditions, such as major floods, oil spills, aircraft accidents, etc., state and/or federal agencies may deploy field response units to incidents in Kern County. At the field level, state and federal units may be found in any ICS section, branch or unit, or as part of a Unified Command (UC) structure. Reporting and coordination with the County/OA EOC follows the usual Field Level response. (It should be noted that military assets remain under the direction and control of the military at all times.)

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the County/OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

5.7 Private and Voluntary Agencies

Private contractors and firms support specific government operations on a daily basis. During disasters, their support is often essential to an effective emergency response. This is particularly true in the case of the Debris Management Branch, which depends upon private trucking companies to transport debris to disposal sites.

Voluntary agencies play an important role in responding to disasters of all types and levels. The agencies most involved with emergency response in Kern County are the American Red Cross (ARC), Salvation Army (SA) and Radio Amateur Civil Emergency Services (RACES). Each of these agencies responds on a countywide basis and each has a representative assigned to the Kern County/OA EOC to provide direct communications and coordination. The ARC and SA support the Care & Shelter Branch in the Operations Section and RACES supports the Communications and Information Technology Unit in the Logistics Section.

Another community-based organization (CBO) – Volunteer Organizations Active in Disasters (VOAD) – serves as the point of contact with numerous other local CBOs and provides assistance as requested by the Volunteer Coordinator in the Logistics Section.

6.0 POLICIES AND PROCEDURES

Policies and procedures associated with the Operations Section are described below. A checklist of activities to be performed by the Debris Management Branch Coordinator is contained in Attachment B-7-1.

- Field operations will be organized and conducted using the Incident Command System (ICS).
- Kern County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- When the Operational Area level of the Kern County EMO is activated, the County EOC Director functions as the Operational Area Manager and has overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.
Operational Area-wide emergency response priorities will be established by the EOC Director, according to the following:

- Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.
- Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).
- Addressing rehabilitation needs for temporary housing, food stamps, employment, etc. will receive third priority for available resources.

All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.

Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.

Depending on the scope of the emergency and its impact on County operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.

Operations Section Law Enforcement and Fire & Rescue personnel will make manpower and mutual aid requests directly to their respective Operational Area Mutual Aid Coordinators. The Logistics Section Personnel/Volunteers Unit will request non-operations mutual aid personnel from the Inland REOC.

When the Kern County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid Coordinator. If assistance from outside the County is required, the request will be forwarded to the Regional Mutual Aid Coordinator or the REOC, as indicated.

Roadway debris removal involves the opening of arterial roads and collector streets by moving debris to the shoulders of the road. There is no attempt to physically remove or dispose of the debris, only to clear access routes to expedite the movement of emergency vehicles, resumption of critical services and damage assessment of key public facilities (e.g., hospitals, public safety buildings, schools) and utilities.

The Debris Management staff in the RMA DOC confers with the Debris Management Branch Coordinator in the County/OA EOC regarding overall status, recommended recovery strategies, and the need for any equipment or technical assistance from state and/or federal agencies, as appropriate. The Debris Management Branch Coordinator determines the recovery strategies to be employed and approves and makes requests for state and/or federal assistance when deemed necessary.

In conjunction with the County EOC PIO, the Waste Management Department PIO will develop a proactive public information and community outreach plan to advise residents and businesses on cleanup and debris collection and removal activities when the recovery process begins.

There are no provisions for reimbursing individuals or private organizations for costs of emergency debris clearance from private property. However, local government may clear such debris where life or property is threatened.
7.0 SUPPORTING ORGANIZATIONS

The County departments and external support agencies listed below may have resources that could assist the Debris Management Branch in meeting its responsibilities.

7.1 County Departments

- Roads
- Building Inspection
- Environmental Health Services

7.2 External Agencies

- Utilities
- Waste Management Firms
- Trucking Companies
- CalTrans
- National Guard
- California Conservation Corps
- Office of State Architect (Dept. General Services)
- Army Corps of Engineers
ATTACHMENT B-7-1

DEBRIS MANAGEMENT BRANCH COORDINATOR

EMERGENCY ACTION CHECKLIST

Initial Response

☐ Report to EOC, check-in and obtain briefing from the Operations Section Chief:
  o Magnitude and scope of event
  o Area(s) of County impacted
  o Current situation and priorities
  o Actions taken
  o Existing or anticipated problems/issues

☐ Establish and maintain a communications link with the Resources Management Agency (RMA) Department Operations Center (DOC) Coordinator:
  o Exchange briefing information
  o Establish a schedule for regular status reports
  o Identify available resources

☐ Assign and brief Branch staff on the following:
  o Current situation assessment
  o Specific job responsibilities
  o Availability of communications
  o Location of work area
  o Eating and sleeping arrangements as appropriate
  o Procedure for obtaining additional supplies, services and personnel.
  o Work shifts
  o Current operational period

☐ Initiate and maintain a function log. Record the following:
  o By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Debris Management Branch Coordinator, directions given, and actions taken.
  o Information to be shared with other EOC functions
  o Items that require follow-up
  o Information/data needed for recovery operations
  o Issues that involve potential liability
  o Branch personnel, time on duty, and assignment

☐ Develop and implement accountability, work objectives and any special assignments for Branch staff.

☐ From Planning/Intelligence Section, review major incident reports and additional operational information that may pertain to or affect your Branch operations.

☐ Confer with Law, Fire and Construction & Engineering Branch Coordinators regarding type(s), location(s) and estimated quantity(ies) of debris to be cleared.
Consult with DOC Debris Management staff regarding strategies for debris clearance and availability of private contractors, trucking companies, etc. to assist with clearance, removal, transport, etc.

Provide regular status reports to the Operations Section Chief.

**Extended Operations**

- Obtain regular reports on the current status of all debris clearance activities from the RMA DOC and cities and special districts, as warranted.
- Monitor Planning Section status boards to identify any additional areas requiring debris clearance.
- Coordinate debris clearance services as required.
- Provide the Operations Section Chief and the Plans/Intelligence Section with an overall summary of Branch operations periodically during the operational period or as requested.
- Coordinate with DOC to prepare debris management objectives for the recovery phase.
- Provide your relief with a briefing at shift change, informing them of all ongoing activities, Branch objectives for the next operational period, and any other pertinent information.
- Confer with Branch Coordinators to evaluate resources and determine which resources may be released for re-assignment.
- Make sure that all Department contacts with the media are fully coordinated with the County/OA Public Information Officer (PIO).
- Upon EOC deactivation, make notifications as indicated.
  - Supervise transition of Branch personnel to recovery activities.
  - Provide Logistics Section Supply Staff with a list of supplies to be replenished.

**Post-Emergency**

- Assign staff to assist at Local Assistance Center(s) (LAC), and Disaster Recovery Center (DRC) if necessary.
- Provide Logistics Section Supply Staff with a list of supplies to be replenished.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- Participate in post-emergency debriefing and critique session.
- Participate in After Action Report and Corrective Action Plan meetings.
- Revise and update emergency plans and procedures to reflect lessons learned from the incident.