



Transportation & Public Works Meeting Agenda

March 16, 2023; 4:30 – 6:00 PM
“Hybrid Meeting”

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City’s website <https://seatacwa.gov/seatvlive> and click the “live” Channel 1 grey box.

Peter Kwon, Chair
Takele Gobena
Jake Simpson, Mayor

Note: A quorum of the Council may be present

Other Councilmembers present:

Staff Coordinators: Will Appleton, Public Works Director; Florendo Cabudol, City Engineer.

Other Staff participating:

TIME	TOPIC	PROCESS TYPE	WHO	Time
1	Call to order		Chair	
2	PUBLIC COMMENTS: The committee will hear in-person public comments and is also providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Providing written comments and registering for oral comments must be done by 2:00 PM the day of the meeting. Registration is required for remote comments and encouraged for in-person comments. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record. • Instructions for providing remote oral public comments are located at the following link: Registration for Oral Public Comments - Council Committees and Citizen Advisory Committees		Chair	5

	Submit email/text public comments to TPWPubliccomment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website meeting calendar the next day.			
3	Prior Minutes Approval	Mar 2 Minutes to Approve	Chair	5
4	Stormwater Management Action Plan (SMAP) Presentation by Parametrix	Informational	Dan Smith	30
5	Adoption of Disaster Debris Management Plan	Discussion/Action	Will Lugo	15
6	Interlocal Agreement with City of Tukwila for vehicle maintenance	Discussion/Action	Bryan Chappell	15
7	<u>Department Updates</u>	Informational	Will Appleton	10
8	<u>Future Meeting Topics</u> : Transportation Master Plan Update; Right of Way Uses; Property Surplus; Consultant Contract for ST-016 34 th Ave S Phase 2; Consultant Contract for ST-134 South 204 th Street Improvements; Stormwater Utility Fee Rate Study;			5
9	Adjourn	Adjourn Meeting	Chair	



Transportation & Public Works Committee Meeting Minutes

March 2, 2023
5:30 PM – 6:30 PM
** Hybrid Meeting **

Members:	Present:	Absent:	Commence:5:31 PM Adjourn:6:05 PM
Peter Kwon, Chair	X		
Jake Simpson	X		
Takele Gobena	X		

Other Councilmembers participating:

Staff Coordinators: Will Appleton, Public Works Director; Florendo Cabudol, City No

Other Staff Participating: Kamal Mahmoud, Engineering Manager; Gwen Voelpel, Deputy City Manager; Zack Shields, Senior Planner

Public Comment	No Public Comment
1. Approve Prior Meeting's Minutes	February 16 minutes were approved
2. Approve design contract amendment for KPG on ST-141 Airport Station Pedestrian Improvements Project	<p>Discussion/Action</p> <p>Kamal Mahmoud, Engineering Manager, presented a proposed amendment to the Design contract for Airport Station Area Pedestrian Project (ST-141).</p> <p>KPG-Psomas is our design consultant on this project. Staff is reviewing 90% drawings and specifications submitted in December 2022. The project is now also entering the Right of Way (ROW) acquisition phase that is anticipated to be complete by December 2024. Final construction bid documents will then be finalized after ROW acquisition is</p>

certified. The current target date for advertising the project for construction bids is December 2024.

The original professional services contract was approved by Council in August 2020. Three prior amendments have been approved as follows:

Amendment #1 – added budget and scope to incorporate design the structural elements by a structural engineering consultant Trantech.

Amendment #2 - renewal of the original agreement to facility KPG formal name change to KPG-Psomas.

Amendment #3 – added budget to allow KPG-Psomas to redesign the proposed street and pedestrian lighting on the project (according to our newly adopted street lighting policy).

Amendment #4 is being requested to extend the contract completion to December 31, 2024, and to increase the budget by \$264,057 and a not-to-exceed contract budget of \$1,791,712, for the following reasons:

Out of Scope work: KPG-Psomas was asked on two separate to work on project related items that included presentations, materials and scheduling during the Urban Design Ad Hoc Committee process, and assisted staff with two successful federal grant funding applications. These out of scope items totaled \$74, 928.

Utility Coordination: the original contract provided for KPG-Psomas to coordinate and assist in design efforts for the major dry utilities impacted by the project (PSE, Comcast, Lumen). A combination of factors, including very tight space and utility staff turnover, has made this coordination more difficult than was originally anticipated by City staff, resulting in costs and expenditures that have well exceeded the original proposed budget for this task.

Scope increase on 32nd Ave S at MasterPark Lot B Frontage: Under the original contract, it was assumed that no improvements would be performed on the westside of 32nd Ave South along MasterPark Lot B frontage. It was deemed expensive and not included in the original scope. Based on a number of factors, including increased grant funding from PSRC and WSDOT, evaluations regarding the existing Development Agreement with MasterPark Lot B, and benefit to the subarea as a whole, it has been decided that this scope should be included in this project.

	<p>The cost to design that section of 32nd Ave South, additional survey, stormwater updates, and additional lighting evaluation has been included in this amendment.</p> <p>Staff is asking for the approved amendment to be placed on the March 14, 2023 Regular Council Meeting consent agenda,</p> <p>Comment was made that ample funding exists in the 307 Project fund to cover the amendment. Also, mention of two federal grants received are a \$1.95 Million TAP grant to be used during the ROW acquisition phase, and a \$3.99 Million federal construction grant have been awarded to the City for this project.</p> <p>The Committee unanimously approved placing the amendment request on the Consent agenda for March 14, 2023.</p>
<p>3. SR 509 Phase 2 Interlocal Agreement</p>	<p>Discussion/Action</p> <p>Will Appleton, Public Works Director, presented this overview of the final draft Interlocal (ILA) Agreement with WSDOT for Phase 2 of the SR 509 Completion Project.</p> <p>A Design-Build contract for Phase 2 of the SR509 Completion Project will be awarded by WSDOT in 2023 for construction in 2024. In advance of WSDOT proceeding with requests for proposals from firms, it is appropriate for the Parties to develop and enter into an agreement that documents understandings around project development and coordination including environmental approaches, construction approaches, property rights and permitting, payments and costs, and dispute resolution. The attached agreement has been through several iterations, has addressed concerns voiced by both parties and now in a final draft form. No substantial changes are expected prior to finalizing the agreement. A similar agreement was entered into for Phase 1 of the SR509 Completion Project.</p> <p>A comment was made that there will be no money exchange in this phase. It is essentially an administrative agreement.</p> <p>Staff is seeking recommendation from Committee to forward the attached agreement to full Council for consideration and approval.</p> <p>One comment was made to please present draft agreements in “track changes” mode so that changes and</p>

	<p>edits to the draft are readily visible. Staff responded that they would do so going forward.</p> <p>The Committee unanimously agreed to forward the draft ILA to a future Regular Council Meeting Consent agenda, with recommendation to approve.</p>
<p>5. Department Updates</p>	<p>Will Appleton, Public Works Director presented update items for the Committee.</p> <p>Items Mr. Appleton covered in the Parks & Rec Committee meeting today were the Bow Lake Springs project, at the site of the Emmanuel Baptist Church back lot. The City applied to acquire the property, and received a King Conservation District grant of \$630,000 for the purpose of purchasing the property. Now we will move forward into negotiations with the property owner.</p> <p>This open space park will be an open gathering space for residents and families, and we would restore the wetland feeds Bow Lake. The grant itself will come before Council for approval soon.</p> <p>The City is also negotiating an agreement with the Islamic Center near Riverton Park where there will be a new mosque. The City hopes to have an agreement to present to Council in a month or so.</p> <p>Public Works Updates:</p> <p>34th Ave South Project is moving toward full completion by this summer.</p> <p>Miller Creek Daylighting – Burien has received 4 good bids and project is in the award phase. Construction should begin by summer.</p> <p>2023 Overlays is on track for summer construction.</p> <p>River Ridge Elementary Sidewalk – all four properties have or will be signing soon, and we don't think we will need the condemnation action. It's a good example of our team's ability to connect with property owners, and provide fair settlements. We expect late spring award and summer construction.</p> <p>Sound Transit is trying to get things wrapped up and get out of SeaTac by summer. Expecting to start fee rides by early 2024. We are preparing punch lists now.</p> <p>We have begun the time-consuming update of our Transportation Master Plan, a 30-year plan that feeds our annual Transportation Improvement Program (TIP).</p> <p>We are launching a new revision to the Comprehensive Stormwater Plan and looking at the Stormwater Rate</p>

	<p>Structure, as well. The Stormwater fees fuel our future improvements to our storm drain system.</p> <p>Committee raised a question about a retaining wall that has been built on our 34th Ave South project at the corner of 34th Ave S and South 160th Street. There is poor visibility causing issues. Staff is evaluating the wall and the visibility issue.</p> <p>Committee raised a question about the completed light rail guideway over International Blvd. Will the SR509 tunnel cause similar disruption all over again on IB that the light rail construction just restored? Staff responded that the bridge deck has been placed on IB, and the SR509 tunnel will be excavated at a later time, but all from WSDOT property. No major diversion of traffic will be experienced.</p>
6. Adjourn	Meeting adjourned at 6:05PM.

Minutes to Approve



MEMORANDUM

To: Transportation and Public Works Committee
Through: William Appleton, Public Works Director
From: Dan Smith
Date: March 16, 2023
Subject: Stormwater Management Action Plan

Purpose:

To provide an overview of the Stormwater Management Action Plan (SMAP) developed by Parametrix, Inc for the Miller Creek watershed drainage basin, as approved by Public Works.

Background:

Pursuant to the five-year Stormwater Permit issued by the Washington Department of Ecology (effective August 1, 2019), SeaTac is required to implement new programs, including Stormwater Management Action Planning (SMAP). SMAP is designed to inform and assist in the development of policies, strategies and water quality management tools that protect receiving waters. In-part, SMAP-related work required during the current Permit term development of a Stormwater Management Action Plan for a high priority watershed in SeaTac (Miller Creek). This work also aligns with the goals of the City's Surface Water Plan.

The final SMAP component presented at this T&PW Meeting by Parametrix will briefly review the methodology in selecting future permit-required stormwater actions for Miller Creek. Specifically, identified retrofit project ideas for the basin will be discussed, including their locations, types, and cost benefit analysis. From this information, the projects are considered for short-term (years 1-6), or long-term (years 7-20).

Options/Recommendation:

Informational only, no recommendations being requested.

STORMWATER MANAGEMENT

ACTION PLANNING UPDATE AND PLAN

March 16, 2023 Transportation & Public Works Committee





STORMWATER MANAGEMENT ACTION PLANNING

March 16, 2023



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

To brief and update to the Committee, and interested members of the public, regarding the Stormwater Management Action Planning (SMAP) project currently being developed by the City and its consultant. Specifically, the presentation will include a brief review of the SMAP process and final Action submittals.

WHY IS THIS ISSUE IMPORTANT?

1. The work is required by the City's NPDES Western Washington Municipal Stormwater Permit.
2. The meeting is an opportunity for soliciting input from the community.
3. The SMAP will provide direction on protecting and enhancing the City's waterbodies
4. A capital project plan has been developed to be implemented in the next 20 years.



PERMIT-REQUIRED WORK

- Permit-required Stormwater Management Action Planning must be completed no later than March 31, 2023.

Issuance Date: July 1, 2019
Effective Date: August 1, 2019
Expiration Date: July 31, 2024

Western Washington Phase II Municipal Stormwater Permit

National Pollutant Discharge Elimination System and
State Waste Discharge General Permit for discharges from
Small Municipal Separate Storm Sewers
In Western Washington

State of Washington
Department of Ecology
Olympia, WA 98504-7600

In compliance with the provisions of
The State of Washington Water Pollution Control Law
Chapter 90.48 Revised Code of Washington
and

The Federal Water Pollution Control Act
(The Clean Water Act)

Title 33 United States Code, Section 1251 *et seq.*

Until this Permit expires, is modified, or revoked, Permittees that have properly obtained coverage under this Permit are authorized to discharge to waters of the State in accordance with the special and general conditions which follow.



Heather R. Bartlett
Water Quality Program Manager
Department of Ecology



STORMWATER ACTION PLANNING — THREE ELEMENTS

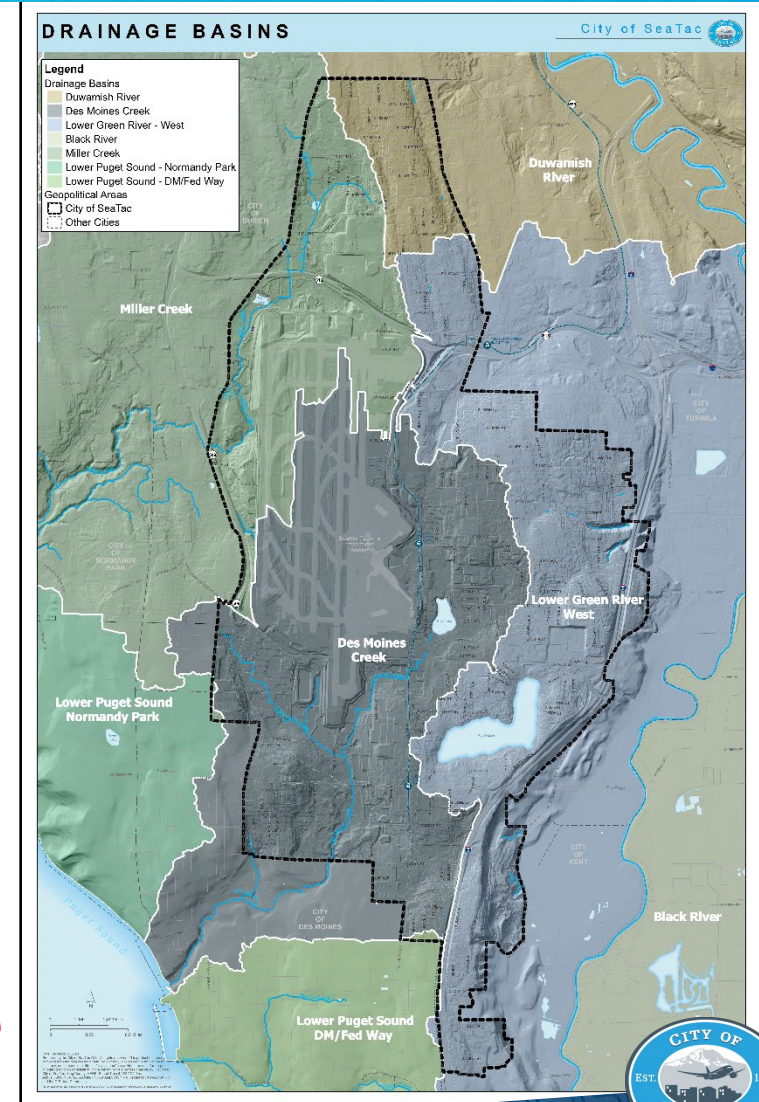
SMAP is designed to inform and assist in the long-term development of policies, strategies, and water quality management tools designed to protect SeaTac receiving waters.

Ecology-Required Steps:

1. Watershed Delineation/Receiving Water Inventory (03/31/2022)
2. Receiving Water Assessment: Ranking and Prioritization (06/30/2022)

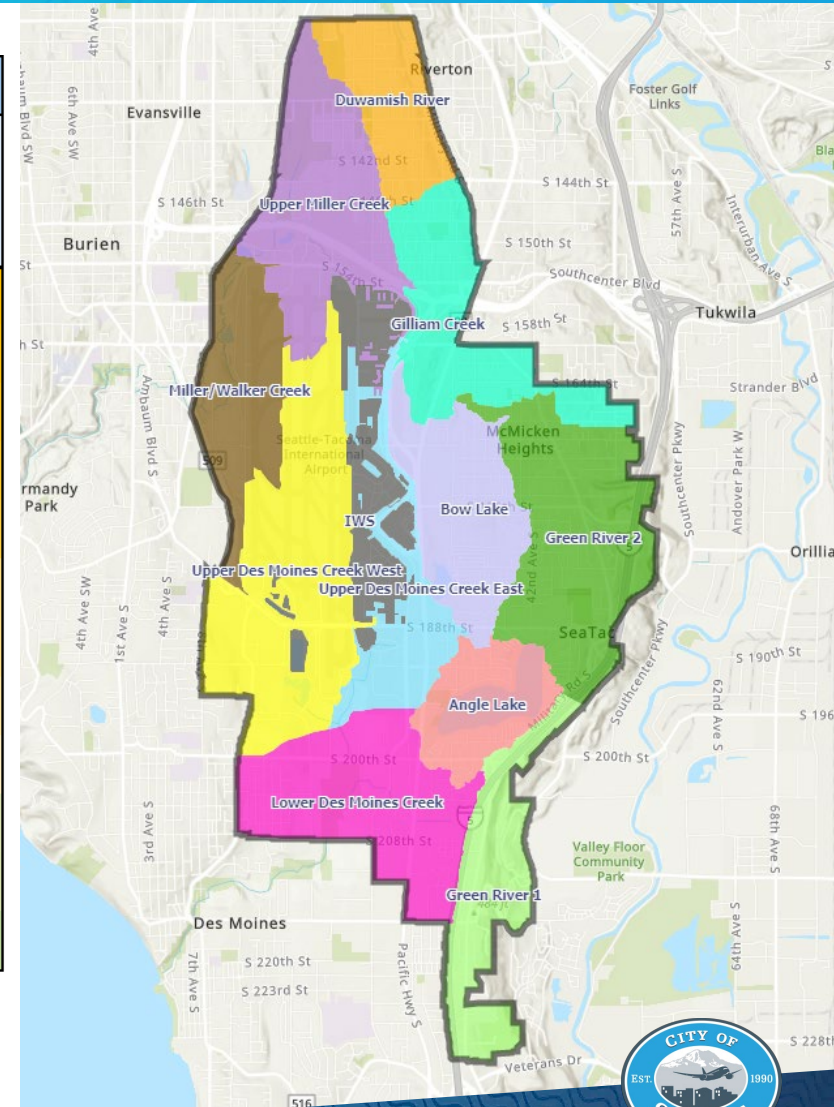
3. Final Stormwater Management Action Plan (03/31/2023)

We are here



REVIEW - SELECTING THE SMAP ACTION BASIN

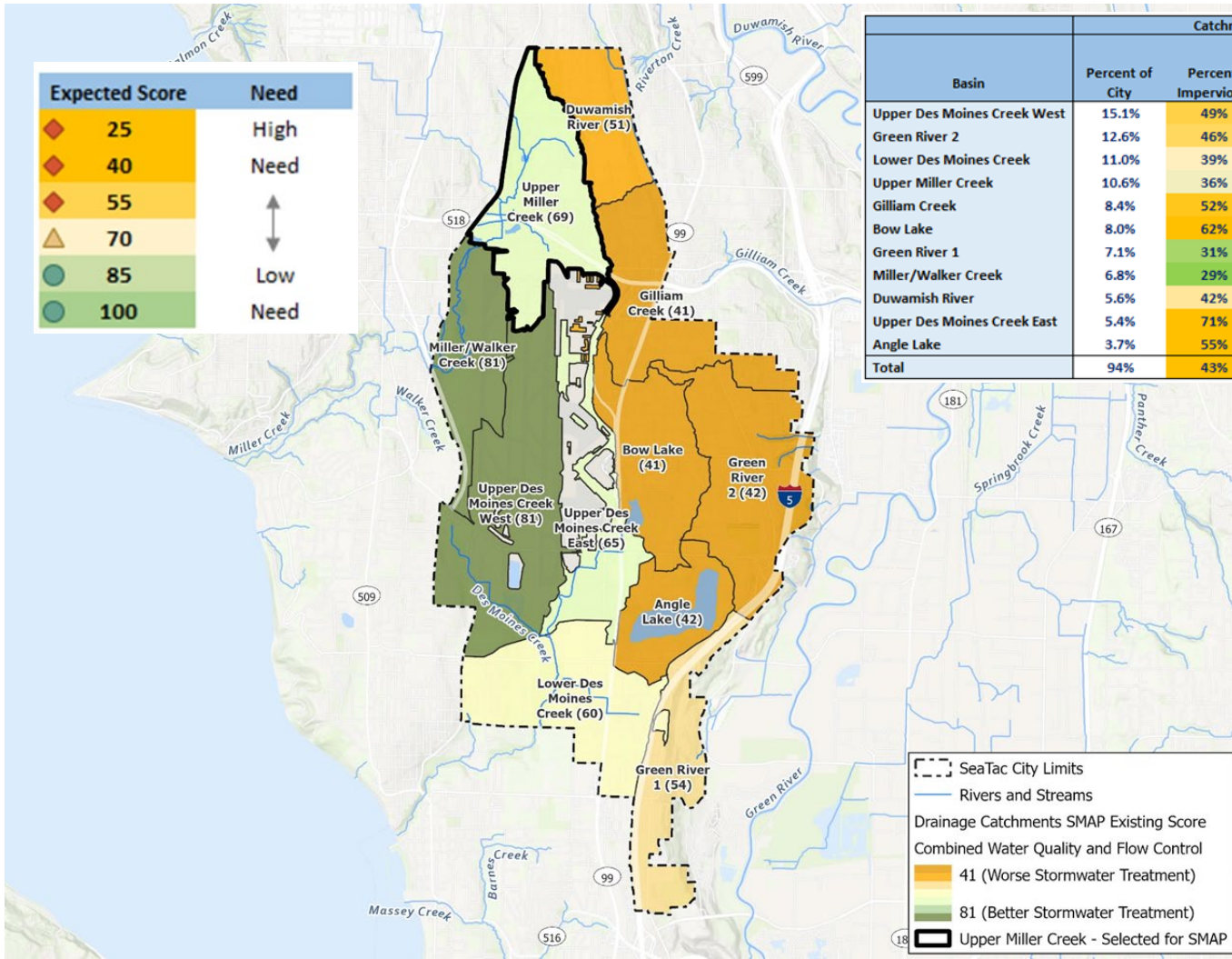
	Current Score			
	Water Quality	Flow Control	Average Score	
	Existing Score	Existing Score		
Bow Lake	◆ 44	◆ 43	◆ 44	
Gilliam Creek	◆ 47	◆ 47	◆ 47	
Angle Lake	◆ 49	◆ 49	◆ 49	
Green River 2	◆ 51	◆ 51	◆ 51	
Duwamish River	◆ 53	◆ 53	◆ 53	
Lower Des Moines Creek	◆ 61	◆ 61	◆ 61	
Upper Des Moines Creek	◆ 62	◆ 62	◆ 62	
Green River 1	▲ 66	◆ 65	▲ 65	
Upper Miller Creek	▲ 69	▲ 69	▲ 69	
Upper Des Moines Creek	● 80	● 80	● 80	
Miller/Walker Creek	● 81	● 81	● 81	
IWS	● 89	● 89	● 89	



RANKING AND PRIORITIZATION – SELECTED UPPER MILLER CREEK

Expected Score	Need
25	High
40	Need
55	↕
70	
85	Low
100	Need

Basin	Catchment Summary				Current Score		
	Percent of City	Percent Impervious	Percent Built	Weight of City Influence	Water Quality	Flow Control	Composite
Upper Des Moines Creek West	15.1%	49%	93%	▲ 100%	80	83	● 81
Green River 2	12.6%	46%	80%	▲ 83%	46	39	◆ 42
Lower Des Moines Creek	11.0%	39%	73%	○ 73%	61	59	▲ 60
Upper Miller Creek	10.6%	36%	86%	○ 70%	67	70	▲ 69
Gilliam Creek	8.4%	52%	70%	○ 56%	44	37	◆ 41
Bow Lake	8.0%	62%	71%	○ 53%	46	36	◆ 41
Green River 1	7.1%	31%	84%	▼ 47%	54	54	◆ 54
Miller/Walker Creek	6.8%	29%	86%	▼ 45%	78	83	● 81
Duwamish River	5.6%	42%	74%	▼ 37%	54	48	◆ 51
Upper Des Moines Creek East	5.4%	71%	89%	▼ 36%	63	66	▲ 65
Angle Lake	3.7%	55%	75%	▼ 24%	48	37	◆ 42
Total	94%	43%	76%	▲ 94%	57	54	◆ 56

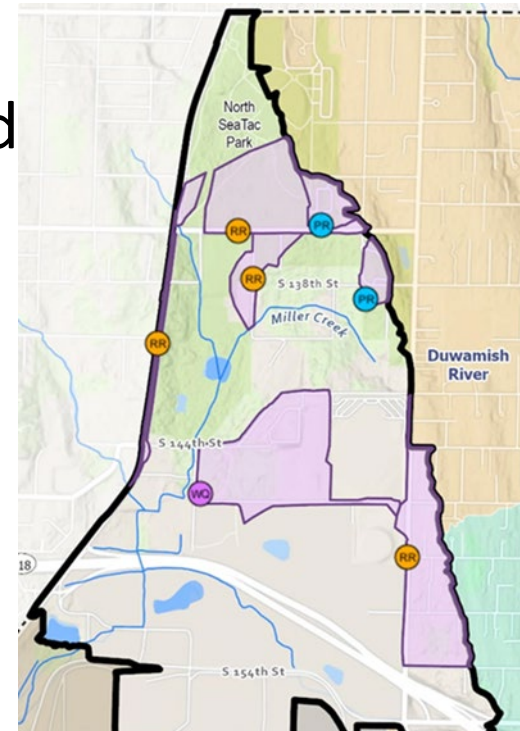


- - - SeaTac City Limits
 — Rivers and Streams
 Drainage Catchments SMAP Existing Score
 Combined Water Quality and Flow Control
 ■ 41 (Worse Stormwater Treatment)
 ■ 81 (Better Stormwater Treatment)
 ■ Upper Miller Creek - Selected for SMAP



PROPOSED CAPITAL PROJECT LIST

- SeaTac Maintenance Facility Pond Retrofit
- SeaTac Community Center Pond Retrofit
- 146th & 16th Water Quality Treatment Pond
- Des Moines Memorial Drive Retrofit
- S 136th Street Retrofit
- 18th Ave S Retrofit
- 24th Ave S Road Retrofit



CIP PROJECT SHEETS

Parametrix

Retrofit Site: R-4
24th Ave S Road Retrofit



RETROFIT TYPE	Road Retrofit, Media Filter Units
LOCATION	Along 24 th Ave S
CREEK BASIN AND WATERSHED	Upper Miller Creek
EXISTING USE	ROW
PROPOSED USE	Enhanced Treatment for ROW
TRIBUTARY DRAINAGE AREA	32.85 Acres Total 9.37 Acres Impervious 23.48 Acres Pervious
TOTAL COST	\$2,861,000

Project Description

This project will retrofit an 24th Ave S by adding several media filter units to provide current level enhanced treatment of **32.85 acres**. Final size, placement, and configuration of the project components may be adjusted as the design progresses.

Site Opportunities

- Site uses city right of way (ROW) for retrofit, likely no property acquisition required.

Site Challenges

- Adjacent utilities will require coordination (water, communications)

PROPOSED CAPITAL PROJECT RANKING AND PRIORITIZATION

Scoring Criteria to identify the preferred projects.

Projects

<i>Criteria</i>	<i>Weight</i>
Benefit to Basin (SSC Points)	10
New Treated Road	7
Land Ownership	3
Uncertainty	1
Maintenance	5

PROPOSED CAPITAL PROJECT RANKING AND PRIORITIZATION

How are the preferred projects prioritized?

Problem Statement: Determine preferred projects with the most retrofit, best value retrofit, to be completed within 20 years.

Table A-1. Proposed Projects for SMAP

Projects	Weight	SeaTac Maintenance Facility Pond Retrofit		SeaTac Community Center Pond Retrofit		146th & 16th Water Quality Treatment Pond		Des Moines Memorial Drive Retrofit		S 136th Street Retrofit		18th Ave S Retrofit		24th Ave S Road Retrofit	
		rating	points	rating	points	rating	points	rating	points	rating	points	rating	points	rating	points
Benefit to Basin (SSC Points)	10	2	20	1	10	10	100	2	20	7	70	4	40	8	80
New Treated Road	7	4	28	1	7	10	70	5	35	3	21	6	42	7	49
Land Ownership	3	1	3	1	3	3	9	10	30	6	18	4	12	10	30
Uncertainty	1	8	8	1	1	3	3	4	4	5	5	10	10	5	5
Maintenance	5	3	15	3	15	1	5	5	25	6	30	10	50	6	30
Total Weighted Criteria Points:	26	74		36		187		114		144		154		194	
Percent of All Possible:		28%		14%		72%		44%		55%		59%		75%	



PROPOSED CAPITAL PROJECT RANKING AND PRIORITIZATION

Results of the MODA

	MODA Points	
24th Ave S Road Retrofit		194
146th & 16th Water Quality Treatment Pond		187
18th Ave S Retrofit		154
S 136th Street Retrofit		144
Des Moines Memorial Drive Retrofit		114
SeaTac Maintenance Facility Pond Retrofit		74
SeaTac Community Center Pond Retrofit		36



PROPOSED CAPITAL PROJECT RANKING AND PRIORITIZATION

Cost-Benefit review

Cost Benefit Analysis

	Cost	Cost Points	Points	Cost Benefit
SeaTac Maintenance Facility Pond Retrofit	High	2	74	148
SeaTac Community Center Pond Retrofit	Med High	3	36	108
146th & 16th Water Quality Treatment Pond	High	1	187	187
Des Moines Memorial Drive Retrofit	Med	5	114	570
S 136th Street Retrofit	Med High	3	144	432
18th Ave S Retrofit	Low	10	154	1540
24th Ave S Road Retrofit	Med High	4	194	776



PROPOSED CAPITAL PROJECT RANKING AND IMPLEMENTATION SCHEDULE

Short (1-6 year) and long term (7-20 year) plans are required.

Short Term Projects to Consider (Years 1-6)

Project	Reason
24th Ave S Road Retrofit	Scored Most MODA Points
18th Ave S Retrofit	Best Cost Benefit + Least Expensive

Long Term Projects to Consider (Years 7-20)

Project	Reason
146th & 16th Water Quality Treatment Pond	Scored 2nd Most MODA Points
24th Ave S Road Retrofit	2nd Best Cost Benefit
S 136th Street Retrofit	Scored 4th Most MODA Points
Des Moines Memorial Drive Retrofit	3rd Best Cost Benefit
SeaTac Maintenance Facility Pond Retrofit	Scored 6th Most MODA Points and 6th Best Cost Benefit
SeaTac Community Center Pond Retrofit	



FUTURE COMMUNITY INPUT OPPORTUNITIES

PUBLIC COMMENT OPPORTUNITIES

- Visit the City's Stormwater Management webpage for additional information
- Website comment portals are open until March 24

- Contact Dan Smith
dsmith@seatacwa.gov
206 973-4778



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Meeting is informational only.
- Committee may provide input on the SMAP findings.





MEMORANDUM

To: Transportation and Public Works

Through: Will Appleton

From: Will Lugo, Emergency Management Coordinator // Mason Giem, Public Works Programs Coordinator

Date: 3/16/2023

Subject: Disaster Debris Management Plan Adoption

Purpose: To obtain from committee a recommendation to adopt the City of SeaTac Disaster Debris Management Plan

Background: The Disaster Debris Management Plan covers the response and recovery to all debris-causing incidents within the jurisdictional boundaries of the City of SeaTac. This plan also covers additional tasks required to maintain jurisdictional debris management readiness, including training, exercises, and plan maintenance.

The City of SeaTac does not currently have a Disaster Debris Management Plan in place and adopted for the managing of disaster debris in the aftermath of a Federal Emergency Management Agency (FEMA)-declared disaster. Without a plan in place, it could potentially lead to a delay in clearing of debris in the city as well as delay the recovery efforts after a major disaster. Without an adopted plan in place the city could possibly have FEMA Public Assistance reimbursements denied.

BUDGET SIGNIFICANCE: There are no significant pre-disaster budget impacts, but in the event of a major FEMA declared disaster not having an established process and plan could lead to a delay or denial of FEMA Public Assistance reimbursement for debris clearing and removal operations.

Options/Recommendation: Recommend the City of SeaTac Disaster Debris Management Plan be referred to full Council for adoption.

Disaster Debris Management Plan (DMP)



City of SeaTac, Washington

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SECTION 1: INTRODUCTION

1.1 PURPOSE

The City of SeaTac recognizes that natural and manmade disasters have the potential to create debris that can disrupt the quality of life for its citizens, and complicate disaster response and recovery following such disasters. The City also recognizes that planning for such disasters can lessen the impact on the community, economy, and the environment. Therefore, the City has developed this plan to facilitate a rapid response and recovery to debris causing incidents.

1.2 MISSION

This SeaTac Debris Management Plan provides direction to facilitate and coordinate the management of debris following a disaster in order to:

- Identify and address planning and staff training needs prior to a debris causing event.
- Mitigate against potential threats to the lives, health, safety, welfare, and economic and environmental wellbeing of the impacted area.
- Expedite recovery efforts in the impacted area.
- Identify threats of significant damage to improved public or private property.

1.3 SCOPE

This Debris Management Plan covers the response and recovery to all debris-causing incidents within the Jurisdictional boundaries of the City of SeaTac. This plan also covers additional tasks required to maintain jurisdictional debris management readiness, including training, exercises, and plan maintenance.

1.4 ALIGNMENT WITH OTHER PLANS

National Response Framework

The National Response Framework¹ (NRF) provides the concept of operations for federal response to events by listing the responsibilities for each federal agency and outlining how federal agencies will interact with other public-sector agencies at all levels, the private sector, and nongovernmental organizations (NGOs). The NRF also emphasizes the importance of personal preparedness by individuals and households. This plan aligns with the Emergency Support Functions (ESF) #3: Public Works and Engineering Annex,² and ESF #14: Long-Term Community Recovery and Mitigation Annex³ of the Department of Homeland Security's (DHS) NRF by providing for coordination of disaster debris operations through all levels of

¹<http://www.fema.gov/emergency/nrf/>

² <http://www.fema.gov/pdf/emergency/nrf/nrf-esf-03.pdf>

³ <http://www.fema.gov/pdf/emergency/nrf/nrf-esf-14.pdf>

government using the National Incident Management System⁴ (NIMS) organization structure.

Washington State Comprehensive Emergency Management Plan

The State Comprehensive Emergency Management Plan⁵ (CEMP) provides the concept of operations for state agency response to disaster events by listing the responsibilities for each agency and outlining how state agencies will interact with each other and other regional and local public-sector agencies. This plan aligns with the CEMP ESF #3: Public Works and Engineering Annex, and ESF #14: Long-Term Community Recovery and Mitigation Annex, by providing operational instructions to organize disaster debris operations at the local level.

City of SeaTac Comprehensive Emergency Management Plan (CEMP)

The SeaTac Debris Management Plan is designed to stand-alone, but it aligns with other plans including the City of SeaTac Comprehensive Emergency Management Plan and its associated Emergency Support Functions.

Port of Seattle / Sea-Tac International Airport Debris Management Plan

The Port of Seattle maintains a debris estimate and processing plan for Sea-Tac International Airport. This plan identifies the concept of operations, lists responsibilities and resources likely to be employed in the case of a disaster or significant debris producing event.

1.5 PLAN MAINTENANCE AND UPDATE

This plan was assembled by the Public Works Department with input from the Office of Emergency Management (OEM). Ongoing maintenance of the plan is the responsibility of the Public Works Director who also serves as the Director of Emergency Management for the City.

Plan Revisions

Because of changes in staffing, organization, and external factors, this plan will be reviewed annually prior to the storm season (September) and updated as needed. To the extent possible, mid-review period changes to the plan will be avoided. In the event a revision is required outside of the normal review period, it is the responsibility of the Public Works Director to ensure that revised pages are distributed to plan holders. During plan review, specific attention will be directed to key plan components, including specific assigned roles and responsibilities, reviewing and updating contracts contact information for internal staff and external resources, and the location and status of identified Debris Management Sites (DMS).

⁴ <http://www.fema.gov/emergency/nims/index.shtm>

⁵ <http://www.emd.wa.gov/plans/documents/CompleteCEMP.pdf>

SECTION 2: SITUATION AND ASSUMPTIONS

This chapter provides an overview of the types, amounts, and distribution of natural or human-caused incidents that may occur in the City of SeaTac. It also provides tools to estimate debris volumes following an incident. Finally, it provides a list of the planning assumptions that were used to develop this plan.

2.1 TYPES OF HAZARDS

The City of SeaTac is susceptible to a variety of natural or human-caused incidents that may create disaster debris. A listing of potential debris causing incidents and the types of most common debris are listed in Table 2-1.

TABLE 2-1

Characteristics of Disaster Events likely to impact the City of SeaTac*

Incident	Debris Characteristics	Regional Probability	Debris Impact
Wind Storm	Primarily vegetative waste; may also include construction/demolition materials from damaged or destroyed structures, some municipal solid waste from damaged structures. Extended power outages may result in large amounts of putrescible waste from private homes and grocery stores.	High	Moderate
Landslide	Sediments and construction/demolition waste possibly contaminated with problem waste.	Moderate	High
Nuclear, Chemical, Biological Accident	Various amounts of contaminated soil, water, construction/demolition waste, and/or municipal solid waste that would require special handling as problem waste with specific disposal instructions.	Moderate	Moderate
Ice Storm	Primarily vegetative waste from broken tree limbs and branches. May also include construction/demolition waste and putrescible waste from extended power outages.	Moderate	Moderate
Volcano	Primarily ash, mud, and ash covered- items. May also include construction/demolition waste.	Low	High

TABLE 2-1

Characteristics of Disaster Events likely to impact the City of SeaTac*

Incident	Debris Characteristics	Regional Probability	Debris Impact
Tsunami/Seiche	Sediment and construction/demolition waste possibly contaminated with problem waste, including wastewater, petroleum, or other hazardous materials.	Low	Moderate
Flooding	Construction/demolition waste, municipal solid waste, and problem waste, including sediment, vegetative waste, animal carcasses, and hazardous materials deposited on public and private property. Much of the debris from flooding events may be considered problem waste because of contamination from wastewater, petroleum, or other substances.	Low	Moderate
Plant Disease	Variable amounts of vegetative debris that might require special handling as problem waste with specific disposal characteristics.	Low	Moderate
Animal Disease	Variable amounts of putrescible waste that might require special handling as problem waste with specific disposal instructions.	Low	Moderate
Urban, Wildland, and Wildland/Urban Interface Fires	Burned vegetative waste, burned construction /demolition waste, and problem waste, including ash and charred wood waste and ash -covered items.	Low	Low
Plane Crash	Burned vegetative waste, burned construction /demolition waste, and problem waste, including ash and charred wood waste and ash covered items. potentially hazardous materials.	Moderate	Low

TABLE 2-1

Characteristics of Disaster Events likely to impact the City of SeaTac*

Incident	Debris Characteristics	Regional Probability	Debris Impact
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**This information was compiled from multiple sources including the King County Hazard Identification and Vulnerability Assessment (HIVA) and UASI Regional Disaster Debris Management Plan.*

2.2 DEBRIS ESTIMATES

The types and amounts of debris produced by an incident depend on the magnitude, duration, and intensity of the incident itself. The potential impacts resulting from two different debris scenarios were considered when creating this plan. The first is a windstorm that has the potential to create a low to medium amount of debris, and the second is a significant earthquake that has the potential to create a high amount of debris.

Windstorm Debris Events

Historically, windstorms occur one to five times a year in the Puget Sound Region. These events can create a low to medium amount of debris made up predominantly of vegetative waste, but may also include overhead wire service components, construction and demolition debris, white goods, and putrescibles depending on the size of the event and secondary impacts such as power outage.

The City of SeaTac contains a mix of urban and suburban land use that will create different amounts of vegetative debris during a windstorm event. The United States Army Corps of Engineers (USACE) has developed the following rules to consider when estimating vegetative debris quantities:

- Treat debris piles as a cube, not a cone, when estimating
- 15 trees, 8 inches in diameter = 40 cy (average)
- One acre of debris, 3.33 yards high = 16,117 cy

Earthquake Debris Events

Historically, earthquakes with significant magnitude to create disaster debris occur approximately every ten to twenty years in the Puget Sound Region.⁶ Past events have created a low to medium volume of disaster debris but have the potential to create much higher levels of debris.

Debris Estimates for Earthquake

FEMA 325: *Debris Management Guide*⁷, provides several techniques for estimating debris quantities starting on page 58 of the document.

⁶ http://www.pnsn.org/INFO_GENERAL/faq.html#1a

⁷ <http://www.fema.gov/government/grant/pa/demagde.shtml>

Residential buildings: The volume of debris from a residential structure can be estimated using the following formula:

$$L' \times W' \times S \times 0.20 \times VCM = \text{cubic yards of debris (cy)}$$

Where:

L = length of building in feet

W = width of building in feet

S = height of building expressed in stories

VCM = Vegetative Cover Multiplier

The vegetative cover multiplier is a measure of the amount of debris within a subdivision or neighborhood. The descriptions and multipliers are described as:

Light (1.1 multiplier): includes new home developments where more ground is visible than trees. These areas will have sparse canopy cover.

Medium (1.3 multiplier): generally, has a uniform pattern of open space and tree canopy cover. This is the most common description for vegetative cover.

Heavy (1.5 multiplier): is found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.

Residential Personal Property: In addition, the amount of personal property within an average flooded / earthquake ravaged single-family home has been found to be:

25-30 cubic yards for homes without a basement

45-50 cubic yards for homes with a basement

Outbuildings: All other building volumes may be calculated by using the following formula:

$$L' \times W' \times H' \times 0.33 = \text{cubic yards of debris}$$

Where:

L = length of building in feet

W = width of building in feet

H = height of building expressed in feet

0.33 is a constant to account for the "air space" in the building

27 is the conversion factor from cubic feet to cubic yards

2.3 SITUATION AND ASSUMPTIONS

This section describes the situation and assumptions that were used during the development of this plan.

Situation

The plan situation is drawn from known facts or observations previously witnessed in actual events. The following situation factors were considered when developing this plan:

Natural and man-made disasters such as earthquakes, windstorms, flooding, industrial accidents, and terrorist attacks precipitate a variety of debris that includes but is not limited to trees and other vegetative organic matter, building/construction material, appliances, personal property, mud, and sediment.

The quantity and type of debris generated from any disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, including how quickly the problem can be addressed, and the associated costs that will be incurred.

Assumptions

Assumptions are unknown but expected events or actions that are used to develop the plan. The following assumptions were made during the development of this plan:

- A major natural disaster will require the removal of debris from public rights-of-way and potentially private property if it presents an eminent threat to human health and safety.
- The amount of debris resulting from a major natural disaster will exceed the City's removal and disposal capabilities.
- If a debris event should occur, an accurate assessment of the disaster must be made as soon as practical.
- The City will contract for additional resources to assist in the debris removal, reduction, and disposal capabilities.
- Local, state, and federal agencies may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short- as well as long-term, following a major natural disaster.

SECTION 3: APPLICABLE RULES AND REGULATIONS

This chapter provides an overview of the state and local regulations and policies that affect how the City of SeaTac handles disaster debris including debris reduction and operation of Debris Management Site (DMS) and Neighborhood Collection Site (NCS). This chapter also addresses the environmental and policy considerations for reducing, recycling, and disposing of the disaster debris at the DMS staging area.

3.1 PLANNING

The City has identified one Debris Management Site and one (1) potential Neighborhood Collection Site within its jurisdictional boundaries. One or more of these locations may be

utilized in the event of a community disaster. The Debris Management site is located at the North SeaTac Park, North Parking Lot. The Neighborhood Collection site will be located at the Valley Ridge Park, parking lot. The City will notify Public Health – Seattle & King County prior to activating any neighborhood collection sites.

3.2 RESPONSE

The City of SeaTac will initiate NCS preparation activities during the response phase. DMS preparation activities will be in cooperation with King County. Guidance on this is found in FEMA 325, Chapter 9 – Debris Reduction/Recycling Methods and Disposal, page 83. A preliminary plan will be developed for reducing, recycling, and disposing of the debris based on general estimates of the type of material generated by the event. The City may decide to reduce the debris via air curtain incineration or grinding. Once a preliminary determination has been made, this plan will be communicated to the environmental officials for their guidance on the applicability of regulations to the operations and monitoring of the DMSs and disposition of the disaster debris. The City of SeaTac Comprehensive Emergency Plan (CEMP) gives the following authorities for City officials to act in a disaster/emergency:

- Revised Code of Washington 38.52, 36.30, 39.34; 35.33.081, 35.33.101, 42.14
- Washington Administrative Codes 118 and 296-62-3112
- U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2301-2303 Improved Civil Defense 1980
- King County Charter and County Code 1.28, 2.16, 2.56, 12.52

The site preparation activities will be initiated by the Debris Removal Manager. In the event that disaster debris crosses jurisdictional boundaries, the Debris Removal Manager will contact their counterparts within neighboring jurisdictions and the County to coordinate efforts in understanding the rules and regulations that will affect operations at the Debris Management Sites.

Contact information for the key environmental agencies is provided in Appendix A - Debris Resources. This includes:

- Debris Removal Managers in the county and neighboring jurisdictions
- Puget Sound Clean Air Agency (PSCAA)
- Public Health – Seattle & King County (PHSKC)
- King County Solid Waste Division
- King County Solid Waste Division – Wastemobile ⁸ and Factoria Household Hazardous Waste Drop-Off Service

3.3 RECOVERY

This section summarizes rules and regulations that apply to the recovery phase of disaster debris management.

⁸ <http://your.kingcounty.gov/solidwaste/facilities/schedule.asp?PID=26>

Waste Management Priorities and Recycling

The 1989 Waste Not Washington Act (ESHB 1671) revisions to RCW 70.95 established waste reduction and recycling as the priority methods of managing waste in the State of Washington. The City will make reduction and recycling the highest priorities for managing disaster debris. The Debris Removal Manager will coordinate with the debris hauling contractors to ensure maximum segregation for recyclable materials, and make sure that debris reduction equipment (chipping/grinding/incineration) is operating properly and within the regulations of PSCAA and the Fire Department.

Air Quality and Incineration as a Waste Reduction Method

During the recovery phase, the following measures will be taken by the Debris Site Supervisor:

- Monitoring of dust and ensuring proper dust suppression measures are implemented.
- Oversight of any air curtain incineration units. This activity will be coordinated with PSCAA. Any air curtain incinerators will have setbacks from on-site storage areas for incoming debris and structures. Wood ash will also be stored on-site with setbacks from storage areas for incoming debris, and processed mulch or tub grinders. Wood ash will be wetted prior to removal from the air curtain incinerator and placed in storage. The specific requirements will be provided by PSCAA.

Household Hazardous Waste Management

The City will set up household hazardous waste, appliance and special waste collection areas. Household hazardous waste should be collected separately and disposed of at a licensed disposal facility. Contractors listed with the county household hazardous waste management program will be contacted for safely disposing of household hazardous debris.

White goods (appliances and large electrical goods) debris that contains ozone depleting refrigerants, mercury, or compressor oils need to have such materials removed by a certified technician before recycling. White goods will be properly disposed of by a licensed disposal company.

PSCAA will have regulatory authority over the demolition of structures that contain asbestos or lead-based paint.

Required Regulatory Permits or other Approvals

While there are no specific Washington State and King County permits needed to operate debris management sites, the City of SeaTac will endeavor to meet all of the best practices sited below while operating Neighborhood Collection and Debris Management Sites.

Neighborhood Collection Site Requirements

A Neighborhood Collection Site (NCS) is a temporary solid waste handling site used to consolidate debris within a local jurisdiction or area for transfer to a DMS or other permanent solid waste handling facility. An NCS should be developed and operated using the Washington State Department of Ecology's Intermediate Solid Waste Handling Facility Standards under

WAC 173-350-310⁹ as guidance. Best management practices for neighborhood collection sites include:

- Control public access and prevent unauthorized vehicular traffic and illegal dumping of waste.
- All containers used to store debris shall be constructed of durable, watertight, and easily cleanable materials with a lid or screen on top that prevents the loss of materials during transport and access by rats and other vermin.
- Provide effective means to control rodents, insects, birds and other vectors.
- Provide effective means to control litter.
- Provide pollution control measures to protect surface and ground waters, including runoff collection and discharge designed to handle a twenty-five-year storm as defined in WAC 173-350-100, and equipment cleaning and wash-down water.
- Provide pollution control measures to protect air quality.
- Provide all-weather surfaces for vehicular traffic.
- It is recognized that some of these standards may not apply to neighborhood collection sites or may not be applicable to a site depending on a variety of operating conditions.

As part of the Solid Waste Handling Facility Standards, the City will develop an operating plan for each NCS in collaboration with the DRC and TetraTech.

Debris Management Site Requirements

A Debris Management Site (DMS) is a temporary solid waste handling site used to collect, sort, and reduce debris, including special waste, prior to final recycling or disposal. A DMS should be developed and operated using the Washington State Department of Ecology's "Pile" Standards under WAC 173-350-320¹⁰ and Moderate Risk Waste Handling under WAC 173-350-360 (if moderate risk waste is accepted) as guidance. Best management practices for a DMS include:

- Clearly establish the maximum waste capacity, elevation, and boundaries of the site prior to operation.
- Control public access and prevent unauthorized vehicular traffic and illegal dumping of waste.
- Provide effective means to control rodents, insects, birds, and other vectors.
- Provide effective means to control litter.
- Provide pollution control measures to protect air quality
- Provide all-weather surfaces for vehicular traffic

⁹ <http://apps.leg.wa.gov/wac/default.aspx?cite=173-350-310>

¹⁰ <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-350-320>

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- Meet the performance standards of WAC 173-350-040
 - All piles shall be designed to:
 - Control public access
 - Comply with the uniform fire code as implemented through the local fire control agency
 - Minimize vector harborage to the extent practicable
 - Provide all-weather approach roads and exits
 - Piles of putrescible waste, contaminated soils or dredged material, or waste determined by the jurisdictional health department/district to be likely to produce leachate posing a threat to human health or the environment shall also:
 - Place waste on a sealed surface, such as concrete or asphaltic concrete, to prevent soil and ground water contamination. The surface shall be durable enough to withstand material handling practices.
 - Control run-on and runoff from a twenty-five-year storm, as defined in WAC 173-350-100.

It is recognized that some of these standards may not apply to debris management sites or may not be applicable to a site depending on a variety of operating conditions. In general putrescibles and municipal solid waste will not be stored or handled at a DMS.

As part of the Solid Waste Handling Facility Standards, SeaTac will develop an operating plan for each DMS in collaboration with DRC and TetraTech.

DMS and NCS Review and Activation Process

The following process for site review and identification is recommended:

- Complete a Site Inventory/Investigation of Site Suitability Form for each potential neighborhood collection site or debris management site.
- Site inventories are provided to Health Department/District for cursory review.
- Jurisdictions develops operating plan for their primary sites.
- Health Department/District reviews the operating plan for each site.
- During event jurisdiction submits “notice of intent to operate” prior to site activation.
- Jurisdiction verifies baseline site evaluation prior to activation.

SECTION 4: CONCEPT OF OPERATIONS

This section outlines how the City of SeaTac will carry out debris management operations, including: response levels, organization, roles and responsibilities, communications strategies, and health and safety strategies.

4.1 DEBRIS MANAGEMENT PLAN ACTIVATION

This plan will be used by City staff once a command structure has been established in response to a debris-causing incident impacting all or part of the City or its neighboring jurisdictions.

4.2 DEBRIS MANAGEMENT RESPONSE LEVELS

Debris management operations are categorized into three response levels which loosely align to the City's levels of emergency response and preparedness. The overall response level of the City will be identified by the Director of Public Works. The level of Debris Management Response will be established by the Incident Commander or Debris Manager. Each determination is predicated on the geographic scope and impact of an actual or anticipated incident.

Level Three: Low Debris Impact Operations

Level three incidents those events or emergencies that require a low level of coordination and assistance. The City's ECC is likely to be operating in a "standby" capacity, while the Public Works DOC is likely to be operating to support event response. Example events would include small landslides, minor flooding, or a building collapse. The situation can be efficiently and effectively supported with existing resources and there is no foreseen need to proclaim a local emergency.

Level Two: Medium Debris Impact Disaster

Level two incidents are those events requiring moderate coordination and assistance. They generally involve multiple City departments and/or jurisdictions. The SeaTac ECC is likely to be operating in a limited capacity with a limited number of functions staffed. One or more DOC's will be operating to support the incident response. Example events would include minor to moderate earthquakes, significant urban flooding in multiple locations, and winter storms with snow, ice, or high winds. The situation may require mutual aid or contract resources, state assistance, and may necessitate the issuance of a local disaster declaration.

Level One: High Impact Disaster

Level one incidents are those events that have significantly impaired or completely devastated local government and require a high degree of response coordination. The City ECC and all DOC's are operating at full capacity, and Policy / Leadership Teams have been activated. Example events include large earthquakes, severe winter storms or catastrophic human-caused attacks or incidents. This type of event is likely to require state and federal assistance, necessitating the issuance of local, State and Federal disaster declarations.

4.3 DEBRIS MANAGEMENT OPERATIONAL PHASES

Response to debris management events are characterized by the three phases described below and may overlap based on the incident.

Increased Readiness

The City of SeaTac will move to the increased readiness phase when a natural or human-caused incident capable of creating disaster debris threatens the region. During this time, staff will complete the following tasks:

- Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal operations.
- Alert local departments that have debris removal responsibilities to ensure that personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
- Review potential local, and regional, debris management sites that may be used in the response and recovery phases in the context of the impending threat.
- Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

Response

Debris management response operations will focus on the immediate or short-term effects of a debris causing incident. During the response phase, staff will initiate the following tasks:

- Activate debris management plan and coordinate with damage assessment team.
- Activate the debris hauling and management contracts.
- Enter blanket PO in financial system for “Not to Exceed” amounts.
- Begin documenting costs.
- Allow debris clearance from transportation routes, based on debris removal priorities.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Identify and activate temporary debris storage and reduction sites (local and regional).
- Address any legal, environmental, and health issues relating to the debris removal process.
- Continue to keep public informed through the PIO.

Recovery

Debris management response operations will focus on returning the community to normalcy following a debris causing incident. During the recovery phase, staff will initiate the following tasks:

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.

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- Continue to document costs.
 - Upon completion of debris removal mission, close out debris sorting and reduction sites by developing and implementing the necessary site restoration actions.
 - Perform necessary audits of operation and submit claim for federal assistance.

4.4 INCIDENT COMMAND SYSTEM

The City of SeaTac will use the Incident Command System (ICS) as outlined in the City of SeaTac Comprehensive Emergency Management Plan to structure debris management operations. The configuration of the ICS team will be based on the size and scope of the incident, and persons assigned to the debris management ICS staff may act in multiple roles. As example, where an incident predominantly entails debris operations, the Public Works Maintenance Supervisor may act as the Incident Commander or Operations Section Chief while the Resource Conservation Coordinator may act as the Operational Liaison.

4.5 ROLES AND RESPONSIBILITIES

This section identifies roles and responsibilities for internal and external agencies during a disaster debris incident.

Debris Management Team

Immediately following a disaster event, the City will establish a disaster debris management team, which convenes as a group within the Operations Section / Public Works Branch to facilitate successful coordination following a disaster event. Each member of the team is responsible for implementing debris operations in accordance with the planned goals and objectives, and in compliance with Federal, State, and local laws. The debris management team will be led by the debris management group leader, who will identify staff for the group. The following staff could participate as part of the debris management team:

- Public Works Director
- City Engineer
- Public Works Maintenance Supervisor
- Public Works Programs Coordinator

City Departments

Supporting debris management operations will involve multiple departments and divisions within SeaTac. This section outlines the roles and responsibilities for each involved agency.

Public Works: The Public Works Department is the lead department responsible for pre-event debris management planning. Working with a consortium of private agencies and / or contractors, Public Works staff will oversee debris operations during response and recovery.

Parks Department: The Parks Department / Maintenance Division may be asked to provide staff to assist Public Works staff with debris operations during response and recovery.

Emergency Management Division: The Office of Emergency Management will coordinate activities and resource needs through the ECC. The Emergency Management Division oversees the CERT program and may summon volunteers to assist in debris removal efforts.

Police Department: The Police Department will assist in traffic management and site security.

Community and Economic Development Department: The CED Department Building Services Division will assist in damage assessment and debris management planning. Staff will also oversee any permitting necessary for debris operations during both pre-event and response and recovery.

Puget Sound Fire: The Fire Department will assist by providing initial damage assessments, identifying hazardous materials, and providing safety assessments when requested.

Finance Department: The Finance Department will be the applicant agent for FEMA reimbursement. Staff will work with departments and vendors to coordinate contracts if needed. Staff will also work with the Office of Emergency Management for invoicing and time tracking for FEMA reimbursement.

Information Technology Division: The IT Division may provide GIS Analysts to estimate the amount of debris by location, mapping of NCS, DMS and site layouts.

External Agencies:

Federal Aviation Administration (FAA): FAA oversees and regulates air traffic operations at Seattle Tacoma International Airport. Based on the size, scope, and nature of the incident the FAA may elect to continue or discontinue airport operations. Notice of an interruption or restoration of air operations is normally shared with the Port of Seattle (POS), who will notify surrounding agencies.

Federal Emergency Management Agency (FEMA): FEMA is the federal agency charged with coordinating emergency management functions in the federal government. In catastrophic disasters, FEMA may provide direct federal assistance to support performance of local, tribal, and state governments activities related to debris clearance, removal, and disposal. The response capabilities of local, tribal, and state governments must be exceeded before this level of assistance can be provided. Following a Presidential declaration, FEMA may elect to use its mission assignment authority to task other federal agencies with debris clearance, including the USACE and EPA.

Port of Seattle – Sea-Tac International Airport (POS): During debris causing incidents, Seattle Tacoma International Airport can initiate debris management operations unique to their site. The POS maintains a Debris Management Plan unique to the airport that calls for temporary storage of debris on site. Processing and removal of debris from POS properties can be done in conjunction with the City of SeaTac and the City’s contracted waste hauling service provider through a Mutual Aid Agreement and the King County Regional Coordination Framework.

Public Health of Seattle and King County (PHSKC): During debris-causing incidents, Public Health of Seattle and King County will work with the City’s solid waste management provider to protect public health. This may include inspecting and approving Debris

Management and Neighborhood Collection sites, evaluating the enforcement of public health regulations to hasten debris response and recovery operations, and developing best practices to process and dispose of debris.

Puget Sound Clean Air Agency (PSCAA): The PSCAA is responsible for regulating air quality in the region. During debris-causing disasters, the Agency provides advice on outdoor burning of debris and the removal and disposal of debris containing asbestos. They also provide information and possible monitoring of air quality for debris operations that create large quantities of dust. Depending on the disaster severity, PSCAA can suspend part or all of the Washington Clean Air Act or Regulations I, II, and III.

Washington State Department of Agriculture (DOA): The State Department of Agriculture supports the producers, distributors, and consumers of food and agriculture products in the State. During a disaster the Department may provide support and advice to local health departments/districts and solid waste agencies, as needed, regarding the disposal of plant and animal waste.

Washington State Department of Ecology (DOE): Ecology is responsible for the protection of the state's environment. Ecology provides statewide regulation of municipal solid waste and hazardous waste. During a disaster, Ecology may support and advise local health departments and solid waste agencies, as needed, regarding disaster debris operations. Ecology may also issue temporary permits or recommend to the governor that certain regulations be suspended, if necessary, to hasten response and recovery.

Washington State Department of Health (DOH): The DOH manages programs and creates regulations to protect citizens' health by limiting exposure to environmental hazards. During a debris-causing incident, DOH will assist local health authorities, as requested, to ensure appropriate steps are being taken to maintain the health of the state's citizens and workers.

Washington State Emergency Management Division (EMD): The EMD may assist local jurisdictions by facilitating the governor's disaster proclamations, facilitating EMAC requests, requesting Federal Disaster Declarations, and administering FEMA public and individual assistance requests. During the response phase of debris management, the EMD can ensure that facilities are operating in compliance with federal and state regulations and can determine priorities for handling and removal.

Washington State General Services Administration (GSA): GA is the primary state agency responsible for Emergency Support Function (ESF) #3: Public Works and Engineering under the State Comprehensive Emergency Management Plan, which includes coordination of logistical and engineering support for state facilities. During a debris-causing incident, GA primarily supports state agencies, but would also provide resources to local requests that are coordinated through the State Military Department Division of Emergency Management.

Washington National Guard (Guard): The National Guard may provide equipment, personnel, and technical assistance to protect the State. During debris-causing incidents, National Guard resources provide security for equipment staging and debris sorting and reduction sites, limited electrical power and sheltering, traffic control, and aerial

reconnaissance. National Guard resources are available after local resources have been exhausted through a request to the Emergency Management Division.

Washington State Patrol (WSP): The WSP is the lead law enforcement agency within the State. During a debris-causing incident, the WSP supports local law enforcement with evacuation of persons and property, coordination (along with the Department of Natural Resources) of disaster firefighting and firefighting resources through the State Fire Mobilization Plan, and augmentation of local law enforcement resources.

United States Department of Agriculture (USDA): The USDA Natural Resource Conservation Service (NRCS) provides technical and financial assistance to private landowners, land users, communities, and state and local governments in planning and implementing conservation systems that conserves soil, water, and other natural resources. NRCS is limited in its authority with debris-related activities; it is limited to either runoff retardation or soil erosion prevention in response to an imminent threat to life or property resulting from a sudden impairment in the watershed. Typically, this includes debris within, or in close proximity, to a channel.

The USDA Animal, Plant and Health Inspection Service (APHIS) may provide support under the Veterinary Service Program and the Plant Protection and Quarantine Program. Both public and private lands are eligible under these programs, which provide assistance to federal and state agencies, tribes, local jurisdictions, and private landowners to manage animal and plant health. This is accomplished by collecting and providing information, conducting, or supporting treatments, and providing technical assistance for planning and program implementation (removal).

United States Department of Defense (DOD): The UASI Region has numerous DOD facilities with equipment and personnel that may be requested in response to a debris-causing incident. Requests for these assets are coordinated through the State Military Department Division of Emergency Management and are only available after all local private and public resources have been nearly or completely exhausted.

United States Army Corps of Engineers (USACE): The USACE is the lead agency for ESF #3, Public Works and Engineering, of the NRF, which includes debris management. During a Presidentially declared disaster, the USACE may supply technical assistance to local responders for completing debris removal. The USACE also has contract resources available to support local debris management operations.

United States Environmental Protection Agency (EPA): EPA may provide technical assistance and advice on collection, reduction, and disposal of contaminated debris and other hazardous materials during debris management operations. EPA also has contract resources available to assist with collection, management, and disposal of hazardous materials.

Contractors and Vendors: Contractors and vendors are often used to augment local resources in support of debris management operations.

Solid Waste Collection Companies

Solid waste collection companies are private entities that provide daily municipal solid waste service through the transportation and/or disposal of solid waste. The City of SeaTac has contracted with Recology King County for all local solid waste collection services. During debris-causing incidents, the municipal contractor will maintain existing municipal solid waste service, as well as providing additional resources to assist with debris clearance, processing, and disposal activities.

Debris Management Contractors

Debris management contractors provide additional resources to assist with debris clearance, removal, separation, and disposal during debris-causing incidents. DRC Environmental is under contract prior to an incident to ensure efficient response during or after an actual incident or event. Federal agencies, such as the United States Army Corps of Engineers (USACE) and U.S. Environmental Protection Agency (EPA), may also have contract resources available to assist with debris management operations.

Debris Management Monitoring Contractors

Debris monitoring contractors provide oversight and documentation of debris management operations. This may include supervising other debris management contractors, documenting debris clearance and disposal operations for potential reimbursement, and operations of temporary debris sorting and reduction sites. Tetra Tech Inc. is under contract for debris management monitoring.

[Appendix A - Debris Resources](#) provides a list of resources that can be used to support debris management operations.

4.6 ADDITIONAL RESOURCES

This section lists additional resources that are available to support jurisdictional debris management resources.

Local, County, and State Resources

Additional resources may be available from neighboring jurisdictions and county departments. These resources may come from informal agreements or a formal mutual aid process. Formal requests for assistance will be processed by the SeaTac Emergency Coordination Center to the King County Regional Emergency Coordination Center. When County resources can no longer meet demand, it's anticipated that a request will be made to the Washington State Emergency Management Division.

Federal Resources

When an impacted state or local government does not have the regional capability required to respond to a presidentially declared disaster, a request for Technical or Direct Federal Assistance may be made. The approved request is called a Mission Assignment and can only

be requested by State. A Mission Assignment is a work order issued by FEMA to another federal agency directing completion of a specific assignment in anticipation of, or response to, a Presidential declaration of a major disaster or emergency.

There are three Emergency Support Functions (ESFs) that perform debris-related activities under FEMA Mission Assignments:

ESF #3 – Public Works Department/Engineering Division are responsible for infrastructure protection, emergency repair, and restoration. This group provides engineering services and construction management and serves as a critical infrastructure liaison. The United States Corps of Engineers is the lead Federal agency for ESF #3.

ESF #10 – Fire Department is responsible for responding to oil and hazardous material issues, environmental safety, and short- and long-term cleanup. The two most commonly deployed agencies that deal with these debris related activities are the United States Environmental Protection Agency (EPA) and the United States Coast Guard (USCG).

ESF #11 – Parks Department is responsible for coordinating an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal, exotic or devastating plant, or pest infestation. This ESF is coordinated on the Federal level by the United States Department of Agriculture (USDA).

All mission assignments have the following requirements:

- The community must demonstrate that required disaster-related efforts exceed state and local resources.
- The scope of work must include specific quantifiable measurable tasks.
- FEMA must issue the Mission Assignment.

4.7 EMERGENCY COMMUNICATIONS STRATEGY

Debris Management staff will utilize the following methods to communicate with their own jurisdiction as well as others, during a debris-causing event:

1. SeaTac 800 MHz radio system
2. Cellular phone
3. Email
4. Short Message Service (SMS) messages (i.e. text messages)
5. Direct briefing (IE: face to face)

4.8 HEALTH AND SAFETY STRATEGY

Debris operations involve the use of heavy equipment to move and process various types of debris. Many of these actions can pose safety hazards to emergency response and recovery personnel as well as the public. In addition to those safety hazards, exposure to certain types

of debris, such as building materials that contain asbestos and mixed debris that contains hazardous materials, can pose potential health risks to emergency workers.

All debris operations shall be done in compliance with the health and safety requirements found in the Washington State Safety Regulations (<http://www.Ini.wa.gov/safety>), the City of SeaTac Policy Manual, and an approved incident-specific Safety plan. This Health and Safety strategy will enable the City and its contractors to avoid accidents during debris recovery operations and to protect workers from exposure to hazardous materials. It will establish minimum safety standards for City and contractor personnel to follow. In addition, the strategy provides emergency workers with information on how to identify hazardous conditions and specific guidelines on the appropriate and proper use of personal protective equipment (PPE).

To facilitate compliance, the health and safety strategy specifies how the safety information will be disseminated to all emergency City employees and contractors, and how compliance with minimum safety standards will be monitored. The strategy also includes specific corrective actions to be taken if workers do not comply with the minimum safety standards.

SECTION 5: CURRENT RESOURCES

This chapter identifies the internal and external resources that the City of SeaTac has for debris clearance, removal, and disposal.

5.1 STAFF

Debris operations staff is responsible for directing debris operations during and after an incident. The size and composition of staff needed to deal with debris clearance, removal and disposal depends on the magnitude of the disaster. Debris removal staff likely will be comprised of a combination of full-time personnel, personnel from other agencies, and/or contractors depending on the requirements of the incident.

The following table is a summary of the Debris positions and the staff that will fill the role during a disaster debris incident.

TABLE 5-1: DEBRIS ROLES, RESPONSIBILITIES AND TRAINING

Debris Management Position	Roles and Responsibilities	Staff Identified for Position	Recommended Training and Qualifications
Debris Operations Manager	Oversees the development and maintenance of the City’s Debris Management Plan. Activities may include communication with other members of the debris management team, communication of project status activity and reporting, and	Public Works Director or STECC Operations – PW representative and DRC Environmental	IS-632

	dissemination and implementation of policy directives to debris removal personnel.		
Debris Operations Liaison	Coordinates all debris removal activities related to an incident. Activities include coordination of debris removal activities with contracted vendor(s), communication with the disaster management team, and communication of project status activity and reporting.	Public Works Programs Coordinator and DRC Environmental	IS-632, E-202
Debris Collections Supervisor	Oversees collection activities prior to debris arrival at the disposal site and coordinates the debris routing, staffing, and field reporting activities.	Public Works Maintenance Supervisor in conjunction with DRC Environmental	IS-632, E-202
Debris Management Site Supervisor	Manages one or more Debris Management Sites (DMS) and is responsible for overseeing waste separation and environmental protection concerns, as well as filling out paperwork and reporting documentation.	Tetra a Tech Inc.	IS-632
Finance, Admin, and Logistics Staff	Track time for personnel, equipment, and incident costs, assists with contracting and purchasing resources, completing documentation required for reimbursement of expenses, and provides check-in for demobilizing resources.	Finance Department and Tetra Tech Inc.	IS-632, IS-634, IS-703
Quality Assurance	Ensures the debris operations are effective.	Public Works Programs	IS-632

	They do this by monitoring the type and amount of debris during collection, sorting, reduction, and disposal.	Coordinator and Tetra Tech Inc.	
Structural Safety	Oversees, inspects, and assesses impacted structures and makes appropriate recommendations on building condemnation and demolition.	Building Services Staff	IS-632
Debris Management Subject Matter Expert (SME):	Provides information and advice to command staff working in the operations and planning sections to help guide disaster operations.	DRC Environmental and Tetra Tech Inc.	IS-632, E-202
Public Information Officer	Should be familiar with debris management issues May be assigned to the IC or JIC. Responsibilities include coordinating with PIOs of other agencies to keep the public informed about all debris removal activities and schedules. Immediately after a disaster and throughout the removal and disposal operation, the PIO is responsible for arranging for public notification of all ongoing and planned debris clearance, removal, and disposal activities.	City Manager's Office	G-290, E-388, P-403
Legal Staff	Conducts reviews and manages all legal matters in the debris management planning process. In	City Attorney's Office	IS-632

	<p>addition to advising the debris management planning staff, the legal department may also perform the following tasks:</p> <ul style="list-style-type: none"> Contract review Rights of entry permits Community liability Indemnification Condemnation of buildings Land acquisition for DMSs Site closure/restoration and insurance 		
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5.2 EQUIPMENT

During an incident, agency equipment such as trucks, rubber tire loaders, graders, chippers, chain saws, small cranes, dozers and backhoes may be needed to assist with debris clearance and removal operations. Most often these resources will be used for debris clearance from public rights of way in cooperation with the jurisdiction’s contract solid waste hauler(s).

Appendix A - Debris Resources includes a listing of City equipment available for debris operations. Equipment needs will depend on the debris causing incident and will be dictated by the Operations Section and Planning Section during the incident.

5.3 TECHNOLOGY

SeaTac has a variety of tools that can be used to assist with debris operations. Each tool or capability is described in detail below:

GIS Mapping and Modeling: Geographic Information System mapping and modeling can be used to estimate debris volumes and distributions, plan debris clearance operations, and identify debris clearance priorities. The City of SeaTac maintains these resources within the Finance & Systems Department.

5.4 CONTRACT RESOURCES

The City of SeaTac has contracted with DRC Environmental for disaster debris hauling and with Tetra Tech Inc. for disaster debris monitoring. These companies will provide the majority of labor and materials needed to clean up debris following a disaster.

5.5 MUTUAL AID AND INTERLOCAL AGREEMENTS

The City of SeaTac is a current signatory to the King County Regional Coordination Framework, which facilitates the sharing of resources across the county. The City of SeaTac additionally has a mutual aid agreement with the Port of Seattle.

TABLE 5-5: EXISTING AGREEMENTS

Agreement	Type	Participation Requirement	Service Requirement	How Activated	Types of Resources Available
Public Works Emergency Response Mutual Aid Agreement with Port of Seattle	Mutual Aid	Mandatory	Mandatory	Public Works Director or designee reviews and approves request.	Public Works equipment and staff
Emergency Management Assistance Compact	Mutual Aid	Voluntary	Assistance is obligatory “provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.”	Governor declares state of emergency, resources requested through EMD.	All types of resources, including debris clearance equipment and staff

Agreement	Type	Participation Requirement	Service Requirement	How Activated	Types of Resources Available
<p>Washington State Inter-county Mutual Aid Agreement</p>	<p>Mutual Aid</p>	<p>Voluntary</p>	<p>Lending county acts as an independent contractor of borrowing county in the performance of voluntary emergency assistance during any type of emergency. Reimbursement will be made by Borrower to Lender for costs and labor incurred by Lender beyond the first 8 hours of an asset's use.</p>	<p>Requests for emergency assistance shall be directed to the designated contact person(s) on the contact list provided by the Party Counties.</p>	<p>Equipment, supplies, personnel, or direct provision of services</p>
<p>Washington State Fire Mobilization Plan</p>	<p>Mutual Aid</p>	<p>Unknown</p>	<p>Voluntary</p>	<p>The local fire chief, through the regional coordinator, makes a request for mobilization to the State Emergency Operations Center. The chief of the Washington State Patrol decides on mobilization in consultation with the governor's chief of staff. Reimbursement by the WSP will take place for any labor or resources expended after a mobilization is declared. Plan expressly notes that it is not a replacement for local mutual aid agreements and the resources available</p>	<p>Firefighters and equipment needed to manage fires, disasters, or other incidents – this is an all-risk agreement.</p>

Agreement	Type	Participation Requirement	Service Requirement	How Activated	Types of Resources Available
				from such agreements must be expended before a mobilization request will be granted.	
State Law Enforcement Mob Plan (RCW 43.43.970)	Mutual Aid	Unknown	Voluntary	The Police Chief, through the regional coordinator, makes a request for mobilization to the State Emergency Operations Center. The Chief of the Washington State Patrol decides on mobilization in consultation with the Governor's Chief of Staff. If approved, reimbursement by the WSP will take place for any labor or resources expended after a mobilization is declared. The plan notes that local mutual aid agreements and the resources available from such agreements must be expended before a mobilization request will be granted.	Police Officers and equipment needed to manage disasters or other incidents – this is an all-risk agreement.
King County Solid Waste Interlocal	Interlocal Agreement	Unknown	Unknown	Unknown	Solid Waste Disposal Resources
King County Regional Coordination Framework	Mutual Aid	Voluntary, signatures on file	Resource lending and borrowing are defined in the Omnibus Financial and Legal Agreement.	Local emergency proclamation by jurisdiction. Then request is made.	Any type requested. Must have expended local and zone resources first.

Agreement	Type	Participation Requirement	Service Requirement	How Activated	Types of Resources Available
SeaTac Emergency Management Mutual Aid Agreements	Mutual Aid	Voluntary	Resource lending and borrowing from Community Partners	Request to the agency point of contact	Staff, open and office space, equipment,
DRC Environmental	Contract	Mandatory	Hauling debris from right of way and private/public land as instructed	Notice to proceed	Staff and equipment
Tetra Tech	Contract	Mandatory	Monitoring TDSL and disposal of materials as appropriate	Notice to proceed	Staff and equipment

5.6 DISPOSAL FACILITIES

During an incident it may be necessary to utilize a variety of resources to dispose of different types of debris. *Appendix A – Table 4: Debris Resources* lists contracted and potential disposal resources that may be available during debris operations. The amount and type of debris each facility accepts may change based on the size and severity of the incident.

5.7 RECYCLING AND COMPOSTING FACILITIES

During an incident it may be necessary to utilize a variety of resources to recycle, compost, or otherwise reduce different types of debris. These resources provide an alternative to divert waste from landfills and may provide additional economic and environmental benefits. *Appendix A – Table 4: Debris Resources* lists regional debris processing resources that can be used during debris operations. Keep in mind that the types of waste each facility accepts or is approved to accept may change based on the size and severity of the incident.

SECTION 6: DEBRIS COLLECTION & HAULING OPERATIONS

This section provides information on disaster debris response and recovery operations including damage assessment, debris collection, and the establishment of debris management sites (DMS).

6.1 DAMAGE ASSESSMENT AND DEBRIS ESTIMATES

Damage assessment is the systematic process of gathering preliminary estimates of disaster debris quantities and composition; damage costs; and general descriptions of the locale, type, and severity of damage sustained by both the public and private sectors. Initial damage assessments are usually completed within 36-48 hours of an incident by local, state, federal, and volunteer organizations and provide an indication of the loss and recovery needs. The initial damage assessment is the basis for determining the level of state and federal assistance needed, as well as the types of assistance necessary for recovery. The assessment and may take longer depending on the City of SeaTac's or the Region's ability to respond to life, safety, and property concerns. The debris assessment should accomplish all the following:

- Estimate the quantity and mix of debris.
- Estimate damage costs.
- Determine impact on critical facilities.
- Identify impact on residential and commercial areas.
- Identify what additional resources are needed for response and recovery.

Damage Assessment Operations

Information about the Washington Emergency Management Division's (WAEMD) Public Assistance Damage Assessment program, including the applicable forms to complete the assessment, is included in [Appendix C - Washington Public Assistance Damage Assessment](#) of this plan.

The debris assessment should accomplish all the following:

-
- Estimate the quantity and mix of debris.
 - Estimate damage costs.
 - Determine impact on critical facilities.
 - Identify impact on residential and commercial areas.
 - Identify what additional resources are needed for response and recovery.

Damage assessors will be used to identify estimated debris volumes and geographic dispersion. Damage assessors may also inspect structures and identify other hazards under direction of the Operations Section chief or their designee. In addition, software tools including Geographic Information System (GIS) can be used to estimate debris volumes. As identified in Section 4.5, Roles and Responsibilities, the Building Services Division and the Emergency Management Division are responsible for directing damage assessment operations. The following resources will be used to perform damage assessment:

- Building Inspectors.
- Code-Enforcement Inspectors.
- Public Works Inspectors

FEMA Preliminary Damage Assessment

A preliminary damage assessment (PDA) report is a more detailed assessment that is completed following the initial damage assessment if it is suspected that the incident has, or will, overwhelm local resources and require federal assistance. The PDA serves two purposes, as follows:

- The PDA provides reliable damage estimates, which are used as a basis in applying for assistance and, where justified, the governor's request for a Presidential Disaster Declaration.
- The PDA provides for the effective implementation of state and federal disaster relief programs if a Declaration is made.

The PDA is completed by a team of officials from FEMA, the Washington State Emergency Management Division, county and local officials, and the U.S. Small Business Administration. Usually, it takes approximately thirty days to complete and compile a PDA and route it through the Governor's office to FEMA.

6.2 DEBRIS CLEARANCE AND REMOVAL GUIDELINES

The City provides the following guidance for prioritizing debris removal:

1. Life Safety
2. Situation Stabilization
3. Property Preservation
4. Economic Stability and Environmental Protection

These guidelines will dictate planning, response, and recovery during disaster debris creating events.

6.3 DEBRIS REMOVAL PRIORITIES

The City of SeaTac has identified priorities for debris clearance. Circumstances, such as crime scene preservation and accident investigation may require a delay of debris clearing during disaster operations until approved by the appropriate local, state or federal authority.

1. **Clear Emergency Access Routes – Lifelines.** Lifelines are those routes in a traffic network that provide access for emergency responders, alternate and evacuation routes, and damage assessment routes. Lifelines should include areas identified for potential staging, temporary shelters, and other resources available in the community that support emergency response. The City will work closely with the county and neighboring jurisdictions to identify priorities for clearing transportation access routes.
2. **Clear Access to Critical Facilities and Infrastructure.** Assets, systems, and networks, whether physical or virtual, so vital that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety. These typically include hospitals, fire stations, police stations, and emergency operation centers, as well as cellular and land-line telephone services, drinking water and power utilities, and sanitation facilities.
3. **Clear Arterial Routes and Freeway Accesses.** Major freeways and arterial routes are portions of the public transportation network that are needed to aid in response and recovery operations but may not have been cleared as an emergency access route.
4. **Clear Areas Necessary for Movement of Goods and Services/Economic Restoration.** These areas include those portions of the public transportation network necessary for effectively transporting goods and services throughout the Region that are not included in one of the previous categories. These may include access to warehouses, airports, seaports, and major business districts.
5. **Clear Minor Arterial Routes.** These routes include those portions of the public transportation network that receive moderate traffic flows but are not included in one of the previous categories.
6. **Clear Local Routes.** These areas include those portions of the public transportation network in residential neighborhoods that are not included in one of the previous categories.

Appendix D, Lifelines, Critical Infrastructure, and other Debris Clearance Priorities includes listings and maps of debris clearance and removal priorities including lifeline routes and critical infrastructure.

6.4 DEBRIS OPERATIONS

Debris-clearing and removal operations predominately focus on public roads and other critical infrastructure; they should be prioritized based on the prior methodology listed in this plan.

Debris Clearance

Initial debris clearance will focus on removing debris from public property based on the priorities listed previously. Additional debris clearance from private or commercial property may be necessary if the debris presents a health or safety risk to the community. Items to be considered during debris clearance and collection include the following:

-
- Debris composition: Commingling of debris creates problems with reduction and recycling techniques, which may impact future reimbursement. Whenever possible, immediate action should be taken to prevent or reduce commingling of debris during debris collection operations.
 - Location of debris: There will often be different reimbursement and operational guidelines for debris clearance on public property, private residential, and private commercial property. While debris clearance on private property is not usually a reimbursable expense, some jurisdictions have cleared debris from private property in the past when it presented a health or safety risk to the community.

Collection Methods

Based on the types and distribution of debris, several collection methods are available during a debris causing incident:

- Curbside: Residents may be asked to place their debris at the edge of the right of way for pickup. If curbside pickup is used, residents should be instructed to separate their debris into multiple categories including municipal solid waste, vegetative waste, construction and demolition debris, household hazardous waste, and putrescibles.
- Debris Management Site or Drop Box: Residents may be asked to bring disaster debris to collection sites to temporarily store, segregate, and process debris before it is hauled to its final disposal site. If possible, the sites should remain at the same location for each debris-causing incident and should be included in the incident communication strategy. Facilities that can be used for drop-off sites include debris drop boxes, DMSs, landfills, and transfer stations.

6.5 DEBRIS MANAGEMENT SITE AND NEIGHBORHOOD COLLECTION SITE

The City of SeaTac has identified two types of debris operation sites for use during debris management operations.

- A neighborhood collection site (NCS) is a temporary solid waste handling site used to consolidate debris within a local jurisdiction or area for transfer to a debris management site or a permanent solid waste handling facility. The City of SeaTac has identified Valley Ridge Park as an NCS.
- A debris management site (DMS) is a temporary solid waste handling site used to collect, sort, and reduce debris, including special waste, prior to final recycling or disposal. The City of SeaTac has identified the North SeaTac Park North parking lot as a DMS.

Site Management

Preparation and operation of a debris operation site will be managed by a contractor. To meet overall debris management strategy goals and to ensure that the site operates efficiently, a site manager, debris monitoring personnel, and safety personnel should be assigned for each site.

Appendix A – Table 1: Debris Resources lists personnel responsible for staffing these positions, with responsibilities as follows:

Site Manager: The site manager is responsible for supervising day-to-day operations, maintaining daily logs, preparing site progress reports, and enforcing safety and permitting requirements during site operations. The site manager is also responsible for scheduling the environmental monitoring and updating the site layout. The site manager has oversight of the activities of the debris removal contractors and the onsite debris processing contractors to ensure that they comply with the terms of their contracts.

Monitoring Staff and Assignments: Site monitors (contractors) should be placed at ingress and egress points to quantify debris loads, issue load tickets, inspect and validate truck capacities, check loads for hazardous waste, and perform quality control checks. The specific duties of the monitors will depend on how debris is collected.

Safety Personnel: Safety personnel are responsible for traffic control and ensuring that site operations comply with local, state, and federal occupational safety regulations.

Establishment and Operations Planning

Whenever possible, DMS sites should be identified prior to an incident to allow appropriate planning and permitting to be completed. *Appendix A: Debris Resources* contains a list of potential debris management sites and neighborhood collection sites the City of SeaTac has identified.

Permits

As defined in this plan, *Section 3: Applicable Rules and Regulations* provides a discussion of the applicable permits necessary for establishing and operating DMS sites. In general NCS sites should be developed and operated using the Washington State Department of Ecology's Intermediate Solid Waste Handling Facility Standards under WAC 173-350-310¹¹ as guidance, and DMSs should be developed and operated using the Washington State Department of Ecology's "Pile" Standards under WAC 173-350-320¹² and Moderate Risk Waste Handling under WAC 173-350-360 (if moderate risk waste is accepted) as guidance.

Debris Management and Neighborhood Collection Site Locations

The City of SeaTac has identified one (1) potential debris management site and one (1) potential neighborhood collection site for use during disaster debris operations that meet the criteria discussed below. *Appendix E: Debris Management Site Inventory* provides a list of the debris management sites currently identified and information for consideration of locating additional debris management sites if needed.

Locating Additional Debris Management Sites

When identifying additional debris management sites, planning staff should first consider public lands to avoid costly land leases. Existing disposal or recycling facilities close to lifelines and major access routes are ideal debris management sites. Jurisdiction-owned sites that will not require extensive repair costs, such as parks, vacant lots, or sports fields, should be considered as well. State-to-state or county-to-county agreements may provide solutions for public land use;

¹¹ <http://apps.leg.wa.gov/wac/default.aspx?cite+173-350-310>

¹² <http://apps.leg.wa.gov/wac/default.aspx?cite+173-350-320>

however, if these are not available, planning staff should develop criteria for identifying potential private property locations for the debris management sites. Private land easements should be reviewed by the legal staff to avoid extensive damage claims upon site closeout. Additional selection considerations for debris management sites include the following:

- Proximity to the sources of disaster debris; as close as possible
- Large enough to accommodate a storage area, a sorting area, and volume reduction operation area
- Hard, preferably non-porous, surface such as a paved parking lot
- Accessible by main transportation routes with good ingress and egress to accommodate heavy truck traffic
- Outside of environmentally sensitive areas, such as wetlands or well-fields
- Reuse and recycling possibilities, including timber agreements, mulch and chip disposal in the agriculture community and fuel sources for incinerators or heating. Recycling success will depend on the types of debris and the local recycling environment.

Appendix E Debris Management Site Inventory and *Appendix F Neighborhood Collection Site Inventory* will be used to evaluate new debris sites.

Site Preparation

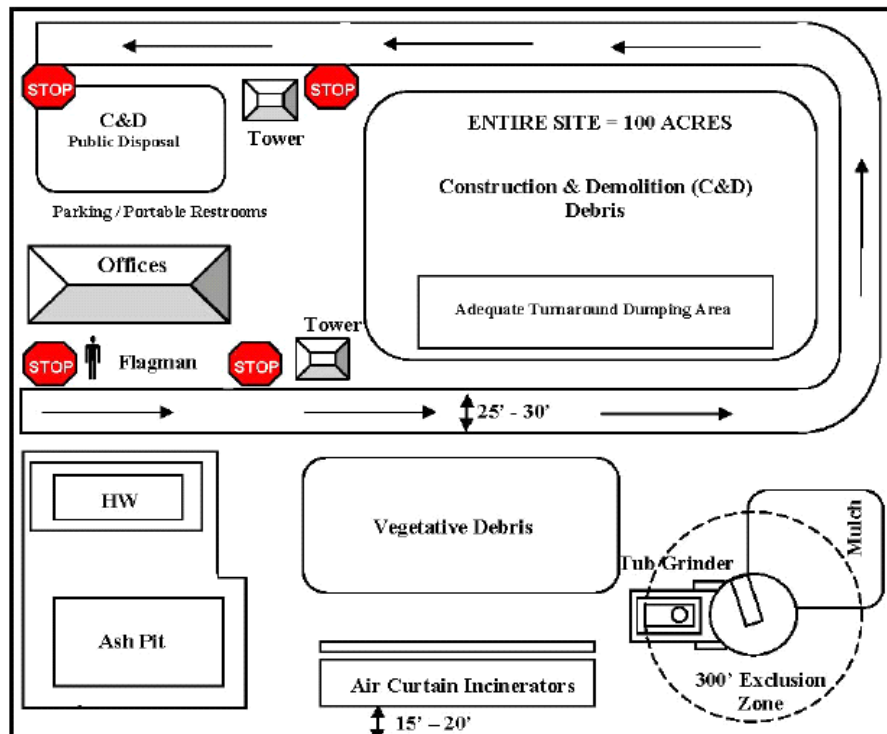
Develop a Memorandum of Understanding, a Memorandum of Agreement, or lease/use agreement, if required. For the sites within the City of SeaTac city limits all are owned by the City. Other sites will need an MOU.

Lined temporary storage areas should be established for materials (including ash, household hazardous waste, fuels, and other materials) that can contaminate soils, groundwater, and surface water. When possible, plastic liners should be set up under stationary equipment, such as generators and mobile lighting plants. This should be included as a requirement in the scope of work if debris management site preparation will be contracted out. The topography and soil/substrate conditions should be evaluated to determine the best site layout. When planning for site preparation, the designer should consider ways to make site closure and restoration easier. Upon site closeout, the uncontaminated soil can be re-spread to preserve the integrity of the tillable soils. Operations that modify the landscape, such as substrate compaction and over-excavation of soils when loading debris for final disposal, adversely affect landscape restoration. Identify who would be responsible for updating the initial baseline data and develop an operation layout to include ingress and egress routes.

Site Layout

The efficiency and the overall success of the debris management site operations are determined by how the site is designed. Significant accumulation of debris should not be allowed to occur at temporary storage sites because of environmental and safety concerns, such as the risk of fire. Moreover, permits for such sites may impose maximum capacity restrictions. While FEMA recommends 100 acres as the minimum size for debris management site, this may have to be altered due to facility availability within the City of SeaTac. Additional debris management sites

may be necessary if actual debris quantities flowing into the site are greater than the site storage and processing capacity.



Example of a TDSR site layout.

Operational Boundaries

Operational boundaries are the boundaries or areas that clearly define the different use areas on the debris management site. In establishing the operational boundaries, the debris management site design staff may consider using earthen berms, temporary barriers, or other physical restrictions. This aids traffic circulation and keeps the backlog of debris to a minimum.

Common operational areas include the following:

- Reduction
- Recycling
- Tipping areas (unloading)
- Loading areas for processed debris to go to its final disposition
- Drop-off centers for the public (this may include vegetative, recycling, or construction and demolition debris)
- Household hazardous waste storage
- Monitoring tower and/or scale locations at both the ingress and egress points
- Equipment, fuel, and water storage

Separation of the areas listed above should be clearly delineated and defined. Maximum separation helps to reduce conflicts in use. As operations proceed, these areas may change with the various types of debris. The reduction, recycling, tipping, and loading areas need ample room for large equipment operations. The design should consider the possibility of multiple pieces of equipment engaging in the same activity at one time. Depending on the scale of operations, each debris stream may have its own tipping area and should be designed accordingly.

General public drop-off areas for recycling, reduction, and construction and demolition debris may be included within a debris management site. These public use areas should be carefully designed for passenger vehicle traffic and public safety. Account for all weight or volume of materials received from public drop-off to ensure accurate and complete records for all debris received to the site by source.

Household hazardous waste storage should be located in a safe location close to the public drop-off center, yet restricted, so that qualified personnel can process the waste appropriately. The design staff may consider constructing an impermeable lining and earthen berms to contain spills and prevent surface water runoff from leaving the area.

Monitoring towers should be located at ingress and egress points. Monitoring towers should be constructed of durable structural materials. The structures should be designed to withstand active and static loads. A stepladder is not an acceptable monitoring tower.

Equipment and fuel should have a designated storage area and signs posted appropriately. The fuel storage areas need to be designed to contain spills. For dust and fire suppression, water should be readily available throughout the site at all times and must be identified appropriately.

Traffic Patterns

Traffic circulation should be well defined throughout the entire debris management site. Although traffic signs and barricades aid in directing traffic, the planning staff may also consider flag personnel to help direct traffic. Drivers unfamiliar with the new environments, routes, and rules will need assistance to safely navigate through the site.

Optimally, the designed traffic pattern should allow trucks to enter and exit through different access points, as long as each is monitored. Haulers are typically paid by the volume or weight of a load. The load is evaluated when entering the site, based on a percentage of the full capacity of the truck. Stationing monitors at ingress and egress points ensures that every truck releases the entire load prior to leaving the site. This prevents debris left in a truck from a previous load from being counted again in a subsequent load. The empty trucks that enter the site to remove the processed (reduced) debris should enter and exit through an access point other than that of all other traffic. This reduces the site management and debris monitor confusion regarding debris being deposited or removed from the site.

Environmental Monitoring Program

Additional data should be collected on a continuous basis during site operations to support site closeout and quality assurance. The data can be compared to the previously established information to determine any remediation that may be necessary.

Debris management site operations may expand, contract, or shift on the site. It is important to track reduction, hazardous waste collection, fuel, and equipment storage in order to sample soil and water for contaminants. Periodically, map or sketch out activity locations so that areas of concern can be pinpointed later for additional sampling and testing.

If the site is also an equipment staging area, monitor fueling and equipment repair to prevent and mitigate spills (e.g., petroleum products and hydraulic fluids). Include clauses in the contract scope of work to require immediate cleanup by the contractor.

Site Closure

After the site operations are complete, the property (either City of SeaTac owned or leased) must be restored to its pre-activity environmental state. Restoration of a site involves removing all traces of the operations and possible remediation of any contamination that may have taken place during the operations. Debris, processing equipment, storage tanks, protection berms, and other structures constructed on the site should be removed from the site upon completion of all debris removal and processing operations.

Site Evaluation and Restoration

Final restoration of the landscape must be acceptable to the landowner, within reasonable expectations. Therefore, plan the landscape restoration as early as possible, preferably incorporating provisions within the lease.

The final environmental site evaluation is an extension of the environmental monitoring program. Testing, like that which is done for the baseline study, should be conducted to confirm that the site has been returned to its pre-activity state. Test samples should be taken at the same locations as those of the initial assessment and monitoring program. However, if warranted, additional test samples may be needed at other locations on, or adjacent to, the site.

Based on the results of the testing, additional remediation may be required before the owner takes final acceptance of the site. The lease agreement should have provisions to release the jurisdiction from future damages when the site is returned to its original condition, or when final acceptance is received from the owner.

6.6 DEBRIS REUSE, REDUCTION, AND DISPOSAL METHODS

Numerous methods are available that reduce the overall volume of disaster debris and limit the amount of debris remaining for landfill disposal.

Recycling and Reuse

Recycling and reuse strategies involve diverting material from the disposal stream and reusing it. The recycling and reuse of disaster debris is most often limited to metals, soils, and construction and demolition debris. *Appendix A - Debris Resources* has a list of contractors that can provide these services during an incident. Recycling and reuse debris types are described below.

Metals: Most nonferrous and ferrous metal debris is suitable for recycling. Metal maulers and shredders can be used to shred trailer frames, trailer parts, appliances, and other metal items. Ferrous and nonferrous metals are separated using an electromagnet and then sold to metal recycling firms.

Soil: Soil can be combined with other organic materials that will decompose over time. This procedure produces significant amounts of material, which can be sold, recycled back into the agricultural community, or stored onsite to be used as cover when the site is returned to its pre-incident state. In agricultural areas where chemical fertilizers are used heavily, recovered soil may be too contaminated for use on residential or existing agricultural land. Jurisdictions should consult with their local health department to establish what monitoring and testing is necessary to ensure that soil is not contaminated with chemicals. If the soil is not suitable for agricultural or residential use, it may ultimately need to be disposed of at a permitted landfill.

Construction and Demolition: Concrete, asphalt, and masonry products can be crushed and used as base material for certain road construction products, or as trench backfill. Debris targeted for base materials needs to meet certain size specifications as determined by the end user. Clean wood products used in construction can also be chipped or ground and used as mulch or hog fuel.

Composting: Composting is the controlled decomposition of organic materials, such as leaves, grass, wood, and food scraps, by microorganisms. The result of this decomposition process is compost, a crumbly, earthy smelling, and soil-like material. Yard trimmings and food scraps make up about 25 percent of the waste generated in the average household; composting can greatly reduce the amount of waste that ends up in landfills or incinerators. A section of DMSs should be reserved to receive compost material after a disaster. Composting can be used not only for backyard garden soil additives, farmlands, highways, and other landscaping projects, they can also be put to many innovative uses. Jurisdictions using composting to reduce organic material need to be aware of, and prepared to mitigate, several hazards, which include spontaneous combustion of piles and vector control for rodents.

Volume Reduction Methods

Volume reduction methods reduce the volume of disaster debris to decrease impact on disposal facilities or create opportunities to reuse debris. *Appendix A - Debris Resources* has a list of contractors that can provide these services during an incident. Descriptions of volume reduction methods are as follows:

Chipping and Grinding: Chipping and grinding reduces the volume of some debris types by as much as 75 percent. This method is commonly used to reduce the volume of disaster debris, including vegetative debris, construction demolition debris, plastics, rubber, and metals. Clean wood can also be reduced and used for mulch, while other debris such as plastic and metals can be chipped to reduce the overall volume of the material prior to transportation or disposal. The benefit of using a reduction method can be increased by identifying alternate uses for the residual material. The ability to use recycled wood chips as mulch for agricultural purposes, fuel for industrial heating, or in a cogeneration power plant helps to offset the cost of the chipping and grinding operations. Jurisdictions using chipping and grinding to reduce the volume of vegetative debris must be careful to ensure that contaminants such as plastics, soils, rocks, and special wastes are not present in the vegetative debris to be processed. Care must also be taken when reducing construction and demolition debris to ensure that it does not contain hazardous materials, such as asbestos. *Appendix A, Debris Resources*, lists resources that provide chipping and grinding services.

Incineration: Curtain pit incineration, portable incinerators, and controlled incineration in rural areas are all methods for reducing disaster debris. The decision to use incineration as a reduction strategy for some types of debris would be made by the Puget Sound Clean Air Agency (PSCAA) as outlined in Section 3, Applicable Rules and Regulations, of this plan. The following subsections discuss the various incineration methods.

Hog Fuel Incinerators: Hog fuel is made up of a specific grade of ground-up wood and bark. It varies in size, generally somewhere between 1/2-inch and 6-inch screen size. In the Pacific Northwest, wood and paper processing companies that use hog fuel to fuel boilers have facilities for storing hog fuel. These companies may purchase surplus storm debris that is processed into hog fuel, depending on market conditions and their existing supply, which is lowest in the spring. Depending on the quality of the material used to create the hog fuel, the PSCAA may need to relax the permit restrictions for any hog fuel burners that burn hog fuel processed from disaster debris. Appendix A, *Debris Resources*, includes a list of hog fuel burners in the region.

Air Curtain Pit Incineration: Air curtain pit incineration offers an effective means to expedite the volume reduction process, while substantially reducing the environmental concerns caused by open-air incineration. The air curtain incineration method uses a pit constructed by digging below grade or building above grade (if a high water table exists) and a blower unit. The blower unit and pit comprise an engineered system that must be precisely configured to function properly. The blower units deliver air at predetermined velocities and capacities. The blower unit must have adequate air velocity to provide a “curtain effect” to hold smoke in and to feed air to the fire below. A 20-foot-long nozzle provides air at a velocity of over 120 miles per hour and will deliver over 20,000 cubic feet of air per minute to the fire. The air traps smoke and small particles, recirculating them to enhance combustion, which takes place at over 2,500 degrees Fahrenheit.

Pre-permitted Portable Incinerators: Portable incinerators use the same methods as air curtain pit incinerator systems. The only difference is that portable incinerators use a pre-manufactured pit instead of an onsite constructed earth/limestone pit. Portable air curtain incinerators are the most efficient incineration systems available since the pre-manufactured pit is engineered to precise dimensions to complement the blower system. The pre-manufactured pit requires little, or no maintenance compared to earth or limestone constructed pits, which are susceptible to erosion. Portable air curtain units are ideal for areas with high water tables and sandy soils and areas where smoke opacity must be kept to a minimum.

Problem Waste Processing and Disposal

Problem waste, such as pathogenic waste; white goods; household hazardous waste; or biological or nuclear waste, requires additional handling before it can be processed or disposed of and will vary depending on the type and scope of the debris-causing incident. During debris processing, problem waste should be removed and stored in a secure location until it can be disposed of properly. Because of their prevalence during debris-causing incidents, several types of waste warrant further discussion:

Household Hazardous Waste (HHW): HHW has been prevalent during past disaster debris causing incidents. Strategies need to be developed to collect and store HHW during disaster debris operations.

White Goods: White goods (including refrigerators) are commonly discarded after debris-causing incidents because they no longer function or because of extended power outages that cause their contents to decompose. Refrigerators are often processed in groups to remove the refrigerant along with any food waste, before being recycled.

Electronic Waste (E-waste): E-waste may contain a variety of potentially toxic chemicals, including heavy metals and polychlorinated biphenyls (PCBs). EPA has specifically classified cathode ray tube (CRT) monitors as hazardous waste, and other electronic components may also qualify. Whenever possible, E-waste should be separated from other waste and recycled by an E-waste processor.

Treated Wood: Treated wood includes different types of building material, including telephone poles, railroad ties, fence posts, and wood used to construct docks. Care needs to be taken to ensure treated wood is not chipped, shredded, mulched, composted, incinerated, or disposed of in unlined landfills during processing and disposal.

Gypsum Drywall: When gypsum deteriorates in landfills it can create hydrogen sulfide gas, which poses an explosion and inhalation hazard. Large amounts of drywall are often created during storms and floods. Landfill managers must be aware of this and implement the proper precautions. If possible, gypsum drywall should be recycled rather than disposed of in a landfill.

Asbestos: Regulations for asbestos handling are well established by several different local, state, and federal agencies, including Ecology and the PSCAA. After a major debris-causing incident, asbestos inspections may not be possible prior to demolition, resulting in an increased risk to public health. Jurisdictions should work with the PSCAA and local public health agencies to ensure waste that possibly contains asbestos is properly handled and disposed of.

Human Waste: Following a disaster that disables water, sewer, or septic systems, citizens may have human waste stored in containers that requires disposal. This is considered bio-hazardous waste that cannot be included in the debris stream. Close cooperation is necessary between emergency managers, local public health officials, and utility personnel to properly collect and dispose of this waste.

Whenever possible, the City of SeaTac will attempt to segregate hazardous substances from the waste stream as early in processing as possible in order to prevent contamination of larger amounts of waste. Jurisdictions undergoing any cleanup effort that includes hazardous waste should consult with their local hazardous waste staff, public health officials, and EPA to ensure the protection of public health. A list of contractors who process and dispose of problem waste is included in Appendix A, *Debris Resources*, of this plan.

Debris Sorting and Diversion

When establishing and operating debris management and neighborhood collection sites the site manager is responsible for ensuring appropriate staff are available to monitor debris and ensure

debris are sorted into appropriate categories for recycling, reuse, special waste processing, and disposal.

6.7 DEBRIS MANAGEMENT OPERATIONS MONITORING

Debris monitoring operations document the debris clearance and removal operations, including the location and amount of debris collected. Monitoring is needed to ensure that the any debris removal contractor(s) are performing the scope of work required by the contract, and to determine eligibility for FEMA reimbursement.

Debris monitoring will be accomplished by Tetra Tech LLC. a debris monitoring contractor, hired by SeaTac. Contact information for debris management contractors is included in *Appendix A - Debris Resources*. Only FEMA has the authority to make debris eligibility determinations, **NOT** the contractor.

The key elements to observe and record when monitoring and documenting debris operations include:

- Type of debris collected
- Amount of debris collected
- Original collection location
- Equipment usage
- Staff labor hours
- Amount processed and final disposition for each type of debris (reuse, recycle, special waste, etc.).

Documentation and Reporting Requirements

During the operation of Debris Management Sites, any operations that will have a bearing on site closeout (IE; petroleum spills at fueling sites; hydraulic fluid spills at equipment breakdowns; discovery of household hazardous waste; and commercial, agricultural, or industrial hazardous and toxic waste storage and disposal) will need to be documented. This information will be used during site closeout operations.

6.8 DEBRIS MANAGEMENT CONTRACTOR MONITORING

The City of SeaTac will monitor the contract for debris operations and develop a contract monitoring plan. The purpose of this plan is to accurately track costs and protect the jurisdiction's financial interest. Monitoring debris removal operations achieves two objectives:

- Verification that the work completed by the contractor is in the contract scope of work
- Documented justification, as required, for Public Assistance grant reimbursement

Contractor monitoring can be accomplished by City staff, or by a separate contract company. Failure to document eligible work and costs may jeopardize Public Assistance Program funding. In federally declared disasters, FEMA periodically validates a region's monitoring efforts to

ensure that eligible debris is being removed and processed efficiently. Sample debris monitoring forms are included in *Appendix H – Sample Debris Tracking Forms*.

The City of SeaTac will monitor and take into consideration the following:

Considerations for Unit Price Contracts

Load Tickets

Truck Certification and Periodic Recertification

Awareness of Improper Unit Price Contractor Strategies

SECTION 7: CONTRACTED RESOURCES

This section provides information on establishing and maintaining contracts for debris management services including debris clearance, removal, processing, and disposal.

7.1 EXISTING DEBRIS MANAGEMENT AND SOLID WASTE CONTRACTS

Section 5 - Current Resources lists current contracts the City of SeaTac can use to augment their existing resources during a debris creating incident. Prior to engaging additional resources for debris collection and hauling it is imperative that the City consult with its current solid waste collection companies and identify their available resources.

7.2 CONTRACT DEBRIS MANAGEMENT RESOURCE NEEDS

Based on current the resources identified in *Section 5 - Current Resources*, SeaTac has identified that additional resources may be needed in these areas to support a disaster debris operations:

- Right of Way (ROW) vegetative debris removal
- ROW construction and demolition debris removal
- ROW household hazardous waste collection and disposal
- ROW tree trimming and clearing
- General debris collection
- General debris hauling
- Debris processing and reduction
- Commercial and private property demolition and debris removal
- Commercial and private property sediment removal
- Debris Management Site (DMS) management
- Debris monitoring and inspection

Contracts may be authorized by the City to address these needs during a disaster. An updated list of debris management resources including emergency contact information is listed in *Appendix A - Debris Resources*.

SECTION 8: PRIVATE PROPERTY DEMOLITION & DEBRIS REMOVAL

Disaster debris on private property that is moved to the public right-of-way will be removed and is eligible for reimbursement under the FEMA Public Assistance Program. Demolition and removal of damaged structures and/or debris on private property may only be performed by the City under very specific circumstances and must go through a preapproval process to be eligible for FEMA reimbursement. The following section provides information on the process to demolish and remove disaster debris on private property with or without owner consent and outlines the procedures that the City of SeaTac will need to follow to receive expense reimbursement through the Public Assistance Program.

8.1 RAPID DAMAGE ASSESSMENT OF PRIVATE STRUCTURES

Following a debris causing incident, the City of SeaTac will conduct rapid assessment of damaged structures consistent with the procedures outlined in ATC-20/45 (Post-Earthquake Evaluation of Buildings/Safety Evaluation of Buildings after Windstorms and Floods). Structures deemed unsafe on private property must be secured and then removed or repaired through the normal permitting process, at the discretion of the property owner. If the property owner fails to take appropriate action to secure or mitigate the unsafe structure, the City will follow up with a code compliance action pursuant to the International Property Maintenance Code (IPMC) as adopted by SeaTac Municipal Code (SMC) and standard code compliance procedures for such structures.

Private Property Demolition and/or Debris Removal

Private property debris removal (PPDR) and/or demolition of unsafe structures is the responsibility of the property owner and is not eligible for reimbursement under the Public Assistance Program. If private property owners move disaster-generated debris to the public right-of-way, the costs associated with removing this debris from the right-of-way may be eligible under the Public Assistance Program. Demolition related debris is not considered disaster debris.

If a damaged structure or debris on private property is determined to be an immediate or eminent threat to public health and safety, the city can take steps to address the threat as outlined in FEMA 325 Public Assistance Debris Management Guide when debris removal and demolition on private property is necessary. Section 8.3 below discusses Public Assistance grant eligible and ineligible costs associated with demolition and debris removal from private property.

8.2 SPECIAL CONSIDERATIONS

Mobile Home Parks

Higher structure density situations, specifically mobile home parks, create an extensive amount of mixed debris in a relatively small area. The most complex aspect of debris operations in a mobile home park is documenting ownership and legal responsibility for cleanup within the park. The mobile home park site is sometimes owned, operated, and maintained by multiple parties. The individual homes may be owned by a landlord or agency, or by the individuals that occupy the structures.

Vehicles and Vessels

Vehicles, vessels, and other legally registered personal property present challenges if abandoned following an event due to their need to be individually processed and stored until they can be sold or destroyed based on an official declaration of abandonment. The City of SeaTac must follow all local and state laws that apply to the impoundment, and the resulting salvage, or sale of the vehicle or vessel. The City has identified the following procedure to impound and handle abandoned vehicles.

1. Abandoned vehicles or vessels that are left and present a public nuisance will be tagged with a readily visible notification sticker. The sticker shall contain the following information:
 - The date and time the sticker was attached.
 - The identity of the individual tagging the vehicle.
 - A statement that if the vehicle is not removed within twenty-four (24) hours from the time the sticker is attached, the vehicle may be taken into custody and stored at the owner's expense.
 - The address and telephone number where additional information may be obtained.
2. If the vehicle has current Washington registration plates, the City of SeaTac shall check the records to learn the identity of the last owner of record and shall make a reasonable effort to contact the owner by telephone in order to give the owner the information on the notification sticker.
3. If the vehicle is not removed within twenty-four (24) hours from the time the notification sticker is attached, the City may take custody of the vehicle and provide for the vehicle's removal to a safe location. This location may include an impound yard or the yard of a registered tow-truck operator.
4. After a vehicle has been impounded, the City will again notify the registered and legal owner that the vehicle has been declared abandoned in accordance with RCW 46.55.110. If the registered or legal owner has not contacted the jurisdiction within fifteen (15) days, the vehicle or vessel will either be junked, or sold at auction.

8.3 Eligibility of Private Property Demolition and Debris Removal Costs

In some cases, the costs of performing demolition of private structures may be eligible for Public Assistance grant funding. FEMA will consider alternative measures to eliminate threats to life, public health and safety posed by disaster-damaged unsafe structures, including fencing off unsafe structures and restricting access, when evaluating requests for Public Assistance grant funding for demolition work. The Public Assistance staff must also concur that the demolition of unsafe structures and removal of demolition debris are in the public interest.

Eligible costs for FEMA Public Assistance associated with the demolition of private structures may include, but are not limited to, the following:

- Capping wells

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- Pumping and capping septic tanks
 - Filling in basements and swimming pools
 - Testing and removing hazardous materials from unsafe structures, including asbestos and household hazardous wastes.
 - Securing utilities (electric, phone, water, sewer, etc.)
 - Securing permits, licenses, and title searches. (Fees for permits, licenses, and titles issued directly by the applicant are not eligible unless it can be demonstrated that the fees are above and beyond administrative costs).
 - Demolition of disaster-damaged outbuildings, such as garages, sheds, and workshops determined to be unsafe.

Ineligible costs associated with the demolition of private structures include:

- Removal of slabs or foundations, except in very unusual circumstances, such as when disaster-related erosion under slabs on a hillside causes an immediate public health and safety threat.
- Removal of pads and driveways.
- Structures condemned as safety hazards before the disaster are not eligible for demolition and subsequent demolition debris removal under Public Assistance grant authority.

Vehicles

For the removal of vehicles and vessels to be eligible for Public Assistance Grant Funding, the following conditions must be demonstrated:

- The vehicle or vessel presents a hazard or immediate threat that blocks ingress/egress in a public-use area.
- The vehicle or vessel is abandoned, e.g. the vehicle or vessel is not on the owner's property and ownership is undetermined.
- The City of SeaTac followed local ordinances and state laws listed above by securing ownership.
- The City of SeaTac verified chain of custody and transport of the vehicle or vessel.

Commercial Property

The removal of debris from commercial property and the demolition of commercial structures are generally not eligible for Public Assistance grant funding. It is assumed and expected that these commercial enterprises retain insurance that can and will cover the cost of debris removal and/or demolition. However, in some cases as determined by the Federal Coordinating Officer (FCO), the removal of debris from private commercial property and/or the demolition of private commercial structures by a state or local government may be eligible for FEMA reimbursement only when such removal is in the interest of the public.

Duplication of Benefits

FEMA is prohibited from approving funds for work that is covered by any other source of funding. Therefore, the City of SeaTac will take reasonable steps to prevent such an occurrence and will

verify that insurance coverage or any other source of funding does not exist for private property debris removal work and/or the demolition of private structures.

If the property owner indicates that they have insurance that will cover all or part of the cost for debris removal and structure demolition, the insurance proceeds must be used as the first source of funding. Public Assistance grant funding may be eligible for the remainder of the cost of the eligible work after insurance proceeds have been applied.

SECTION 9: PUBLIC INFORMATION STRATEGY

The goal of the public information strategy is to ensure that the residents are given accurate and timely information for their own individual planning purposes. If information is not distributed quickly, rumors and misinformation spread and erode confidence in management of recovery operations. This section provides guidance on the City of SeaTac Public Information Strategy with respect to debris management operations.

9.1 Public Information Officer

The incident command structure for all debris generating incidents should include a Public Information Officer (PIO) to distribute information about debris management operations. *Section 5 - Current Resources*, contains a description of the role and responsibilities of a PIO. City staff members that can assume the position in the event of an emergency are listed in *Appendix A - Debris Resources*.

9.2 Communication & Public Education Prior to an Incident

The City of SeaTac, working in conjunction with its contracted waste removal vendor, will prepare a public information campaign around disaster debris causing incidents. The campaign is a coordinated effort to provide information to jurisdiction employees, stakeholders, and the public prior to, during, and after a debris causing incident.

Special Waste Considerations

Special waste items are those that need special handling, treatment, and disposal due to their hazardous potential, large volumes, or other problematic characteristics. Pre-scripted messages have been developed to provide the public with information on:

- How to identify special waste
- Why they should separate special waste
- Precautions to be taken if placing special waste in the Right of Way

9.3 Public Information Strategy during an Incident

SeaTac's public information staff will provide information to media outlets and the public during an incident. These activities may be provided solely by the City or through the cooperation of multiple jurisdictions.

Coordination with the Joint Information Center (JIC)

Communications should be coordinated through the Joint Information Center (JIC) or Joint Information System (JIS); if a JIC or JIS has not been established, coordination should take place through the City, Puget Sound Fire, Police and affected neighboring jurisdiction's PIOs.

If a JIC is established during a debris-causing incident, a City of SeaTac debris liaison or technical specialist will report to the JIC to assist the PIOs. The debris operations liaison will provide current information on such topics as:

- Cleanup instructions
- Status of cleanup
- Locations of drop-off or collection sites
- How to source-separate waste
- Handling procedures
- Illegal dumping provisions
- Addressing complaints regarding debris piles or illegal dumping

City staff or their designee's that can act as debris liaisons or technical specialists are identified in *Appendix A - Debris Resources*.

Pre-scripted Information

Debris management public information products should use various types of information vehicles (print, radio, internet, social media, etc.) and include pre-scripted information concerning topics, such as:

- Debris pick-up schedules
- Disposal methods and ongoing actions to comply with federal, state, and local environmental regulations
- Disposal procedures for self-help and independent contractors
- Restrictions and penalties for creating illegal dumps
- Curbside debris segregation instructions
- Public drop-off locations for all debris types
- Process for answering the public's questions concerning debris removal

Messages for debris management operations may be developed by the City of SeaTac and / or coordinated with the King County RECC; King County Public Information Officer's working group and Public Health Seattle King County. The pre-scripted information can be found in *Appendix I. Sample Public Messages*.

Distribution Strategy

The public information strategy should include methods to disseminate the prepared information to the public. This can be accomplished in several ways. The following are suggested vehicles for dissemination of information:

Media – Local television, radio, newspapers, or community newsletters

Social Media- Facebook, Instagram, Twitter, Nextdoor

Internet Site – City website; Regional Public Information Network (RPIN ¹³)

Public Forums – Interactive meetings at City Hall or other public facilities

Direct Mail Products – Door hangers, direct mail, fact sheets, flyers within billings, and billboards

Telephone Information Hotline – Pre-identified telephone number that citizens can call to get recorded information; messaging to community members via SeaTac CodeRED community notification system.

ALERT King County (Code Red)- Opt-In Emergency notification system to send messages on Debris Operations directly to registered member of the community.

The following Media Outlets will be used to distribute information during recovery operations:

Table 9-1: Media and Public Information Sources

Media Type	Name	Contact Name	Contact Number	Contact Email
Television	KIRO	News Director	206-728-7777	newstips@kirotv.com
Radio	KIRO	News Director	206-726-5476	newsdesk@973kiro.com
Website	City of SeaTac	Bart Perman	206-973-4891	bperman@seatacwa.gov
Regional Public Info Network	RPIN	Kyle Moore	206-973-4812	kmoore@seatacwa.gov

The public information staff must take advantage of every information vehicle available if power, utilities, and other infrastructure have been damaged. Often, the best carriers of information are the responders in the field. The public recognizes their role and frequently asks questions regarding the operations. Stocking the equipment and trucks with resource information will allow responders to perform their duties while also satisfying the public's need for information.

¹³ <http://www.rpin.org/rpinweb/>

Developing Messages in Alternate Languages and Formats

Message materials will be developed in alternate languages that are spoken in the community. Based on community demographics in the City, messages may need to be developed in the following languages:

- Spanish
- Amharic
- Somali
- Vietnamese

Alternate formats or message materials will also be developed to assist the special needs population within the community. The following resources are available to develop messaging materials for alternate language and special needs communities:

Alternate Language/Translation Resources¹⁴

- American Red Cross
- Chinese Information and Service Center
- Lutheran Community Services Northwest
- Refugee Federation Service Center
- Ukrainian Community Center of Washington
- Vietnamese Buddhist Community
- Public Health Seattle King County Web Site -Disaster preparedness fact sheets and flyers in Chinese, Korean, Russian, Spanish, Somalia, Spanish, Vietnamese
- Washington State Department of Emergency Management Preparedness Web Page (prepared messages in Spanish, Chinese, Russian, Korean, Vietnamese, and large print).

Additional WEB sites that can help with translations are:

- <http://www.translate.google.com>
- <http://www.allwords.com>
- <http://www.freetranslation.org>
- <http://www.babelfish.com>
- <https://www.paralink.com>

Special Needs Message Development Resources

- SignOn: A Sign Language Interpreting Resource, Inc.
- DSHS - Office of the Deaf and Hard of Hearing

¹⁴ User fees may be associated with one or more of these resources.

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- Washington Telecommunications Relay Service
 - Northwest Braille Services
 - The ARC
 - Seattle Speech and Hearing Center
 - Public Health Seattle King County's Vulnerable Populations Action Team
 - Washington State Department of Emergency Management Preparedness Web Page (prepared messages in Spanish, Chinese, Russian, Korean, Vietnamese, and large print).

SECTION 10: TRAINING AND EXERCISES

This section summarizes training and exercise components necessary to support disaster debris operations. City of SeaTac staff participating in disaster debris management operations should have emergency management and position-specific training, depending on their expected role during a debris causing incident.

10.1 GENERAL EMERGENCY MANAGEMENT TRAINING

General emergency management training requirements are developed as part of National Incident Management System (NIMS). The online courses and additional NIMS and FEMA courses and information are at <http://training.fema.gov/>. It is recommended that identified staff complete the following courses:

- IS-700 NIMS: An Introduction (available online at <http://training.fema.gov/IS/>)
- IS-800 NRF: An Introduction (available online at <http://training.fema.gov/IS/>)
- ICS-100: Introduction to NIMS ICS for Operational First Responders (available online at <http://training.fema.gov/IS/>)
- ICS-200: Basic All-Hazards NIMS ICS for Operational First Responders (available online at <http://training.fema.gov/IS/>)
- ICS-300: Intermediate NIMS ICS¹⁵ (classroom)
- ICS-400: Advanced NIMS ICS¹⁶ (classroom)

Additional information on position-based NIMS training requirements is available from FEMA's Emergency Management Institute and the State Department Emergency Management Division.

10.2 POSITION-SPECIFIC TRAINING

Specific training is available for staff that will support debris management operations. This includes:

¹⁵ ICS-300 and ICS 400 are recommended for Command and General staff, strike team leaders, task force leaders, unit leaders, division/group supervisors, and branch directors, and is recommended for emergency operations center staff

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- IS-630: Introduction to the Public Assistance Program: This class provides an introduction to the FEMA Public Assistance Program and how it applies to local jurisdictions. It is well suited for debris managers, DMS managers, finance and administration staff supporting debris operations, and any other staff who direct or have an active role in debris clearance, collection, and disposal operations. The class is available online through the FEMA Emergency Management Institute.
 - IS-631: Public Assistance Operations: This class builds on IS-630 and provides additional information on the FEMA Public Assistance Program. It is well suited for debris managers, TDSR site managers, and finance and administration staff supporting debris operations. The class is available online through the FEMA Emergency Management Institute.
 - IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program: This class provides an introduction to local debris management operations and the FEMA public assistance program. It is well suited for any staff who will be participating in debris management operations, including Debris Managers, TDSR Site Managers, debris monitors, and finance and administration staff supporting debris operations. The class is available online through the FEMA Emergency Management Institute.
 - E202 Debris Management: This class provides in-depth training on a variety of debris management topics. The course is delivered in a classroom setting and is provided through a variety of sources, including the FEMA Emergency Management Institute and Emergency Management Division.

The City of SeaTac will endeavor to have all appropriate staff trained in the above position specific classes so that they will understand and be able to implement the city's Debris Management Plan within all required legal parameters and utilizing best practices within the industry.

10.3 EXERCISES

Procedures for disaster debris removal can be tested through discussion-based and operational-based exercises, as defined in the Homeland Security Exercise and Evaluation Program¹⁶. The purpose of conducting exercises is to determine the overall efficiency and effectiveness of the City of SeaTac Operational Disaster Debris Management Plan or a subset of the plan in a disaster scenario. These procedures can be exercised specifically using a debris management scenario, or as part of another exercise. At minimum, operational exercises involving the debris management plan will be conducted every four years.

The plan will be modified based on after action reports (AARs) and improvement plans (IPs) from exercises, as well as actual events.

The exercises will be developed and executed individually and through collaboration with other regional stakeholders. Regional stakeholders that will be considered include:

Federal Agencies

- U.S. Army Corps of Engineers

¹⁶ https://hseep.dhs.gov/pages/1001_HSEEP7.aspx

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- Federal Emergency Management Agency
 - Environmental Protection Agency

State Agencies

- Washington Military Department - Emergency Management Division
- Washington State Department of Ecology

Local and Regional Jurisdictions

- King County
- Seattle / King County Public Health Department
- Port of Seattle – Seattle Tacoma International Airport
- King County Zone 3 agencies

APPENDIX A:

DEBRIS MANAGEMENT RESOURCES

Table 1: Debris Resources –Staff

Debris Management Assignment Description of Duties (may not be all-inclusive)	Position or Section Assigned	
Debris Manager	PW Director or STECC Ops – Public Works rep or STECC Logistics Section	Direct debris operations, coordinate with and provide guidance to debris staff and contract waste hauler.
Operations Manager	PW Maintenance Supervisor	Deploy and direct field support and equipment.
Field Support	Public Works Department	Clear roads of debris, transport collected debris to collection sites.
Debris Site Supervisors (one per site)	Provided by contract waste hauler or PW Maintenance Supervisor / designee	Manage each debris collection site, oversee waste separation, identify hazardous materials, instruct residents where to take non-accepted items and fill out necessary reporting documentation.
Debris Collection Support	Provided by contract waste hauler	Assist residents in unloading and separating debris.
Public Information Officer	EPIO at EOC	Ensure debris-related information released to media is consistent and accurate.
Administrative Support	Office of Emergency Management Finance Department	Assist with paperwork (i.e. FEMA and WAEMD forms, contracts).
Legal Staff	Legal Department	Policy decisions, review contracts.
Finance Administration	Finance Department	Invoicing and time tracking.
Safety Personnel (one per site)	Provided by contract waste hauler or Public Works Department designee	Ensure safety of all persons at debris collection sites.
GIS Mapping & Modeling	GIS Department/Informatio n Systems	Use mapping & modeling to estimate debris volumes and distributions, plan debris clearance operations, and identify debris clearance priorities.

TABLE 2: DEBRIS RESOURCES –DEBRIS EQUIPMENT

ID #	Equipment Description	Location	Owner	Owner Phone	Notes
B089	2019 Ford Escape SE AWD	City Hall	Code compliance	X4750	
B090	2019 Ford F150 XIE SC 4WD	City Hall	Code compliance	X4750	
B085	2018 Ford Escape SE AWD	City Hall	Building	X4750	
B086	2018 Ford Escape SE AWD	City Hall	Building	X4750	
B088	2019 Ford Escape SE AWD	City Hall	Building	X4750	
B061	2008 Ford Senator 14 Passenger Van	Cmty Cntr	Parks Rec	X4680	
B069	2014 Ford Senator 14 Passenger van	Senior Services	Parks Rec	X4680	12 passenger 2 Wheelchairs
B073	2016 Ford Transit 12 Passenger Van	Cmty Cntr	Parks Rec	X4680	
B092	2019 Ford Transit 15 Passenger Van	Cmty Cntr	Parks Rec	X4680	
B098	2020 Ford Transit 15 Passenger Van	Cmty Cntr	Parks Rec	X4680	
B060	2008 Ford E150 Econo Cargo Van	City Hall	Parks Facilities	X4674	
B096	2019 Ford Transit Cargo Van	Maint Yard	Parks Facilities	X4674	
C031	2018 Forv Cargo Mate Utility	Maint Yard	Emergency Management	X4745	
C035	2008 GENERATOR 208/480V TRAILER	Maint Yard	Emergency Management	X4745	
B051	2005 Ford F250 Truck Extended Cab 4x4	City Hall	PW Engineering	X4720	
B055	2008 Ford F-250 Extended Cab 4x4	City Hall	PW Engineering	X4720	
B056	2008 Ford F-250 Crew Cab 4x2	City Hall	PW Engineering	X4720	
B070	2014 Ford F-150 Extended Cab 4x2	City Hall	PW Engineering	X4720	
B077	2017 Ford F-150 Extended Cab 4x4	City Hall	PW Engineering	X4720	
C038	2019 Ver-Mac Message Board	Maint Yard	PW Engineering	X4720	

C039	2019 Ver-Mac Message Board	Maint Yard	PW Engineering	X4720	
C040	2019 Ver-Mac Message Board	Maint Yard	PW Engineering	X4720	
C041	2019 Ver-Mac Message Board	Maint Yard	PW Engineering	X4720	
D067	Ver-Mac Message Board	Maint Yard	PW Engineering	X4720	
D068	Ver-Mac Message Board	Maint Yard	PW Engineering	X4720	
B072	2014 Ford F 150 Extended Cab 4x4	City Hall	PW SW Compliance	X4770	
B083	2017 Ford Escape (pw admin)	City Hall	PW Admin	X4720	
B084	2017 Ford Escape (pw admin)	City Hall	PW Admin	X4720	
B097	2020 Ford F150 Extended Cab 4x2	City Hall	PW Engineering Review	X4720	
B067	2014 Ford F-250 Extended Cab 4x2	Maint Yard	PW Road Maint	X4770	
B068	2014 Ford F-550 XL Super Duty 4x4	Maint Yard	PW Road Maint	X4770	
B071	2014 Ford F-150 Extended Cab 4x2	Maint Yard	PW Road Maint	X4770	
B076	2016 Ford F-150 Extended Cab 4x4	Maint Yard	PW Road Maint	X4770	
B078	2017 Ford F-150 Crew Cab 4x4	Maint Yard	PW Road Maint	X4770	
B079	2017 Ford F-150 Extended Cab 4x2	Maint Yard	PW Road Maint	X4770	
B080	2017 Ford F-150 Extended Cab 4x2	Maint Yard	PW Road Maint	X4770	
C019	2006 Vermeer Brush Chipper 1400	Maint Yard	PW Road Maint	X4770	
C022	2007 Wanco Arrow board Trailer	Maint Yard	PW Road Maint	X4770	
C029	2014 Wanco Arrow Board Trailer	Maint Yard	PW Road Maint	X4770	
C030	2015 Eagle Landscape Trailer	Maint Yard	PW Surface Water	X4770	7ft x 12ft
C033	2017 Utility Trailer (Roller)	Maint Yard	PW Surface Water	X4770	7ft x 16ft
D016	1999 Freightliner 10yd Dump Truck	Maint Yard	PW Road Maint	X4770	10yd capacity
D044	2010 Billy Goat Debris Blower/Trailer	Maint Yard	PW Road Maint	X4770	

D063	2015 John Deere Cab Tractor/Slope mower	Maint Yard	PW Road Maint	X4770	
D071	2020 Dump Truck w/box	Maint Yard	PW Road Maint	X4770	12yd capacity
C042	Attenuator	Maint Yard	PW Road Maint	X4770	
S017	1999 Tenco Snowplow	Maint Yard	PW Road Maint	X4770	
	Gas Cans and Rental Equipment	Maint Yard	PW Road Maint	X4770	
B036	2003 Ford F450 XL 1 Ton Flat Bed 4x2	Maint Yard	PW Surface Water	X4770	
B062	2010 Ford F-250 Extended Cab 4x2	Maint Yard	PW Road Maint	X4770	
B065	2013 Ford F-250 Extended Cab 4x2	Maint Yard	PW Surface Water	X4770	
B071	2014 Ford F-150 Extended Cab 4x2	Maint Yard	PW Surface Water	X4770	
B091	2019 Ford F150 Extended Cab 4x4	Maint Yard	PW Surface Water	X4770	
C024	2008 Eagle Landscape Trailer	Maint Yard	PW Surface Water	X4770	6.5ft x 12ft
C034	2018 Tilt Trailer King	Maint Yard	PW Surface Water	X4770	8.5ft x 28ft
D040	2009 Freightliner Hook Lift/Dump Truck	Maint Yard	PW Surface Water	X4770	5yd capacity
D053	2013 Tymco Sweeper 500X	Maint Yard	PW Surface Water	X4770	
D065	2015 John Deere Cab Tractor/Slope mower	Maint Yard	PW Surface Water	X4770	
D073	Backhoe Loader 410L	Maint Yard	PW Surface Water	X4770	
B037	2003 F-450 Flatbed 4x2	Maint Yard	Parks Maint	X4781	
B044	2005 F-450 Super Duty 4x2	Maint Yard	Parks Maint	X4781	Dump Truck
B064	2013 Ford F-250 Extended Cab 4x2	Maint Yard	Parks Maint	X4781	
B066	2014 Ford F -250 Extended Cab 4x2	Maint Yard	Parks Maint	X4781	
B074	2016 Ford F-150 Extended Cab 4x4	Maint Yard	Parks Maint	X4781	
B075	2016 Ford F-150 Extended Cab 4x4	Maint Yard	Parks Maint	X4781	
B081	2017 Ford F-150 Extended Cab 4x2	Maint Yard	Parks Maint	X4781	
B082	2017 Ford F-150 Extended Cab 4x2	Maint Yard	Parks Maint	X4781	

B093	2019 Ford F-150 Extended Cab 4x2	Maint Yard	Parks Maint	X4781	
B094	2019 Ford F150 Extended Cab 4x2	Maint Yard	Parks Maint	X4781	
B095	2019 Ford F150 Crew Cab 4x2	Maint Yard	Parks Maint	X4781	
C015	2003 Eagle Premier Utility Trailer	Maint Yard	Parks Maint	X4781	6.5ft x 12ft
C026	2009 Eagle Landscape Utility Trailer	Maint Yard	Parks Maint	X4781	6.5ft x 12ft
C027	2011 Top Notch Tilt Utility Trailer	Maint Yard	Parks Maint	X4781	6.5ft x 22ft
C028	2014 Eagle Flatbed Trailer	Maint Yard	Parks Maint	X4781	7ft x 22ft
D043	2009 John Deere Gator	Maint Yard	Parks Maint	X4781	
D051	2013 John Deere Gator	Maint Yard	Parks Maint	X4781	
D060	2014 John Deere Tractor Mower, Loader	Maint Yard	Parks Maint	X4781	(+Loader & Backhoe add on)
D066	2016 John Deere 4045 Backhoe Loader	Maint Yard	Parks Maint	X4781	
D069	2016 Debris Blower Toro	Maint Yard	Parks Maint	X4781	
	Gas Cans and Rental Equipment	Maint Yard	Parks Maint	X4781	

TABLE 3: DEBRIS COLLECTION AND PROCESSING RESOURCES

Current Contractors	Type of Resource	Phone 1	Phone 2	Verified Processing/Disposal Capacity
Cleanscapes / Recology	Hauling, Solid Waste & Recycling 24/7 Emergency Dispatch Dispatch Supervisor	206-658-4070 206-658-4070 206-293-5623	206-250-7500 206-250-7500	Unlimited / Defined by service contract (Text) 206-399-9268
Potential Contractors				
Waste Management	Hauling, Solid Waste & Recycling	253-804-6820	1-800-592-9995	Unlimited
Republic Services	Hauling, Solid Waste & Recycling	206-652-8831	206-682-9735	Unlimited
Renu Recycling Services/North Star	Recycling	425-881-0623		
Bobby Wolford Trkg & Demolition	Hauling	425-481-1800		Grinding for hog fuel

Fruhling Construction	Asphalt, concrete recycling	425-485-1442		4-5 tons per day
Lloyd Enterprises, Inc.	Hauling and CDL Recycling	253-874-6692	253-927-0416	
ICON Materials	Asphalt	206-575-3200	253-839-2101	
Kimberly Clark	Hog Fuel Burners			Storage: 100,000 tons Usage: 2,000 tons/day

TABLE 4: DEBRIS RESOURCES – REGIONAL DISPOSAL, RECYCLING, AND COMPOSTING FACILITIES

Facility Name	Address	Phone	Type*	Accepted waste types
Algona Transfer Station	35315 W Valley Hwy, Algona, WA	206-477-4466 main line King County and helps direct regarding questions	MSW	
Bow Lake Transfer Station	18800 Orillia Rd S, Tukwila, WA	206-477-4466 main line King County and helps direct regarding questions	MSW	
Enumclaw Recycling & Transfer Station	1650 Battersby Ave E, Enumclaw, WA	206-477-4466 main line King County and helps direct regarding questions	MSW, Recyclables	Large Appliances, Paper, Wood (construction debris), Furniture, Yard Waste, Metal, Plastic, Textiles
Factoria Transfer Station	13800 SE 32 nd St., Bellevue, WA	206-477-4466 main line King County and helps direct regarding questions	MSW, Household Hazardous Waste	

Renton Transfer Station	3021 NE 4 th St., Renton, WA	206-477-4466 main line King County and helps direct regarding questions	MSW, Recyclables	Textiles
Vashon Recycling & Transfer Station	18900 Westside Hwy SW, Vashon, WA	206-477-4466 main line King County and helps direct regarding questions	MSW, Recyclables	Large Appliances, Glass, Aluminum and Tin Cans, Paper, Plastic Bottles, Textiles
Renton Concrete Recyclers	500 Monster Rd SW, Renton, WA	206-772-2278	CDL debris	Asphalt, Brick, Concrete, Plaster, Porcelain
Kangley Rock & Recycle	510 Monster Rd SW, Renton, WA	206-658-0912	CDL debris	Asphalt, Brick, Concrete, Porcelain, Rock
Cadman Inc. – Black Diamond	26111 SE Green Valley Rd., Black Diamond, WA	360-886-2340	CDL debris	Asphalt, Brick, Concrete, Clean Soil, Clean Sand, Rock
Allied Waste, Black River Facility	501 Monster Rd SW, Renton, WA	425-235-0269	CDL debris	Acoustic Ceiling Tile, Wood
Pacific Topsoils Inc., Maple Valley	21501 SE Lake Francis Rd., Maple Valley, WA	425-337-2700	CDL debris, Yard Waste	Asphalt, Wood, Brush/Woody Waste, Yard Waste, Clean Soil
Cedar Grove Composting – Maple Valley	17825 Cedar Grove Rd. SE, Maple Valley, WA	877-764-5748	CDL debris, Yard Waste	Wood, Yard Waste, Brush/Woody Waste, Food Scraps
EWC Group, Inc.	410 Andover Park E, Tukwila, WA	206-767-9950	CDL debris	Wood
Rainier Wood Recyclers – Covington	27529 Covington Way SE, Covington, WA	425-222-0008	CDL debris, Yard Waste	Wood, Brush/Woody Waste, Clean Sand
Palmer Coking Coal Co.	31407 Enumclaw Black Diamond Rd. SE, Black Diamond, WA	425-432-4700	CDL debris	Brick, Concrete, Clean Sand
Sunset Materials Inc. – Issaquah Road	18011 SE Renton- Issaquah Rd., Renton, WA	425-226-4140	Yard Waste	Brush/Woody Waste

TABLE 5: DEBRIS RESOURCES – REGIONAL GOVERNMENT AGENCIES

Agency	Contact	Phone 1	Phone 2	Email
Public Health – Seattle & King County	Hilary Karasz, PIO (out of office)	206-296-4767	206-263-9566	hilary.karasz@kingcounty.gov
	James Apa	206-263-8698		james.apa@kingcounty.gov
King County Solid Waste Division		206-477-4466		
Puget Sound Clean Air Agency	Amy Warren, PIO	206-689-4070	206-343-8800	amyw@pscleanair.org
Algona Public Works	Vacant	253-833-2741		
Auburn Public Works	Ingrid Gaub	253-931-3010	253-931-3000	igaub@auburnwa.gov
Black Diamond Public Works	Seth Boettcher	360-886-2560	360-851-4446	sboettcher@ci.blackdiamond.wa.us
Burien Public Works		206-241-4647		publicworks@burienwa.gov
Covington Public Works	Donn Vondran	253-480-2400 x2462		dvondran@covingtonwa.gov
Des Moines Public Works	Jodi Grager	206-870-6525	206-878-4595	jgrager@desmoineswa.gov
Enumclaw Public Works	Ed Hawthorne	360-615-5721 360-825-3593	253-261-1938	ehawthorne@ci.enumclaw.wa.us
Federal Way Public Works	EJ Walsh, P.E.	253-835-2700		ej.walsh@cityoffederalway.com
Kent Public Works	Chad Bieren	253-856-5600		cbieren@kentwa.gov
Maple Valley Public Works	Tawni Dalziel	425-413-8800 x624	206-853-7061	tawni.dalziel@maplevallleywa.gov
Normandy Park Public Works	Ken Courter	206-248-8269		kcourter@normandyparkwa.gov
Pacific Public Works	Temporarily closed		253-833-2660	
Port of Seattle OEM	Curry Mayer (Director of OEM)	206-684-0437	206-233-5076	curry.mayor@seattle.gov
Tukwila Public Works		206-433-0179		
WA EMD – King City Liaison Public Assistance Program Manager	Gary Urbas	253-512-7402	253-512-8000 Press 3 for Emergency Management	gary.urbas@mil.wa.gov

Table 6: Inventory of Debris Management Site (prioritized)

1. North SeaTac Park (preferred site) + multiple accesses; lots of room; minimal environmental challenges
- isolated at the north end of the City.

Neighborhood Collection Sites (prioritized)

North SeaTac (preferred site) Vacant lot at S 146th St / 16th Ave South (would require extensive preparation)
N. SeaTac City Park (see notes above)

Bow Lake / Angle Lake (preferred site) Valley View Park parking area (Hard surfaced / limited size)

Southwest SeaTac (preferred site) Maywood School property (requires MOU with school district / limited size)

Figure 1 Potential Debris Collection Site (DCS)

1. North SeaTac Park (preferred site)

Figure 2 Potential Neighborhood Debris Site (NCS)

North End neighborhood

1. Vacant City Lot: 16th Ave S @ S 146th St (preferred site)

2. North SeaTac Park

Bow Lake / Angle Lake neighborhoods

1. Valley View Park (preferred site)

Southwest SeaTac neighborhood

1. Maywood Elementary School Property (preferred site)

Southeast SeaTac neighborhood

1. FD Station 45 Property

Seatac Airport is self-contained and will store debris within their complex.

Appendix B:

Health and Safety Plan Supplement

Purpose

The purpose of this Health and Safety Supplement is to support the existing City of SeaTac Safety and Loss Control Policy in regard to debris removal activities. These are recommended baseline safety provisions. Ultimately, health and safety is the responsibility of the contracted parties involved in debris removal activities. This document will outline some of the general steps necessary to provide a safe work environment for debris removal and monitoring employees. In addition, this document will identify some representative work hazards and the appropriate measures to reduce risk of injury.

Dissemination of Information

The debris hauling contractor and monitoring firm project managers will be provided with this document and will be expected to disseminate the information and guidelines to their respective personnel. A copy of the document should be available for consultation. In addition, elements of the document will be reviewed periodically during the project to increase worker awareness.

Compliance

The debris hauling contractor and monitoring firm project managers are responsible for health and safety compliance of their respective personnel and subcontractors. Any crews or individuals that are not compliant shall be suspended from debris removal activities until the situation is remedied. Offenders of safety policies and procedures will be dismissed from the project entirely.

Job Hazard Assessment

Though debris removal activities are fairly similar among events, assessing the particular hazards of each disaster is an important part of maintaining health and safety for the debris removal workers. At a minimum, the following areas of focus should be considered as part of job hazard assessment:

- **Disaster Debris** – Disasters that result in property damage typically generate large quantities of debris which must be collected and transported for disposal. The type of debris varies depending on the characteristics of the region (e.g., terrain, climate, dwelling and building types, population, etc.), age and use of structure and the debris-generating event (e.g., type, event strength, duration, etc.). In addition, the disaster debris produces a host of uneven surfaces, which must be negotiated.

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- **Debris Removal** – Often the removal of disaster debris involves working with splintered, sharp edges of vegetative or construction material debris. Many disasters involve heavy rains or flooding. Consequently, disaster debris is damp and heavier than usual. As weights increase, so does the risk of injury.
 - **Removal Equipment** – In most disasters, debris must be removed from the public Right-of-Way (ROW) to provide access for emergency vehicles and subsequent recovery efforts. Debris collection and removal requires the use of heavy equipment and power tools to trim, separate and clear disaster debris.
 - **Traffic Safety** – The ROW is located primarily on publicly-maintained roads. As a result, much of the debris removal process takes place in traffic of varying levels of congestion. In addition, disasters often damage road signs, challenging safety on the road.
 - **Wildlife Awareness** – Disasters are traumatic events for people as well as wildlife. Displaced animals (rodents) and insects pose a hazard to debris removal workers.
 - **Debris Disposal** – After disaster debris is collected it is often transported to a debris management site (DMS). Upon entry to a DMS, the monitoring firm will assess the volume of disaster debris being transported. The collection vehicle will then dispose of the disaster debris and the debris will be reduced either through a grinding operation or incineration or sent offsite for recycling. The DMS is a common area for injury. Response and recovery workers in this environment are more likely to be exposed to falling debris, heavy construction traffic, high noise levels, dust and airborne particles from the reduction process. Load spotters will be trained to watch for hazardous waste and other items that do not belong at the DMS.
 - **Climate** – Debris-generating disasters often occur in areas or seasons with extreme weather conditions. The effects of temperature and humidity on physical labor must be monitored, and proper work-rest intervals must be assessed.

Administrative and Engineering Controls

The use of administrative and engineering controls can greatly reduce the threats to public health and safety in debris removal activities. Some common administrative and engineering controls used in the debris removal process are:

Collection Operations

- Conduct debris removal operations during daylight hours only (unless sites are fully lit for nighttime operations).
- Limit clean-up operations to one side of the road at a time.
- Limit collection work under overhead lines. Work with Puget Sound Energy, Seattle City Light and / or their contractors to clear fallen lines prior to working in that area.

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- Inspect piles before using heavy equipment to remove them to ensure that there are no hazardous obstructions.
 - Make sure that all collection vehicles have properly functioning lights, horns and back-up alarms.
 - Load debris collection vehicles properly (vehicles are not overloaded or unbalanced).
 - Cover and secure loads as required by law.
 - When monitoring the collection process, stay alert in traffic and use safe driving techniques.

Collection Operations (continued)

- Watch for hazardous waste, white goods, propane tanks and other hazardous materials.

Power Tools

- Inspect all power tools before use.
- Do not use damaged or defective equipment.
- Use power tools for their intended purpose.
- Avoid using power tools in wet areas.

Debris Reducing Machinery (Grinders/Wood Chippers)

- Do not wear loose-fitting clothing.
- Follow the manufacturer's guidelines and safety instructions.
- Guard the feed and discharge ports.
- Do not open access doors while equipment is running.
- Always chock the trailer wheels to restrict rolling or other movement.
- Maintain safe distances from operating equipment.
- Never reach into operating equipment.
- Use lock out/tag out protocol when maintaining equipment.

DMS/Disposal Operations

- Use jersey barriers and cones to properly mark traffic patterns.
- Use proper flagging techniques for directing traffic.
- Monitor towers must not exit into traffic and should have hand and guard rails to reduce trips and falls.
- Monitor towers must have properly constructed access stairways with proper treads and risers and proper ascent angle (4:1 height/width ratio).
- Monitor towers must be surrounded by jersey barriers which protect the tower and monitors from being struck by inbound or outbound collection vehicles.
- Monitor towers should be located upwind from dust- and particulate generating activities.
- A water truck should spray the site as necessary to control airborne dust and debris.

Personal Protective Equipment (WAC 296-800-160)

Personal Protective Equipment (PPE) is the last resort to providing a safe working environment for workers. PPE does not eliminate or even reduce hazards as administrative and engineering controls do. PPE works to reduce the risk of injury by creating a protective barrier between the individuals and workplace hazards.

Proper use of PPE includes using PPE for its intended purpose. For example, using the wrong type of respirator might expose the worker to carcinogenic particulates. Properly fitting the equipment to the user may require examination by a medical professional. PPE that does not fit well will not provide maximum protection and will decrease the likelihood of the individual continuing to use the equipment. In addition, improper use may result in serious injury or death. The proper use of the equipment is outlined in detail in the manufacturer's instructions.

The following PPE may be applicable in standard ROW, Right-of-Entry (ROE), and vegetative and construction & demolition debris removal activities:

- **Head Protection** – Equipment designed to provide protection for an individual's head against hazards such as falling objects or the possibility of striking one's head against low hanging objects. PPE used to protect the head must comply with ANSI Z89.1-1986, "American National Standard for Personnel Protection - Protective Headwear for Industrial Workers – Requirements" and WAC 296-800-16055.
- **Foot Protection** – Equipment designed to provide protection for an individual's feet and toes against hazards such as falling or rolling objects, objects that may pierce the sole or upper section of the foot, etc. PPE used to protect the feet and toes must comply with ANSI Z-41-1991, "American National Standard for Personal Protection-Protective Footwear" and WAC 296-800-16060.
- **Hand Protection** – Equipment designed to provide protection for an individual's hands against hazards such as sharp or abrasive surfaces. The proper hand protection necessary is dependent upon the situation and characteristics of the gloves. For instance, specific gloves would be used for protection against electrical hazards while the same gloves may not be appropriate in dealing with sharp or abrasive surfaces. PPE used to protect the hands must comply with WAC 296-800-16065.
- **Vision/Face Protection** – Equipment designed to provide protection for an individual's eyes or face against hazards such as flying objects. PPE used to protect eyes and face must comply with ANSI Z87.1-1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection" and WAC 296-800-16050. Again, the proper eye/face protection necessary is dependent upon the situation and characteristics of the equipment. For instance, eye and face protection used by individuals who are welding may not be appropriate for individuals operating a woodchipper.

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- **Hearing Protection** – Equipment designed to provide protection for an individual’s hearing against prolonged exposure to high noise levels. According to OSHA, the permissible level of sound is an average of 90 decibels over the course of an eight (8) hour workday. Above the sound exposure level, hearing protection is required. PPE used to protect hearing must comply with ANSI S3.19-1974, “American National Standard Practice for Personal Protection-Hearing Protection” and WAC 296-817-20015.
 - **Respiratory Protection** – Equipment designed to provide protection for an individual’s respiratory system against breathing air contaminated with hazardous gases, vapors, airborne particles, etc. PPE used to the respiratory system must comply with ANSI Z88.2-1992, “American National Standard Practice for Personal Protection-Respiratory Protection” and WAC 296-62-07715. In addition, the use of respiratory protection requires a qualitative fit test and, in some cases, a pulmonary fit test by a licensed medical professional.

PPE Debris Removal Activity

PPE requirements are made based upon the results of the job hazards assessment. The following list of PPE is organized by debris removal activity and is meant to be a representative list. Specific PPE requirements vary from location to location. In general, individuals involved in the debris removal process should personally monitor water consumption to avoid dehydration and use appropriate skin protection (breathable clothes, light colors, sunscreen, etc.). Ultimately, the selection of PPE is the responsibility of the debris hauling contractor and monitoring firm project managers.

Debris Collection Monitoring

The hazards of disaster debris collection monitoring include, but are not limited to struck by vehicles, falls or trips on uneven surfaces, cuts, abrasions or punctures from vegetative or C&D sharps. PPE requirements include:

- Reflective vest
- Foot protection (rugged shoes or boots, steel toe and shank if required); and
- Long pants.

Debris Disposal Monitoring

The hazards of disaster debris disposal monitoring include but are not limited to struck by or caught in/between vehicles, falls or trips on stairs or uneven surfaces, cuts, abrasions or punctures from vegetative or C&D sharps and struck by falling disaster debris. Monitor towers must be equipped with a first aid kit. PPE requirements include:

- Reflective vest
- Foot protection (rugged shoes or boots, steel toe if required).
- Long pants; and
- Hard Hat.

Debris Removal

The hazards of disaster debris removal include, but are not limited to struck by vehicles, falls or trips on uneven surfaces, cuts, abrasions, or punctures from vegetative or C&D sharps and airborne debris. In addition, PPE requirements include:

- Reflective vest
- Vision and hearing protection
- Foot protection (rugged shoes or boots, steel toe and shank if required); and
- Long pants.

Debris Disposal, Reduction, and Recycling

The hazards of disaster debris disposal, recycling, and reduction include, but are not limited to struck by or caught in/between vehicles, falls or trips on uneven surfaces, cuts, abrasions or punctures from vegetative or C&D, hazardous waste, sharps, struck by falling disaster debris and airborne particles. PPE requirements include:

- Reflective Vest
- Foot protection (rugged shoes or boots, steel toe if required)
- Vision and hearing protection
- Long pants
- Gloves; and
- Hard Hat.

Debris Cutting and Trim Work

The hazards of disaster debris cutting and trimming work include but are not limited to: struck by or caught in/between vehicles, falls or trips on uneven surfaces, cuts, abrasions or punctures from power tools, vegetative or C&D sharps, struck by falling disaster debris and airborne particles. PPE requirements include:

- Reflective Vest
- Hand and Foot protection (rugged shoes or boots, steel toe if required)
- Vision and hearing protection
- Long pants; and
- Hard Hat

For additional information regarding health and safety requirements, please contact OSHA.

APPENDIX C:

WASHINGTON PUBLIC ASSISTANCE DAMAGE ASSESSMENT

This information is provided by the Washington Emergency Management Division (EMD) at <http://www.emd.wa.gov/disaster/WashingtonMilitaryDepartmentEmergencyManagementDivision-DisasterAssistance-PublicAssi.shtml>.

Purpose

At the onset of an emergency or disaster, before any federal funding is provided, the *Washington Emergency Management Division (EMD)* must determine the extent of the damages sustained by state and local public facilities. Through the Preliminary Damage Assessment (PDA) process, EMD obtains the information necessary to determine if the criteria has been met to forward a request through the Governor to FEMA for a Presidential Disaster Declaration for Public Assistance. The intent of the PDA process is to depict the magnitude, impact, dollar damage, and the actions that are needed to deal with and recover from the event. The PDA process is necessary to request federal assistance for the state and each affected county. If damage assessment information is not received when needed, EMD is unable to include a county's information in the initial assessment of needs for public facilities.

Assessment of Damages

In order to determine the extent of an event, state agencies and county emergency management offices complete an initial assessment of the damages affected jurisdictions sustained in an impacted county. Each county emergency management office coordinates the data collection for all potential applicants within their county - their jurisdictions.

Who are the Applicants / Jurisdictions?

Applicants (jurisdictions) are defined as: state agencies, all local public agencies – counties, cities, towns, utilities (water, sewer, electrical) and other special-purpose districts to include school districts and fire districts, Indian tribes, and certain private non-profit organizations that provide essential governmental-type services.

How Does the Assessment Process Start?

Each local agency/jurisdiction completes the *Preliminary Damage Assessment Estimates – Site/Category (PA-2)* form for each category of work (type of damage) they incurred as a result of the disaster. The cost estimates from each category of work are included in the total cost estimates that are listed on the *Preliminary Damage Assessment Summary (PA-1)* form. The forms are then forwarded to the County Emergency Management Office. *Please remember - the County is the coordination point for all local jurisdictions.* The information the counties submit to EMD should include completed forms for each jurisdiction that sustained damages within their county.

Each impacted county emergency management office is responsible for notifying all jurisdictions in their county to complete a PDA. Counties are requested to complete a PDA of the county-owned damages sustained in their county and to coordinate the PDA data collection from all jurisdictions in their county. The PDAs submitted from all jurisdictions within the county are submitted to EMD, Public Assistance Program. **The counties are not responsible for completing the forms for their jurisdictions.** Each local jurisdiction is asked to forward the completed PDA forms to their county emergency management office for coordination and submission to the state.

Timeline

If it is determined that a formal Preliminary Damage Assessment will be pursued, federal/state PDA teams will arrive in each county. These teams will coordinate directly with the county's emergency management office. A representative knowledgeable about the damages should be available to help the teams verify the damages.

In general, the following timeline exists:

- One week for each jurisdiction to complete their forms, submit to their county emergency manager, and
- The county submits to EMD. State agencies submit directly to EMD.
- One week for EMD to send out joint FEMA/State teams to verify all damage.
- One week for EMD to collate all data, prepare request for disaster declaration, submit to the Governor for approval, and forward approved request package to FEMA.
- Thirty days total to complete PDA and submit through Governor to FEMA.

Contact

For more information, contact the Washington EMD Program Manager at (253) 512-7402.

Preliminary Damage Assessment (PDA) Forms

To prepare the initial assessment, each public agency should complete a PA-2 worksheet for each category of damage incurred by the disaster and a PA-1 summary sheet. The PDA forms are in one Excel workbook and may be downloaded at <http://www.emd.wa.gov/disaster/WashingtonMilitaryDepartmentEmergencyManagementDivision-DisasterAssistance-PublicAssi.shtml>.

It is best to save a copy of the workbook to a computer and then fill in the forms on this saved copy. **The forms cannot be completed online.** It is also recommended that paper copies of the forms are kept in case there is no power or computer access when the forms are needed. *Paper copies of the forms are included in this Appendix following these instructions.*

The PDA Forms are as follows:

- **Data Sheet.** This is the 1st page in the Excel workbook. Completion of this page automatically fills the demographic information on each PA-1 and PA-2 form.
- **PA-1,** Preliminary Damage Assessment Summary. This is required and provides the totals of each damage category and an overview of the event's effects.
- **PA-2,** Preliminary Damage Assessment Estimates - Site/Category. The PA-2 forms are required and should be completed before the PA-1 summary form. There is a PA-2 form for each Category of Work.

Instructions for PDA Forms

Preliminary Damage Assessment (PDA) is done to obtain an estimate of the amount of damages the City sustained as a result of the event. PDA does not include engineering costs, contingencies, or other extra costs. PDA is our best estimate of the costs to return a damaged site to its pre-disaster condition. These costs are for our uninsured losses.

The PDA forms are in Excel and should be compatible with most versions of Excel. There are no graphics and there are no advanced functions. The PA-1 summary sheet is the second tabbed page in the PDA forms workbook. **NOTE:** Complete the PDA Data Sheet first and the demographic fields will automatically fill on all pages in the workbook. In the instructions, the cells are described from left to right across the page.

Printing: The text boxes for Description of Damage and Impact to Jurisdiction cells are formatted to word wrap. There are no character limitations to these cells. However, if the author enters more data than Excel will show on the screen, they will need to adjust the cell's size to print all

of the data entered. The print area is set up to print the page to the original formatting. Please contact SeaTac OEM if you need assistance with this function.

Submit PDA Forms: When finished, save the file. Print a copy and submit the entire workbook to:

King County Office of Emergency Management

3511 NE 2nd Street

Renton, WA 98056

Main Phone: 206-296-3830

Fax: 206-205-4056

ecc.kc@kingcounty.gov

Electronic submissions are preferred; but faxed or hand-delivered will be accepted.

EMD Public Assistance Contact for King County:

Jonathan Holmes, Regional Public Assistance Supervisor, 253-512-7429,

Jonathan.Holmes@mil.wa.gov

Form # PA-1 Instructions:

PART I – APPLICANT / INSPECTOR INFORMATION

Date: This is a **required** field for the PA-1 summary sheet. This field will automatically fill from the PDA Data Sheet. If there are different dates for a specific Category of Work page, the author can manually enter a different date directly on to the applicable page.

County: This is a **required** field. This field will automatically fill from the PDA Data Sheet. If there are different counties for a specific Category of Work page, the author will need to complete a separate set of PDA forms for each county where the City sustained damages.

Applicant: This is a **required** field. This field will automatically fill from the PDA Data Sheet.

Applicant Contact/E-Mail: This is a **required** field and will automatically fill from the PDA Data Sheet. If a different point of contact is needed for a specific Category of Work page (different

points of contact are not recommended), they can enter this information directly on to the applicable page. The Applicant Contact should be our designated applicant agent and should be knowledgeable about the damaged sites.

Phone: This is a **required** field and will automatically fill from the PDA Data Sheet. This is the phone number for the Applicant Contact.

Inspectors/Agency: These fields will automatically fill from the PDA Data Sheet. The FEMA/State teams, and the local representative, who verify the damages for your entity will complete this section. *The applicant is not required to complete this field.*

PART II – BUDGET & COST ESTIMATE SUMMARY

Population: This is a **required** field. Please use the current population for the City of SeaTac as noted in the latest census information (city & county census available through www.ofm.wa.gov).

Total Budget – Approved and Balance: These are **required** fields. Please enter our jurisdiction's total budget and the balance for this budget. These fields are size-limited. If our budget is \$2.4 million, please enter \$2.4 mil. Due to the cell size limits, only Xs will show if you enter the full \$2.4 mil dollar amount. If there are special circumstances for our budget, i.e., money for the library can only be used for the library, please note this information under Part III, B2, of the PA-1 form.

Maintenance Budget – Approved and Balance: This is a **required** field. FEMA wants to know how much money is in our maintenance budget. These fields are size-limited. If there are special circumstances and restrictions in our budget, please explain the circumstance in Part III, B2, of this form.

Date FY Begins: This is a **required** field. Please enter the date our fiscal year begins. For state agencies this is July 1. For most local governments it is January 1.

Category: This information is pre-entered and is a protected field. No action is required.

No. of Sites: This is a **required** field. Please enter the last Site Number containing entered data for on the corresponding PA-2 (Category A-G) form.

Types of Damage: This information is pre-entered and is a protected field. No action is required.

Total Category Estimate – Applicant: This field will automatically fill in with the sum total from each PA-2 (category of work) form that is completed. This is a protected field and no action is required.

Total Category Estimate – Team: This field will automatically fill in with the sum total from each PA-2 (category of work) form that the FEMA/State completes. This is a protected field and no action is required.

Potential Local Funds Available: This is a **required** field. FEMA needs to know how much money our jurisdiction has available to meet the damage costs. Please contact EMD if you have any questions regarding this field.

Total: These three fields will automatically total. These are protected fields and there is no action required.

Damage Estimate – Corps of Engineers, FHWA, and NRCS: These are **required** fields if they apply to our jurisdiction. The state needs to be able to identify how our jurisdiction is being impacted overall by the disaster. If one of these fields applies to our jurisdiction, please enter the estimated dollar amount.

PART III – OVERALL DISASTER IMPACT

A. General Impact, numbers 1-3: These are **required** fields. This is the author's opportunity to describe the disaster's impact to your jurisdiction and illustrate how our jurisdiction was impacted. These fields should summarize the information you provided on each PA-2 form that you created for the specific Category of Work for which you sustained damages.

Please note: These cells are formatted to word-wrap and accommodate as much information as entered. If more information is entered than the screen will show (after hitting enter), the cell will need to be adjusted prior to printing in order to print all of the verbiage entered. Additional sheets may also be attached if necessary. Indicate in this area that the recipient should refer to an attached document. Be sure to attach the document when the PDA workbook is e-mailed.

B. Response Capability, numbers 1-3: These are **required** fields. These cells word-wrap and accommodate as much information as you enter. If more information is entered than the screen will show (after hitting enter), the cell will need to be adjusted prior to printing in order to print all of the verbiage entered.

- * Please describe any funding or budget limitations or restrictions our jurisdiction may have; i.e., “funding can only be used for the library that was not damaged in the event.”

Impact on Public Services if a Declaration is Not Made: This is a **required** field. Please describe the impact to our jurisdiction if it does not receive federal assistance. If the economic base or economic activities such as tourism are impacted; or if community services will be eliminated or reduced, state that. Be as specific as possible.

Form # PA-2 Instructions:

The seven possible Categories of Work are listed below.

Category A – Debris Removal. Emergency work to remove and clean up debris off publicly owned properties.

Category B - Protective Measures. Emergency response activities taken for the protection of lives and property. This can include EOC activations, costs for placing barricades, evacuation, search and rescue, etc.

Category C - Road Systems. Repair of damaged public roads, roads on the federal aid system should be estimated separately.

- When reviewing damages to roads, it is necessary to differentiate between roads that are ***on-system roads*** versus ***off-system roads***.
- ***On-system roads*** can generally be defined as those roads for which the County receives Federal Aid System funds. Information on damages for on-system roads should be forwarded to the Regional TransAid Engineer, WA State Department of Transportation (WSDOT).

Category D - Water Control Facilities. Damages to dikes, levees, drainage channels, and other similar facilities. As with road systems, it is necessary to differentiate from the facilities that are under other federal jurisdictions such as the U.S. Army Corps of Engineers or the National Resources Conservation Service.

Category E - Public Buildings and Equipment. Damages to publicly owned buildings, their contents, and equipment, including inventory such as refrigerated food items that schools may lose due to power loss.

Category F - Public Utility Systems. Damages to water, sewer, sanitary sewer, electrical and natural gas, or utility systems that are publicly owned or owned by private non-profit organizations.

Category G - Parks and Other. Damages to park facilities, fences, structures, parking lots, fish hatcheries, bird nets, etc. Damages to trees and vegetation **are not** eligible.

Separate Category of Work forms: There are PA-2 pages for each Category of Work, categories A-G. Each “block” of information for a specific damage site is separated by a thick line and contains those cells from Site No. to Cost Estimate Team. There are 15 sites available for Categories A, B, D, E, and G. There are 30 sites available for Categories C and F.

Need more space? If there are more damage sites than data entry blocks, please contact the EMD Public Assistance staff to obtain the password needed to unprotect the form and add additional site blocks. The author will need to perform copy and paste functions. Remember to reformat the Category Total fields and the print area to include the site blocks that are added. Re-protect the form after the additional sites are added.

Printing: The print area is set up to print four site blocks on the first page of each category of work and six on each subsequent page. If all the site blocks are not needed, the author will need to reformat the print area to print only what is needed. If more site blocks are added, the author will need to reformat the print area to include the additional cells.

The text boxes for Description of Damage and Impact to Jurisdiction cells are formatted to word wrap. There are no character limitations to these cells. However, if the author enters more data than Excel will show on the screen, they will need to adjust the cell’s size in order to print all of the data that you entered. Please contact EMD if assistance is needed with this function.

When the report is done: When all of the information for each category of work has been entered, return to the PA-1 PDA Summary Report form and complete the information; i.e., number of sites/category and any additional information for Part III A, B, or C.

PART I – APPLICANT / INSPECTOR INFORMATION

Date: This is a **required** field. This field will automatically fill from the PDA Data Sheet. If there is a different date for a specific Category of Work page, the author can manually enter the different date directly on the applicable page.

County: This is a **required** field. This field will automatically fill from the PDA Data Sheet. If there is a different county for a specific Category of Work page, the author will need to complete a separate set of PDA forms for each county where the City sustained damages.

Name of Applicant: This is a **required** field. This field will automatically fill from the PDA Data Sheet.

Applicant Contact/E-Mail: This is a **required** field. This field will automatically fill from the PDA Data Sheet. The Applicant Contact should be our designated applicant agent and should be the person who is knowledgeable about the described damages. This person will be our single point of contact for the initial damage assessment. If a separate point of contact is needed for a specific Category of Work page (it is not recommended to have different points of contact), the author can manually enter this information directly on to the applicable page.

Phone: This is a **required** field. This field will automatically fill from the PDA Data Sheet.

Inspectors: This field will automatically fill from the PDA Data Sheet. The FEMA/State teams and the local representative who verify the damages identified for your entity will complete this information.

PART II – SITE INFORMATION

Category: This is a protected field and contains the appropriate letter for each Damage Category form that is completed. *There is no action required.* Refer to “categories” if you are unsure which category of work your damages fall under.

Category Total – Team/Applicant: These are protected fields and will automatically fill in with the total as each “Cost Estimate – Applicant” or “Cost Estimate – Team” field is completed on the form. *There is no action required.* However, if you add additional sites to the form, these fields will require reformatting to include the additional cells in the calculation. Please contact EMD Public Assistance if you need assistance.

Site No.: This is a **required** field. The site numbers are sequential numbers and are dependent upon how many sites we have for a specific category. This cell is pre-filled for each block of information. If the author has more damage sites in a specific category of work than there is space for, they will need to add additional blocks of information. See “more space.” Please contact EMD Public Assistance if you need assistance.

App ID No.: This field is for our use and is not required. It may help you track our projects, sites, departments, budget codes, etc. for that specific damage site.

Location: This is a **required** field. Fill in where the damage is located for this site. Depending upon the activity, this might be “county-wide.” Alternatively, it might be a set of city streets from point A to point B, an area surrounding a specific building, or a street address.

Lat and Long: This is the latitude and longitude for the debris site. If you have this information, fill in the fields. If you do not, let the FEMA/State team know and they will enter this data.

Description of Damage: This is a **required** field. Briefly describe this site’s damage. This cell is set to word wrap. However, Excel will only print what you see on screen. Refer to “printing” for further information on expanding the cell’s size.

Impact to Jurisdiction: This is a **required** field. Briefly describe how the damage for this site impacts our jurisdiction. If debris removal was the Description of Damage, the author might enter: “Clearance required for emergency vehicles and school bus access.” Enter information that describes how the damage impacts our jurisdiction and your citizens.

% Complete: Complete this field if you have this information, particularly for Emergency Work in Categories A and B. For the emergency work the work may be completed or close to completion so the author will enter 80% or 100% (for example). For other types of damage, this field may be 0% - 100%.

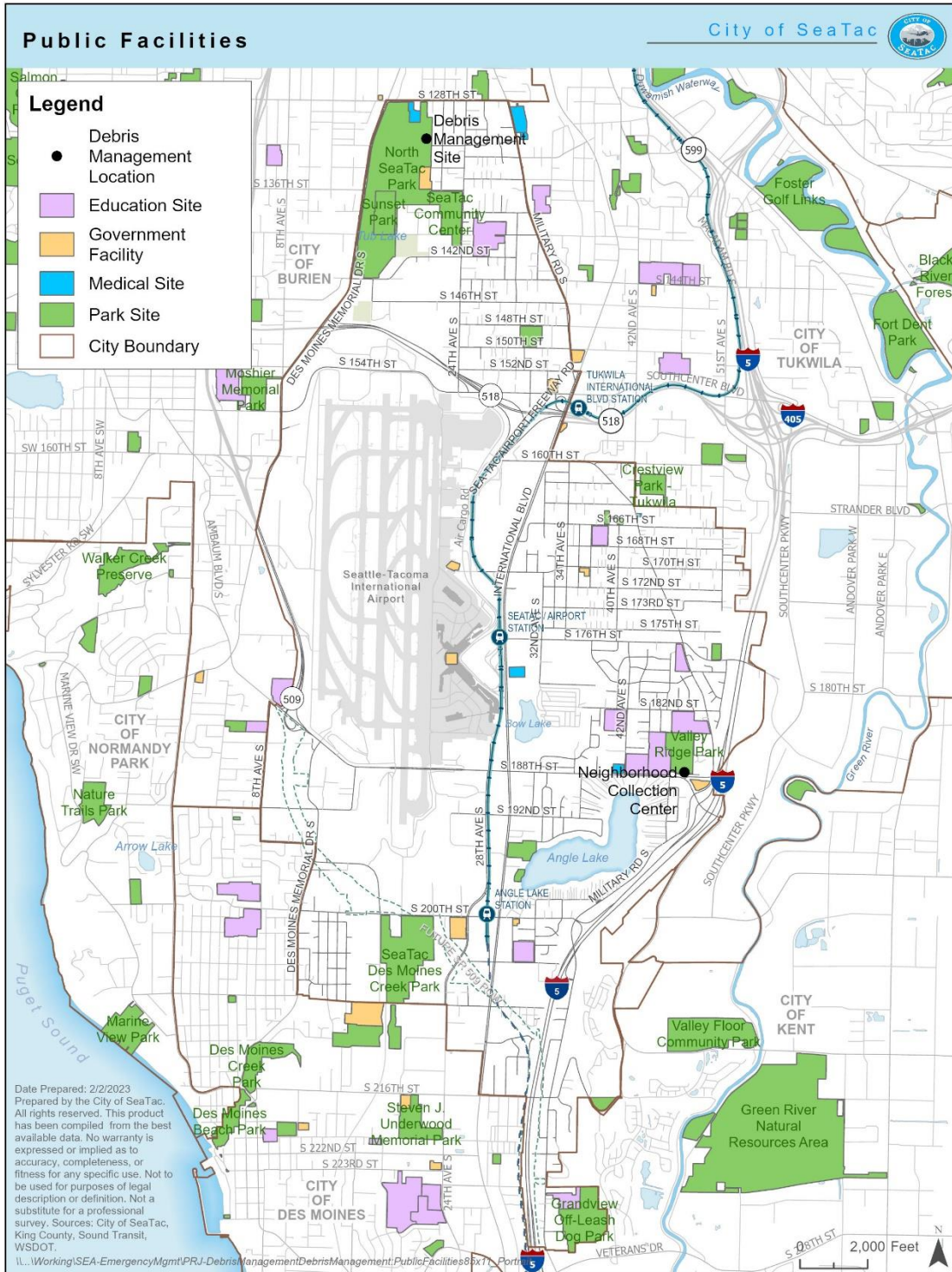
Applicant’s Impacted Department: This is a field for our use and is not required. It is available as a tool to track our projects, sites, departments, etc.

Team Comments: The FEMA/State teams will complete this field when they verify our damages.

Cost Estimate – Applicant: This is a **required** field. Please enter the **estimated** amount (without contingencies, engineering costs, code requirements, etc.) to return the item(s) for this specific site back to its **pre-disaster** condition. For Debris Removal, Category A, this might be the total amount to clear the debris from a section of roads in your jurisdiction. For Category C, this might be the estimate to repair several damage sites on one stretch of road. This cell will automatically total and fill in the Category Total – Applicant field on this form. If you have questions, please contact EMD Public Assistance.

Cost Estimate – Team: The FEMA/State teams will enter this information. This cell will automatically total and fill in the Category Total – Team field on this form. Please advise the team if you add additional sites so they can reformat the field to include the sites you added.

EXISTING PUBLIC FACILITIES



Evacuation Routes



Appendix E:

Debris Management Site Inventory

Investigation of Site Suitability

Site Name: North SeaTac Park	Parcel Number: 604040-0035
Site Address: South 128 th and 20 th Ave South	Site Coordinates: N -47.488573
Estimated Property Size: 113390	W -122.307444

Site Owner:

Ownership Type:	City of SeaTac	County Property	Private Property
Other (describe)	Port of Seattle		

Owner Address:

Owner Phone:

Owner Email:

Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	Park Parking and Kidney Center Overflow
Proposed Future Land Use	Same as above
Current Land use/Zoning	
Restoration Time Requirements	
Proximity to School, Church, or Community Center	< 1 mile to
Property Topography	Flat parking lot
Environmental Considerations	Water runoff to creek
Open Water or Wetlands	no
Proximity to Ground Water Wells (wellhead protection area)	
Within 100-year floodplain	
Soil/Slope Integrity	None
Surface Water Drainage	Yes, to City sewer
Suitable for use in wet weather	yes
Prevailing Wind Direction	West to East
Brownfield Site	No
Superfund Site	No
Archeological or Historic Properties or Artifacts	
Underground Utilities (water, wastewater, natural gas, electricity)	
Noise Control Buffer	Some Trees
Adjacent to Airport/Airfield	Airport 2 miles to the south
Access to Electrical Service	Yes
Access to Water Service	Yes
Access to Sewer Service	Yes
Existing Lighting	Yes

DEBRIS COLLECTION SITE: NORTH SEATAC PARK

City of SeaTac

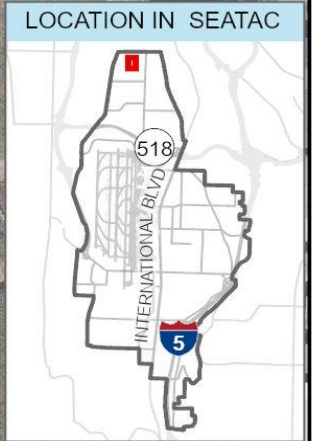


20TH AVE S



Date Prepared: 2/2/2023
Source: City of SeaTac, King County, GeoTerra (2020) No warranty is expressed or implied as to accuracy, completeness, or fitness for any specific use.

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Appendix F:

Neighborhood Collection Site Inventory

Investigation of Site Suitability, TDSL

Site Name: Temporary Debris Staging Location

Parcel Number 6083000101 and
6040400035

Site Address: 13001 20th Ave S, SeaTac, WA 98168

Site Coordinates: N 47.486241,

Estimated Property Size: 7.5 Acres

W -122.307054

Site Owner:

Ownership Type: Port of Seattle

Other (describe)

**2711 Alaskan
Way, Seattle,
WA 98121**

Owner Phone: [\(206\) 787-3000](tel:2067873000)

Owner Email:

Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	City Park
Proposed Future Land Use	none
Current Land use/Zoning	City Park
Restoration Time Requirements	
Proximity to School, Church, or Community Center	Yes, Boulevard Park Church is across the street. The Community Center is a five minute walk away
Property Topography	Flat
Environmental Considerations	Paved but there are edges of curb that open to storm water retention areas
Open Water or Wetlands	No
Proximity to Ground Water Wells (wellhead protection area)	Very close
Within 100-year floodplain	No
Soil/Slope Integrity	N/A
Surface Water Drainage	Into stormwater retention pond
Suitable for use in wet weather	Yes
Prevailing Wind Direction	Prevailing winds from the southwest
Brownfield Site	Most likely
Superfund Site	No
Archeological or Historic Properties or Artifacts	None that we are aware of
Underground Utilities (water, wastewater, natural gas, electricity)	Gravity Main storm water drain on North end of property. Unknown if power or gas is underground
Noise Control Buffer	Some trees surround the site
Adjacent to Airport/Airfield	SeaTac Airport is close

Investigation of Site Suitability

Site Name: Neighborhood Debris Collection Location

Parcel Number 342304-9037

Site Address: 4644 south 188th St. SeaTac, WA

Site Coordinates: N
47.4348181309543
5,
W -
122.274759846387
01

Estimated Property Size: 1 Acres

Site Owner: City of SeaTac

Ownership Type: City of SeaTac

Other (describe)

Owner Address: 4800 South 188th St.
SeaTac, WA

Owner Phone: 206-973-4800

Owner Email:

Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	Parking lot for soccer fields
Proposed Future Land Use	none
Current Land use/Zoning	City Park
Restoration Time Requirements	
Proximity to School, Church, or Community Center	Adjacent to Tyee High School
Property Topography	Flat
Environmental Considerations	There are several planting medians in this parking lot
Open Water or Wetlands	none
Proximity to Ground Water Wells (wellhead protection area)	none
Within 100-year floodplain	No
Soil/Slope Integrity	none
Surface Water Drainage	13 inlets on property
Suitable for use in wet weather	Yes
Prevailing Wind Direction	Prevailing winds from the South West
Brownfield Site	Most likely
Superfund Site	No
Archeological or Historic Properties or Artifacts	None that we are aware of
Underground Utilities (water, wastewater, natural gas, electricity)	Wastewater line on site. Need more information need for other utilities.
Noise Control Buffer	none
Adjacent to Airport/Airfield	No
Access to Electrical Service	Yes

DEBRIS COLLECTION SITE: VALLEY RIDGE COMMUNITY CENTER

City of SeaTac



LOCATION IN SEATAC



Date Prepared: 2/2/2023
Source: City of SeaTac, King County, GeoTerra (2020). No warranty is expressed or implied as to accuracy, completeness, or fitness for any specific use.
\\...Working\SEA-EmergencyMgmt\PRJ-DebrisManagement\DebrisCollection\Locality

Appendix G:

TEMPLATE: TIME AND MATERIALS CONTRACT FOR DEBRIS REMOVAL

ARTICLE 1 AGREEMENT BETWEEN PARTIES

This contract is made and entered into on this the ____ day of _____, 20 __, by and between the City of SeaTac (hereinafter the AGENCY), and _____ (hereinafter the CONTRACTOR).

ARTICLE 2 SCOPE OF WORK

This contract is issued pursuant to the Solicitation and Procurement on _____ for the removal of debris caused by the sudden natural or human-made disaster of _____ to _____. It is the intent of this contract to provide equipment and staff to remove all hazards to life and property in the affected communities. Cleanup, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

The Work shall consist of the provision of equipment and labor to cleanup and remove debris as directed by the AGENCY.

ARTICLE 3 SCHEDULE OF WORK

Time is of the essence for this debris removal contract.

Notice to proceed with the Work: The Work under this contract will commence on _____. The equipment shall be used for one hundred (100) hours, unless the AGENCY initiates additions or deletions by written change order. Based upon unit prices of equipment and labor, no minimum or maximum number of hours is guaranteed.

ARTICLE 4 CONTRACT PRICE

The hourly rates for performing the work stipulated in the contract documents, which have been transposed from the low bidder's bid schedule, are as follows:

Equipment/Machine/Operator	Mobilization Cost	Hourly Rate	Demobilization. Cost	Manufacturer, Model

Total unit rate shall be given which includes maintenance, fuel, overhead, profit, and any other costs associated with the equipment.

Estimated Cost per unit of material. Only actual invoice amounts will be paid.

Labor Man-hours includes protective clothing, fringe benefits, hand tools, supervision, transportation, and any other costs.

ARTICLE 5 PAYMENT

The AGENCY shall pay the CONTRACTOR for mobilization and demobilization if the Notice to Proceed is issued and will pay for only the Time that the equipment and manpower is actually being used in accomplishing the work. The CONTRACTOR shall be paid within thirty (30) days of the receipt of a pay estimate and verification of Work by the inspector.

ARTICLE 6

CLAIMS

Not Applicable.

**ARTICLE 7
CONTRACTOR'S OBLIGATIONS**

The CONTRACTOR shall supervise accomplishment of the Work effort directed by labor and proper equipment for all tasks. Safety of the CONTRACTOR's personnel and equipment is the responsibility of the CONTRACTOR. Further, the CONTRACTOR shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of the contract.

Caution and care must be exercised by the CONTRACTOR not to cause any additional damage to sidewalks, roads, buildings, and other permanent fixtures.

**ARTICLE 8
ENTITY'S OBLIGATIONS**

The AGENCY representative(s) shall furnish all information necessary for commencement of the Work and direct the Work effort. Costs of construction permits, disposal sites, and authority approvals will be borne by the AGENCY. A representative will be designated by the AGENCY for inspecting the work and answering onsite questions. This representative shall furnish the CONTRACTOR with daily inspection reports, including Work accomplished and certification of hours worked.

The AGENCY shall designate the public and private property areas where the Work is to be performed. Copies of complete "Right of Entry" forms, where they are required by State or local law for private property, shall be furnished to the CONTRACTOR by the AGENCY. The AGENCY shall hold harmless and indemnify the CONTRACTOR and his employees against any liability for any and all claims, suits, judgments, and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are the result of negligence on the part of the CONTRACTOR.

The AGENCY will terminate the contract for failure to perform or default by the CONTRACTOR.

**ARTICLE 9
INSURANCE AND BONDS**

The CONTRACTOR shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal Injury, etc., as deemed necessary by the ENTITY).

Surety: The CONTRACTOR shall deliver to the ENTITY fully executed Performance and Payment Bonds in the amount of one hundred percent (100%) of the contract amount, if required by the specifications. or general or special conditions of the contract. The ENTITY will reimburse the CONTRACTOR for the costs of the bonds, the costs of which will be included in the base bid.

**ARTICLE 10
CONTRACTOR QUALIFICATIONS**

The CONTRACTOR must be duly licensed in the State per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

For the AGENCY / City of SeaTac: _____

Print name of signatory: _____

For the CONTRACTOR / Contracted Agency: _____

Print name of signatory: _____

Business Name and Address: _____

**UNIT PRICE CONTRACT
FOR DEBRIS REMOVAL**

**ARTICLE 1
AGREEMENT BETWEEN PARTIES**

This contract is made and entered into on this the ____ day of _____, 20____, by and between the City of SeaTac, (hereinafter called the AGENCY) and _____ (hereinafter called the CONTRACTOR).

**ARTICLE 2
SCOPE OF WORK**

This contract is issued pursuant to the Solicitation and Procurement on _____, for the removal of debris caused by the sudden natural or human-made disaster of _____ to _____. It is the intent of this contract to provide equipment and personnel to remove all hazards to life and property in the affected communities. Cleanup, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety, and 2) that which is considered essential to the economic recovery of the affected area.

The Work shall consist of cleanup or demolition and removal as outlined in the specifications, on drawings, and on block sector maps attached to the invitation for bid number _____.

**ARTICLE 3
SCHEDULE OF WORK**

Time is of the essence for this debris removal contract.

Notice to proceed with the Work: The Work under this contract will commence on _____, 20____. Maximum allowable time for completion will be _____ calendar days, unless the AGENCY initiates additions or deletions by written change order. Subsequent changes in cost and completion time will be equitably negotiated by both parties pursuant to applicable State law. Liquidated damages shall be assessed at \$_____/calendar day for any days over the approved contract amount.

**ARTICLE 4
CONTRACT PRICE**

The unit costs for performing the work stipulated in the contract documents, which have been transposed from the low bidder's bid schedule, are as follows:

Quantity	Unit of Measure	Description	Unit Cost	Total
Subtotal				\$
Cost of Bonds				\$
Grand Total				\$

Debris shall be classified as one of the following units: cubic yards, each, square foot, Lineal foot, gallon, or an approved unit measure applicable to the specific material to be removed.

**ARTICLE 5
PAYMENT**

The CONTRACTOR shall submit certified pay requests for completed Work. The AGENCY shall have ten (10) calendar days to approve or disapprove the pay request. The AGENCY shall pay the CONTRACTOR for his performance under the contract within twenty (20) days of approval of the pay estimate. On contracts over thirty (30) days in duration, the AGENCY shall pay the CONTRACTOR a pro-rata percentage of the contract amount on a monthly basis, based on the amount of work completed and approved in that month. The AGENCY will remunerate the CONTRACTOR within thirty (30) days of the approved application for payment, after which interest will be added at a rate of _____ per annum. Payments shall be subject to a retainage of _____ on each payment. Retainage shall be released upon substantial completion of the Work.

Funding for this contract is authorized pursuant to Public Law of the State of _____
_____ (local statute or ordinance).

**ARTICLE 6
CLAIMS**

If the CONTRACTOR wishes to make a claim for additional compensation for work or materials not clearly covered in the contract, or not ordered by the ENTITY as a modification to the contract, CONTRACTOR shall notify the AGENCY in writing. The CONTRACTOR and the AGENCY will negotiate the amount of adjustment promptly; however, if no agreement is reached, a binding settlement will be determined by a third party acceptable to both AGENCY and CONTRACTOR under the auspices of applicable State law.

**ARTICLE 7
CONTRACTOR'S OBLIGATIONS**

The CONTRACTOR shall supervise and direct the Work, using skillful labor and proper equipment for all tasks. Safety of the CONTRACTOR's personnel and equipment is the responsibility of the CONTRACTOR. Additionally, the CONTRACTOR shall pay for all materials, equipment, personnel, taxes, and fees necessary to perform under the terms of the contract.

Any unusual, concealed, or changed conditions are to be immediately reported to the AGENCY. The CONTRACTOR shall be responsible for the protection of existing utilities, sidewalks, roads, buildings, and other permanent fixtures. Any unnecessary damage will be repaired at the CONTRACTORs expense.

**ARTICLE 8
ENTITY'S OBLIGATIONS**

The ENTITY's representative(s) shall furnish all information, documents, and utility locations necessary for commencement of Work. Costs of construction permits and authority approvals will be borne by the ENTITY. A representative will be designated by the ENTITY for inspecting the work and answering and onsite questions.

The AGENCY shall designate the public and private property areas where the disaster mitigation Work is to be performed. Copies of complete "Right of Entry" forms, where they are required by State or local law for private property, shall be furnished to the CONTRACTOR by the AGENCY. The AGENCY shall hold harmless and indemnify the CONTRACTOR judgments and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are caused by the gross negligence of the CONTRACTOR, his subcontractors, or his employees.

The AGENCY will terminate the contract for failure to perform as specified or for default by the CONTRACTOR.

**ARTICLE 9
INSURANCE AND BONDS**

The CONTRACTOR shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal Injury, etc., as deemed necessary by the ENTITY).

Surety: The CONTRACTOR shall deliver to the AGENCY fully executed Performance and Payment Bonds in the amount of one hundred percent (100%) of the contract amount, if required by the specifications. or general or special conditions of the contract. The AGENCY will reimburse the CONTRACTOR for the costs of the bonds, the costs of which will be included in the base bid.

**ARTICLE 10
CONTRACTOR QUALIFICATIONS**

The CONTRACTOR must be duly licensed in the State per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

For the City of SeaTac: _____

Print name of signatory: _____

For the Contracted Agency: _____

Print name of signatory: _____

Business Name and Address: _____

LUMP SUM CONTRACT FOR DEBRIS REMOVAL

A lump sum contract establishes a total price using a one item bid from a CONTRACTOR. It should be used only when a scope of work is clearly defined, with areas of work and quantities of material clearly identified. Lump sum contracts can be defined in one of two ways:

- *Area Method, where the scope of work is based on a one time clearance of a specified area, or*
- *Pass Method, where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right of way.*

ARTICLE 1 AGREEMENT BETWEEN PARTIES

This contract is made and entered into on this the ____ day of _____, 20__ by and between City of SeaTac (hereinafter called the AGENCY) and _____ (hereinafter called the CONTRACTOR).

ARTICLE 2 SCOPE OF WORK

This contract is issued pursuant to the Solicitation and Procurement on _____. for the removal of debris caused by the sudden natural or human-made disaster of _____ to _____. It is the intent of this contract to provide equipment and resources to remove all hazards to life and property in the affected communities. Cleanup, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

The Work shall consist of cleanup or demolition and removal as outlined in the specifications on drawings and on block sector maps attached to the invitation for bid number _____.

ARTICLE 3 SCHEDULE OF WORK

Time is of the essence for this debris removal contract.

Notice to proceed with the Work: The Work under this contract will commence on _____, 20___. Maximum allowable time for completion will be ____ calendar days, unless the ENTITY initiates additions or deletions by written change order. If the CONTRACTOR does not complete the work within the allotted time, liquidated damages will be assessed in the amount of _____ per day.

ARTICLE 4 CONTRACT PRICE

The lump sum price for performing the Work stipulated in the contract documents is

ARTICLE 5 PAYMENT

The CONTRACTOR shall submit certified pay requests for completed work. The AGENCY shall have ten (10) calendar days to approve or disapprove the pay request. The AGENCY shall pay the CONTRACTOR for his performance under the contract within twenty (20) days of approval of the pay estimate. On contracts over 30 days in duration, the AGENCY shall pay the CONTRACTOR a pro-rata percentage of the contract amount on a monthly basis, based on the amount of work completed and approved in that month. The AGENCY will remunerate the CONTRACTOR within thirty (30) days of the approved application for payment, after which interest will be added at a rate of ____ per annum. Payments shall be subject to a retainer of _____ on each payment. Retainer shall be released upon substantial completion of the work.

Funding for this contract is authorized pursuant to Public Law of the State of Washington and _____ (local statute or ordinance).

**ARTICLE 6
CHANGE ORDERS**

If the scope of work is changed by the AGENCY, the change in price and contract time will be promptly negotiated by the parties, prior to commencement of work.

**ARTICLE 7
CONTRACTOR'S OBLIGATIONS**

The CONTRACTOR shall supervise and direct the Work, using skillful labor and proper equipment for all tasks. Safety of the CONTRACTOR's personnel and equipment is the responsibility of the CONTRACTOR. Additionally, the CONTRACTOR shall pay for all materials, equipment, personnel, taxes, and fees necessary to perform under the terms of the contract.

Any unusual, concealed, or changed conditions are to be immediately reported to the AGENCY. The CONTRACTOR shall be responsible for the protection of existing utilities, sidewalks, roads, buildings, and other permanent fixtures. Any unnecessary damage will be repaired at the CONTRACTOR's expense.

**ARTICLE 8
ENTITY'S OBLIGATIONS**

The AGENCY representative(s) shall furnish all information, documents, and utility locations necessary for commencement of Work. Costs of construction permits and authority approvals will be borne by the AGENCY. A representative will be designated by the AGENCY for inspecting the work and answering on-site questions.

**ARTICLE 9
INSURANCE AND BONDS**

The CONTRACTOR shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal Injury, etc., as deemed necessary by the AGENCY).

Surety: The CONTRACTOR shall deliver to the AGENCY fully executed Performance and Payment Bonds in the amount of one hundred percent (100%) of the contract amount, if required by the specifications. or general or special conditions of the contract. The AGENCY will reimburse the CONTRACTOR for the costs of the bonds, the costs of which will be included in the base bid.

**ARTICLE 10
CONTRACTOR QUALIFICATIONS**

The CONTRACTOR must be duly licensed in the State per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

For the City of SeaTac: _____

Print name of signatory: _____

For the Contracted Agency: _____

Print name of signatory: _____

Business Name and Address: _____

APPENDIX H:

Sample Debris Tracking Forms

DAILY OPERATIONAL REPORT

CONTRACT NO. _____

DAILY REPORT						
CONTRACTOR:					DATE OF REPORT:	
CONTRACT NO:					REPORT BY:	
	Truck Number	Location of Work	Landfill Trips	Tonnage Totals	Local Collection Site Trips	Tonnage Totals
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
		DAILY TOTALS				
Other comment						

LOAD TICKET

LOAD TICKET		
TICKET NUMBER:		
CONTRACT NUMBER		
CONTRACTOR		
DATE:		
DEBRIS QUANTITY		
Truck No:	Truck Weight (ton):	
Load Size (Tons):		
Truck Driver:		
DEBRIS CLASSIFICATION		
	Burnable	
	Non-Burnable	
	Mixed	
	Other	
LOCATION		
Section/Area:	Dumpsite	
	Time	Inspector
Loading		
Dumping		
Eligibility (Y/N):	Original: City/County/State Yellow: Contractor Pink: Driver Gold: FEMA	

SAMPLE TRUCK PLACARD

Company Name

Truck Number

Truck Weight

Weighed by and Date

Appendix I: Sample Public Messages

Sample Messages

- The City of SeaTac is working cooperatively with our neighboring cities, King County, and the Department of Ecology to assist in the removal of debris in and around city-owned facilities.
- For further information, please call the public information desk at the City of SeaTac at 1-206-973-4800 We will be informing the public on a regular basis as progress is made.
- Picking up the Pieces, follow these specific guidelines when determining and hauling your household disaster debris to the curb for removal.

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 and businesses are being asked to separate debris into the following categories:

1 HOUSEHOLD GARBAGE

- ▶ Bagged trash
- ▶ Discarded food
- ▶ Packaging, papers
- ▶ All garbage should be placed outside the night before the scheduled weekly pickup.

2 CONSTRUCTION DEBRIS

- ▶ Building materials
- ▶ Drywall
- ▶ Lumber
- ▶ Carpet
- ▶ Furniture
- ▶ Mattresses
- ▶ Plumbing

3 VEGETATION DEBRIS

- ▶ Tree branches
- ▶ Leaves
- ▶ Logs

4 HOUSEHOLD HAZARDOUS WASTE

- ▶ Oils
- ▶ Batteries
- ▶ Pesticides
- ▶ Paints
- ▶ Cleaning supplies
- ▶ Compressed gas

5 'WHITE' GOODS

- ▶ Refrigerators
- ▶ Washers, dryers
- ▶ Freezers
- ▶ Air conditioners
- ▶ Stoves
- ▶ Water heaters
- ▶ Dishwashers

6 ELECTRONICS

- ▶ Televisions
- ▶ Computers
- ▶ Radios
- ▶ Stereos
- ▶ DVD players
- ▶ Telephones

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

Sources: Army Corps of Engineers, debris removal contractors.
STAFF GRAPHIC BY DAN SWENSON

Message Map

What is the debris?

Where is it?

Who is working to clear it?

Will it impact incoming relief supplies?

Will it impact airline schedules?

Will updates be made on a regular basis?

Who can we call for updates?

What is the City doing to mitigate the debris issue on/near its property / facilities?

How is the City working with local organizations to mitigate any damage?

Has the debris situation hampered City activities?

Is the City aware of significant damage to its property / facilities?

Has the debris situation caused any ancillary issues – or any issues not anticipated?

Do you anticipate any long-term damage or issues as a result of debris?

When do you expect business to return to normal (if business is not normal, as a result of debris issues)?

Appendix J:

Sample Mutual Aid Agreement Template

(This language may serve as a sample template to be used in drafting an Intrastate Mutual Aid Agreement and is not intended to represent a mandatory format or to encompass every potential contract clause. This language is intended to serve as a guide and should be tailored to the precise circumstances and requirements unique to an event)

INTRASTATE MUTUAL AID AND ASSISTANCE AGREEMENT FOR DISASTERS AND OTHER RELATED EMERGENCIES

WHEREAS, the safety of the citizens of the State of Washington is of the utmost importance to all levels of state and local government;

WHEREAS, the City of SeaTac (the "Jurisdiction") and _____ ("XXXX") seek to enter a Mutual Aid and Assistance Agreement in order to provide for the sharing of resources, personnel, and equipment in the event of a local disaster or other emergency;

WHEREAS, the State of Washington and the Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written mutual aid agreements between all levels of government to facilitate reimbursement; and

WHEREAS, pursuant to the Constitution of the State of Washington, municipalities are allowed to enter into mutual aid and assistance agreements, which may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services during a natural or human-made disaster and/or other emergency; now

THEREFORE, the parties agree as follows:

SECTION I - DEFINITIONS

- A. "Agreement" shall mean this document, the "Intrastate Mutual Aid Agreement for Disasters and Other Emergencies."
- B. "Aid and Assistance" shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.
- C. "Authorized Representative" shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this Agreement.
- D. "Disaster or other emergency" shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from an intentional, accidental, or unintended release of any substance in or material in any form or quantity which poses an unreasonable risk to the safety and health and to the property when released, natural incidents, explosions, fires, collapses, or any other incident which directly affects public safety.
- E. "Provider" means a party to this Agreement that has received a request to furnish aid and assistance to the party in need ("Recipient").
- F. "Recipient" means a party to this Agreement receiving aid and assistance from another party.

SECTION II - OBLIGATIONS OF THE PARTIES

- A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party's foremost responsibility is to its own citizens. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.
-

-
- B. Procedures for Requesting Assistance – Requests for assistance shall be made by the Authorized Representative of a party to the Authorized Representative of the other party. Such request must indicate that it is made pursuant to this Agreement. Such request may be made by telephone, to be followed as soon as practicable by a written confirmation of that request.
 - C. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Officer of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely notice.
 - D. Traveling Employees – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs of the Provider’s traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider’s personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and shall specify in its request for assistance that only personnel who can provide for their own needs are requested.
 - E. Supervision and Control – The Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to the Recipient. Recipient shall provide necessary credentials to the Provider’s personnel authorizing them to operate on behalf of the Recipient. Recipient shall assign work tasks to Provider’s supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordination between Provider’s supervisory personnel and Recipient. Based upon such assignments set forth by Recipient, Provider’s supervisory personnel shall have the authority to:
 - 1. Assign work and establish work schedules for Provider’s personnel;
 - 2. Maintain daily personnel time records, material records, and a log of equipment hours;
 - 3. Report work progress to Recipient at regular intervals as specified by Recipient.
 - F. Period of Service; Renewability; Recall – Unless agreed otherwise, the duration of the Provider’s assistance shall be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider’s personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least eight (8) hours advance notification to Recipient of Provider’s intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION III - REIMBURSEMENT

- A. Except as otherwise provided below, it is understood that Recipient shall reimburse Provider for the following documents costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient.
 - 1. Personnel – During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and agreements.
 - 2. Equipment – Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to established FEMA equipment rates.
 - 3. Material and Supplies – Provider shall be reimbursed for all materials and supplies furnished by it, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider’s personnel. Provider’s personnel shall use reasonable care at all times in the use and control of all materials and supplies used by them during the period of assistance. The measure for reimbursement for materials and supplies shall be determined in accordance with FEMA and Washington State reimbursement policies. In the alternative, the parties may agree in writing that Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.
 - B. Record Keeping – Recipient shall provide information, directions, and assistance for record keeping to Provider’s personnel; Provider shall maintain records and invoices for reimbursement.
 - C. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the period of assistance. Recipient shall pay the bill, or advise of any disputed items, not later than forty-five (45) days following the billing date.
 - D. Inspection of Records – Provider agrees that it shall make its records regarding costs and expenses for assistance provided under this Agreement available for audit and inspection upon request by the Recipient, Washington
-

State, and the federal government, and shall maintain such records for at least seven (7) years after the date of final payment under this Agreement.

SECTION IV - PROVIDER'S EMPLOYEES

- A. Rights and Privileges - Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.
- B. Workers' Compensation - Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees.

SECTION V - NONDISCRIMINATION

In accordance with Article 15 of the Executive Law ("Human Rights Law") and all other applicable local, State, and Federal constitutional, statutory, and administrative nondiscrimination provisions, the parties to this Agreement shall not discriminate against any employee or the region for employment on account of race, creed, color, sex, national origin, disability, Vietnam Era Veteran status, or marital status.

SECTION VI - HOLD HARMLESS

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

SECTION VII - AMENDMENTS

This Agreement may be modified at any time upon the mutual written consent of the parties. Additional municipalities may become parties to this Agreement upon the acceptance and execution of this Agreement.

SECTION VIII - DURATION OF AGREEMENT

- A. Term – This Agreement shall be for a term of five (5) years from the date of execution by both parties, unless the Agreement is renewed or terminated as set forth in this section.
- B. Renewal – This Agreement may be extended for an additional five (5) year term by written agreement of the parties hereto.
- C. Termination – Any party may terminate this Agreement upon thirty (30) days written notice. A termination shall not affect the obligation of any party to reimburse the other for the costs and expenses of rendering aid and assistance incurred prior to the effective date of termination.

SECTION IX - HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

SECTION X - SEVERABILITY

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. In the event that parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are superceded by this Agreement.

SECTION XI - EFFECTIVE DATE

This Agreement shall take effect upon its execution by both parties.

For the Jurisdiction:

Name: _____
Department: _____
Address: _____

Cell Phone Number: _____
Work Phone Number: _____
Email Address: _____

For the Owner:

Name: _____
Department: _____
Address: _____

Cell Phone Number: _____
Work Phone Number: _____
Email Address: _____

Appendix K:

Sample of AUTHORIZATION TO ENTER AND REMAIN ON PRIVATE PROPERTY

(For providing Debris Removal and Clean-up on Private Property)

_____ (“Owner”) hereby permits the City of SeaTac (“Jurisdiction”), its officers, employees, agents, contractors and subcontractors to enter upon the owner’s property commonly identified as _____, City of SeaTac, State of Washington upon the following terms and conditions:

1. **Grant of Right-of-Entry.** Owner hereby grants Jurisdiction a right-of-entry (“Permit”) onto, over, in, and under the Premises for the purpose of inspecting the Premises, testing materials on the Premises, removing and clearing any or all incident-generated debris of whatever nature including but not limited to ash, foundations, vehicles, appliances, waste or other materials from the Premises, subject to the terms and conditions set forth in this Permit. It is fully understood that this Permit does not create any obligation on the part of Jurisdiction to perform inspection, testing or debris removal and clearance. Owner understands that the Jurisdiction will undertake no inspection, testing, or debris removal and clearance action until this Right-of-Entry Permit is completed in full, signed by Owner, and returned to the Jurisdiction.

2. **Private Insurance Coverage.** Most homeowner insurance policies include coverage to pay for the costs of removal of incident-generated debris. Owner agrees to cooperate with the Jurisdiction throughout the insurance claims process as set forth below:

- (a) **Insurance Policy Information.** Check one: The Premises (____were, ____were not) insured at the time of the incident.

If the Premises were insured, all of the information listed below must be provided. If the Premises were insured by more than one policy, the information listed below must be provided for each policy. Attach additional sheets if necessary:

Policy holder(s): _____
Insurance company name: _____
Insurance policy number: _____
Insurance company address for claims: _____
Agent’s name and address: _____
Agent’s phone number: _____
Has the insurer been notified of this loss? _____ (yes or no)
If so, when was notice provided? _____
How and where was notice provided? _____

- (b) Owner agrees to provide to Jurisdiction a complete copy of this policy as soon as possible.
- (c) Owner agrees to provide to Jurisdiction a copy of any claim or loss statement tendered to insurer when that statement is provided to the insurer.
- (d) Owner agrees to provide to Jurisdiction a copy of any settlement statement or agreement within five days after that statement or agreement is received from insurer.
- (e) Owner agrees not to enter into any confidentiality agreement with insurer that would impede the ability of Owner to provide the information set about above.
- (f) Owner agrees that Jurisdiction may request copies of any insurance policy, claim or loss statement, or settlement statement or agreement directly from insurer or from Owner’s attorney. Owner hereby instructs his or her insurer and attorney to provide such documents directly to Jurisdiction at Jurisdiction’s request.
-

If Owner indicated in 2(a) above that the Premises were not insured, Owner certifies under penalty of perjury that there was no insurance in effect at the time of the incident which may provide coverage for the costs of inspection, testing or debris removal and clearance.

3. **Prohibition on Duplication of Benefits.** Owner understands that, pursuant to federal law, if Owner receives federal financial assistance to cover the costs of inspection, testing or debris removal and clearance, Owner will be required to reimburse such federal financial assistance to the extent those costs are covered by Owner's insurance policy or some other source. (42 USC t5155, et seq.)

Owner (____ has, ____ has not) and (____ will, ____ will not) receive(d) any compensation for inspection, testing, and/or debris removal and clearance from any other public source including Small Business Administration (SBA), individual and family grant program, or any other public assistance program.

4. **Insurance Proceeds.**

(a) **Jurisdiction's Limited Right to Reimbursement from Insurance Proceeds.**

Owner will advise Jurisdiction in writing within 10 days of Owner's receipt of any insurance settlement proceeds for incident-related inspection, testing, or debris removal and clearance. Owner further agrees to reimburse the Jurisdiction, within 30 days of Owner's receipt of such insurance proceeds, for the cost of the inspection, testing, and debris removal and clearance conducted by the Jurisdiction. In the event the insurance proceeds fairly allocated or awarded for the cost of incident-related inspection, testing, or debris removal and clearance are less than the costs of inspection, testing, and debris removal and clearance incurred by the Jurisdiction, Owner will not be responsible for the difference. If the insurance proceeds for the cost of incident-related inspection, testing, or debris removal exceed the Jurisdiction's cost of inspection, testing, and debris removal and clearance, Jurisdiction will have no right to any such excess proceeds.

(b) **Audit.** Owner understands that all disaster-related funding, including that for inspection, testing, or debris removal and clearance on private property is subject to audit.

5. **Hold Harmless.** Jurisdiction shall not be liable for, and Owner shall indemnify and hold harmless Jurisdiction, the United States Government, the Federal Emergency Management Agency (FEMA), the State of Washington and any of their officers, agencies, agents, contractors, subcontractors, employees and volunteers, against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, personal injury, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to actions arising out of this Permit, and hereby release, discharge and waive any claims and actions, in law or equity, arising therefrom.

6. **Notice of Hazards.** Owner is aware that the following **circled** items were present on the Premises immediately prior to the incident:

- Propane tanks
- Acetylene cylinders
- Compressed gas cylinders
- Guns
- Ammunition
- Hazardous substances
- Septic tanks
- Underground storage tanks
- Other known hazards (describe): _____

The above-circled items were located in the following areas of the Premises (describe locations):

7. **Special Requests.** If Owner desires that any item(s) not be removed from the Premises pursuant to this Permit, Owner shall clearly mark those items in advance of the commencement of debris removal and clearance activities on the Premises. However, should the Jurisdiction determine that some or all of such items should be removed from the Premises and disposed of for health and safety reasons, Owner agrees that the Jurisdiction is authorized to remove and dispose of those items without compensation or other obligation to Owner.

8. **No Jurisdiction Assumption of Liability for Remediation.** In consideration of the assistance Jurisdiction is providing to Owner under the Permit, at no cost to Owner, Jurisdiction assumes no liability or responsibility, and Owner shall not seek to recover from Jurisdiction, the United States Government, FEMA, the State of Washington or any of their officers, agencies, agents, contractors, subcontractors, employees, and volunteers, the costs of remediating any damages to the Premises incurred as a result of acts or omissions taken pursuant to this Permit.

9. **Jurisdiction's Agents.** Any person, firm, corporation or other entity authorized by the Jurisdiction to work upon the Premises pursuant to this Permit shall be deemed to be the Jurisdiction's agent, and shall be subject to all applicable terms of this Permit.

10. **Authority.** Owner represents and warrants that Owner has full power and authority to execute and fully perform Owner's obligations under this Permit. If Owner is an entity, Owner also represents and warrants that Owner has such power and authority pursuant to its governing instruments, without the need for any further action, and that the person(s) executing this Permit on behalf of Owner are the duly designated agents of Owner and are authorized to do so. Owner expressly represents and warrants that fee title to the Premises is vested solely in Owner.

11. **Entire Agreement.** This Permit constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings and representations, oral and written, are superseded.

12. **Modification.** The provisions of this Permit may not be modified, except by a written instrument signed by all parties to this Permit.

13. **Partial Invalidity.** If any provision of this Permit is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Permit shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.

14. **Successors and Assigns.** This Permit shall bind and benefit the parties and their successors and assigns, except as may otherwise be provided herein.

15. **Notices.** Any notice required hereunder shall be provided as follows:

For the Jurisdiction:

Name: _____
Department: _____
Address: _____

Cell Phone Number: _____
Work Phone Number: _____
Email Address: _____

For the Owner:

Name: _____
Department: _____
Address: _____

Cell Phone Number: _____

Work Phone Number: _____

Email Address: _____

Acronyms and Abbreviations

AAR	After-Action Report
APHIS	Animal, Plant and Health Inspection Service
CAMU	Corrective Action Management Unit
CDL	Construction, Demolition, and Land-clearing
CEQ	Council on Environmental Quality
CERCLA	Comprehensive Environment Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CRT	Cathode Ray Tube
DCS	Debris Collection Site
DHS	Department of Homeland Security
DOD	Department of Defense
DOH	Department of Health
Ecology	Washington State Department of Ecology
EMAC	Emergency Management Assistance Compact
EPA	United States Environmental Protection Agency
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GA	General Administration
HHW	Household Hazardous Waste
HIVA	Hazard Identification and Vulnerability Assessment
HSPD	Homeland Security Presidential Directive
ICS	Incident Command System
ISO	International Organization for Standardization
JIC	Joint Information Officer
JIS	Joint Information System
KCC	King County Code
LEPC	Local Emergency Planning Committee
LHWMP	Local Hazardous Waste Management Program
MOU	Memorandum of Understanding
MSW	Municipal Solid Waste

NCS	Neighborhood Collection Site
NEPA	National Environmental Policy Act
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRCS	National Resource Conservation Service
NRF	National Response Framework
NRP	National Response Plan
NWWARN	Northwest Warning Alert and Response Network
PCB	Polychlorinated Biphenyl
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPDR	Private Property Debris Removal
PSCAA	Puget Sound Clean Air Agency
RCRA	Resource Conservation and Recovery Act
RCW	Revised Code of Washington
RHMP	Regional Hazard Mitigation Plan
ROE	Right-of-Entry
RPIN	Regional Public Information Network
SCC	Snohomish County Code
SME	Subject Matter Expert
Stafford Act	Robert T. Stafford Disaster Relief and Emergency Assistance Act
SWD	Solid Waste Division
TDSR	Temporary Debris Sorting and Reduction Site
TSCA	Toxic Substances Control Act
Seattle UASI Region	Seattle Urban Area Security Initiative Region
USACE	United States Army Corps of Engineers
USC	United States Code
USCG	United States Coast Guard
USDA	United States Department of Agriculture
WAC	Washington Administrative Code
WAEMD	Washington Emergency Management Division
WSP	Washington State Patrol
WUTC	Washington Utilities and Transportation Commission

Glossary of Terms

Debris-causing Incident: An unplanned incident caused by natural or human means that creates debris.

Debris Clearance: Clearing roads and other critical infrastructure by pushing debris to the roadside to accommodate emergency traffic.

Debris Management Site: A location where debris is sorted, processed, reduced in volume, and/or disposed of.

Debris Monitoring: Actions taken by applicants in order to document eligible quantities and reasonable expenses during debris activities to ensure that the work complies with the contract scope-of-work and/or is eligible for Public Assistance grant reimbursement.

Debris Removal: Picking up debris and taking it to a Debris Management Site, composting facility, recycling facility, permanent landfill, or other reuse or end-use facility.

Disaster Debris Management: Actions related to the management of disaster debris including assessment, clearance, removal, sorting, reduction, hauling, and disposal.

Force Account: The Federal Emergency Management Agency (FEMA) uses the term “Force Account” to refer to a jurisdiction’s own personnel and equipment.

Hazardous Waste: Waste with properties that make it potentially harmful to human health or the environment. Hazardous waste is regulated under the Resource Conservation and Recovery Act (RCRA). In regulatory terms, a RCRA hazardous waste is a waste that (1) appears on one of the four hazardous wastes lists or (2) exhibits at least one of the following four characteristics: ignitability, corrosivity, reactivity, or toxicity.

See <http://www.epa.gov.osw/hazwaste.htm>.

Initial Damage Assessment: The initial damage assessment is used to determine the magnitude and impact of an incident’s damage. Also referred to as a “pre-Residential Damage Assessment,” it is often the first assessment a jurisdiction does to determine the impact of an incident.

National Response Framework: A framework developed to facilitate the delivery of all types of federal assistance to states following a disaster. It outlines the planning assumptions, policies, concept of operations, organizational structures, and specific assignments and agencies involved in federal assistance to supplement state, tribal, and local efforts.

Preliminary Damage Assessment (PDA): A joint assessment used to determine the magnitude and impact of an event’s damage. A FEMA/state team will usually visit local applicants and view their damage first-hand to assess the scope of the damage and estimate repair costs. The state uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention.

Recovery: The phase of emergency management that encompasses activities and programs implemented during and after response that are designed to return the entity to its usual state or to a “new normal.”

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

Right-of-Entry: The document by which a property owner confers to a jurisdiction or their contractor the right to enter onto private property for a specific purpose without committing trespass.

Right of Way: The portions of land over which facilities such as highways, railroads, or power lines are built. It includes land on both sides of the facility up to the private property line.

Seattle Urban Area Security Initiative (UASI) Region: Geographic region of King, Pierce, and Snohomish counties and the jurisdictions, special purpose districts, private and public organizations, cities, and tribes that make up the counties.

Solid Waste Collection Company: Private entities that provide daily municipal solid waste service through the transportation and/or disposal of solid waste.

Disaster Debris Management Plan Adoption

March 16th, 2023

Will Lugo
Emergency Management Program
Manager

Mason Giem
Public Works Programs
Coordinator



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

- To obtain from committee a recommendation to adopt the City of SeaTac Disaster Debris Management Plan

WHY IS THIS ISSUE IMPORTANT?

1. To inform the Council on why having an adopted Disaster Debris Management Plan is needed in the event of a FEMA Declared Disaster
2. To help prepare our City in the event of a large FEMA disaster
3. To facilitate the approval of FEMA Public Assistance reimbursement after a major FEMA declared disaster



What is Disaster Debris

- Soils and sediments
- Vegetation (trees, limbs, shrubs)
- Municipal solid waste
- Construction and demolition debris
- Vehicles
- Food waste
- White goods (refrigerators, freezers, air conditioners)
- Household Hazardous waste (cleaning agents, pesticides)



Disaster Debris Management Plan

- Covers the response and recovery to all debris-causing incidents within the City of SeaTac
- Identifies Roles and Responsibilities of city staff and Debris Management contractors
- Identifies City and Contracted resources for debris removal
- Disaster Debris Management Plan maintenance and exercise

Debris Management Cycle



Disaster Debris Management Plan

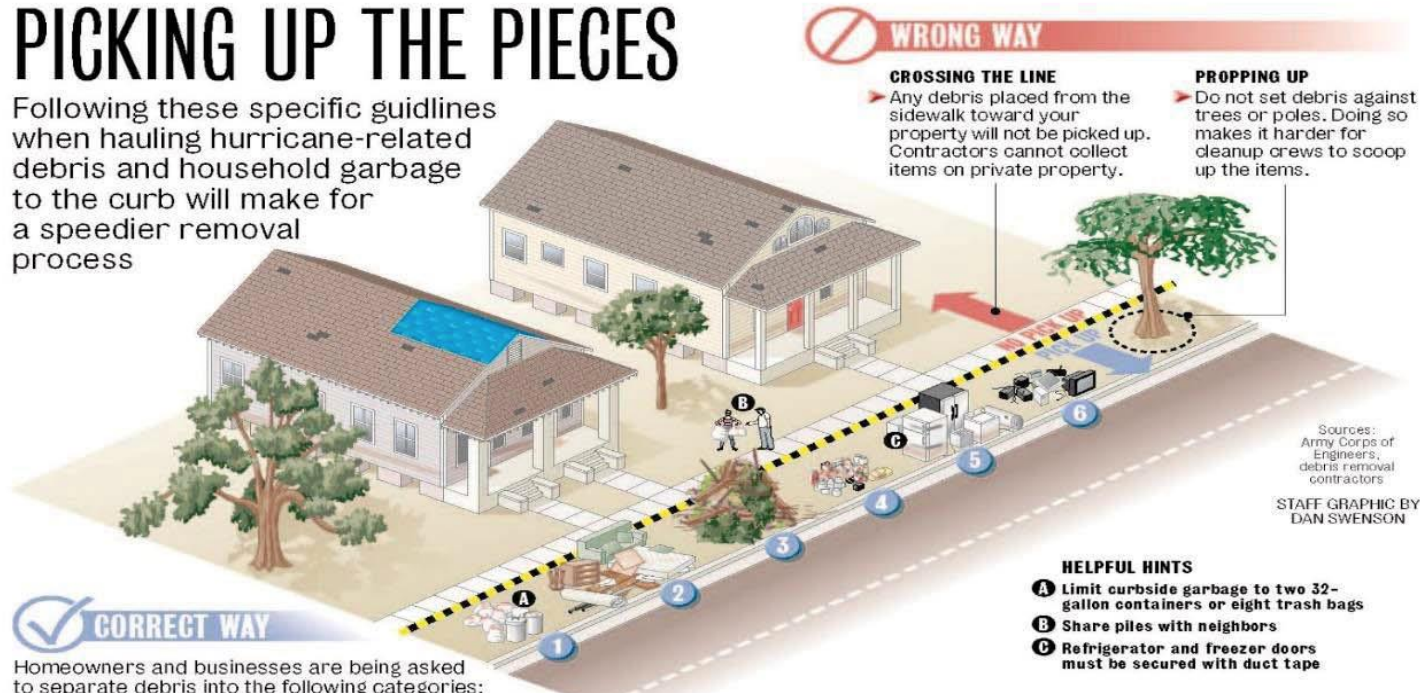
- Identifies locations of Neighborhood Debris Collection Sites (NDCS) and Debris Management Site (DMS)
- Established a Public Information Strategy for informing the public on debris collection/removal
- Establishes the process for debris removal from the ROW and Private Property



Community Disaster Debris Removal

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



CORRECT WAY

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

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

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.

Sources:
Army Corps of
Engineers,
debris removal
contractors
STAFF GRAPHIC BY
DAN SWENSON

HELPFUL HINTS

- A** Limit curbside garbage to two 32-gallon containers or eight trash bags
- B** Share piles with neighbors
- C** Refrigerator and freezer doors must be secured with duct tape

T&PW Committee Options

- Recommend the City of SeaTac Disaster Debris Management Plan be referred to full Council for adoption.



Disaster Debris Management Plan Adoption

QUESTIONS?





MEMORANDUM

To: Transportation and Public Works Committee
From: William Appleton, Public Works Director
Date: March 9, 2023
Subject: Vehicle Maintenance ILA with City of Tukwila

Purpose:

To provide an overview of a proposed Interlocal Agreement with the City of Tukwila to provide fleet and equipment maintenance services to the City of SeaTac.

Background:

The City of SeaTac and the City of Tukwila have been working to develop an agreement that would allow SeaTac to have all vehicle and heavy equipment maintenance work performed by the City of Tukwila at their maintenance facility, rather than having to rely on a variety of private shops located around the south end. The City of Tukwila currently performs all of their equipment and vehicle maintenance in-house, including heavy machinery maintenance, and has excess capacity that could be used to service the needs of the City of SeaTac. For SeaTac, the ability to schedule and obtain all of our fleet maintenance needs at one location that has staff highly qualified to work on all of our equipment would be a significant improvement with respect to operational efficiencies and ensuring that service is available when we need it. Tukwila owns, operates, and maintains very similar, if not identical, pieces of equipment. This combined with existing staff capacity to service SeaTac's need as well, is seen to be an excellent opportunity for both cities to improve efficiencies and service levels for our communities.

Entering into this arrangement is expected to result in improved service of our fleet, a lower cost and far superior responsiveness to both regular maintenance and emergency repairs needed during operations. The draft interlocal agreement is provided for review and Committee consideration. Key element of the agreement include:

- The agreement would be for a term of 10-years with the option to opt out upon 1-year notice.
- SeaTac would be billed for services on a monthly basis.
- Planned maintenance needs would be scheduled in advance with Tukwila.
- Emergency maintenance needs would be accommodated.
- Tukwila maintenance staff would be available to make repairs at the SeaTac Maintenance Facility if required.

Options/Recommendation:

Staff recommends that the City enter into an interlocal agreement for vehicle/fleet maintenance services with the City of Tukwila.



City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number:

AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF SEATAC AND THE CITY OF TUKWILA FOR SEATAC PUBLIC WORKS FLEET MAINTENANCE

THIS IS AN INTERLOCAL AGREEMENT ("Agreement") between the City of SeaTac, hereinafter referred to as "SeaTac," and the City of Tukwila, hereinafter referred to as "Tukwila", collectively, "Parties" and individually a "Party".

Whereas, this Agreement is entered into by the Parties under the authority RCW 39.34, the Interlocal Cooperation Act.

Whereas, the purpose of this Agreement is to make available to SeaTac's fleet maintenance/repair service performed by Tukwila, or under contracts entered into by the Tukwila. Tukwila shall provide mechanical maintenance/repair service for fleet vehicles/construction equipment owned by the City of SeaTac collectively, as detailed in Exhibit A.

To carry out the purposes of this Agreement and in consideration of the benefits to be received by each Party, the Parties hereby agree as follows:

1. DURATION AND TERMINATION

This Agreement shall govern services rendered from the Effective Date through December 31, 2033 ("Initial Term"), PROVIDED, HOWEVER, that the term of this Agreement may be extended for one (1) additional ten (10) year term (Extension Term), at the sole discretion of Tukwila, by written notice from the City of Tukwila to SeaTac, FURTHER PROVIDED, HOWEVER, that the City of Tukwila's obligations after December 31, 2033, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the applicable law.

The terms of the Agreement can be revisited every two (2) years by the parties to this Agreement. Tukwila or SeaTac may voluntarily terminate this Agreement if desired. The Party terminating the agreement shall give the other Party a minimum of twelve (12) months' prior written notice.

2. SCHEDULING WORK

Whenever SeaTac desires to use Tukwila's services to undertake routine maintenance or repair of SeaTac vehicles, SeaTac shall notify Tukwila's Fleet Superintendent, identified below, for scheduling the work via e-mail. To the extent SeaTac's vehicles are in need of scheduled maintenance or unscheduled repair, such maintenance and/or repair will be provided on an "as needed" basis at Tukwila's Fleet Superintendent's discretion with emergent repairs being undertaken as soon as reasonably possible.

3. TRANSPORTATION

SeaTac shall provide for transportation of vehicles to and from Tukwila's service location, set forth in Section 7 below. In situations where the vehicle is

inoperative, Tukwila's Fleet Superintendent will determine whether the vehicle shall be towed to Tukwila's service location or repaired at SeaTac's location. If the vehicle needs to be towed, it shall be a SeaTac's sole cost.

4. MAXIMUM COST FOR REPAIRS – EXTENT OF WORK

The cost for each repair work order shall not exceed Five Hundred and no/100 Dollars (\$500.00) without consultation by Tukwila with SeaTac. The SeaTac Contract Administrator, identified below, will advise Tukwila whether or not to proceed with specified repairs identified for particular vehicle when charges exceed the above amount. Vehicle repair estimates provided by Tukwila are estimates; if repair costs are estimated to exceed the original estimate provided by over \$100, Tukwila will contact SeaTac for permission to proceed with repairs.

5. STANDARD SPECIFICATIONS AND MAINTENANCE SCHEDULE

Whenever Tukwila has standard specifications in place for supplies or services requested by SeaTac, Tukwila shall use such specification in replacing parts and/or performing services requested. Tukwila's Preventive Maintenance schedule shall be used for SeaTac equipment.

6. REPLACEMENT OF EQUIPMENT

Whenever SeaTac or Tukwila deems an equipment should be replaced rather than repaired due to the cost involved or age of equipment, Tukwila shall provide feedback and recommendations to aid SeaTac in its selection process for equipment replacement based on the maintenance record that Tukwila has with the old equipment.

7. SERVICE LOCATION

Services on SeaTac vehicles shall be performed at Tukwila's service location, located at Tukwila's Fleet & Facilities Building (11210 Tukwila International Blvd, Tukwila, WA 98168), unless specific circumstances warrant the use of other necessary locations.

8. WAGE REQUIREMENTS

Tukwila shall conduct the service in compliance with King County wage requirements. Rates may vary in years subsequent to the initial year of this Agreement based upon the actual cost to Tukwila and as provided in a written annual letter of notification to SeaTac issued pursuant to subsection 9.3 of this Agreement.

9. COMPENSATION

Compensation for services rendered during the Initial Term and the Extension Term of this Agreement shall be based on rates approved annually through the Tukwila budget process and formally distributed by January 1st of the calendar year.

9.1 Tukwila labor shall be provided at a cost per hour for passenger car/light-duty vehicle repair services; and heavy truck and equipment

repair services; pursuant to annual rates identified in Exhibit B. Overtime labor shall be provided at 1.5 times the appropriate hourly rate.

Equipment categories are further defined as follows:

- "Light Equipment" = Automotive/Light Duty — Passenger cars and pickup trucks up to 1-ton category (Ford F350 equivalent).
- "Heavy Equipment" = Trucks above 1-ton category (F450 equivalent and above) and including dump trucks, vector trucks, street sweepers, backhoes, aerial lift "bucket" trucks, road graders, snow removal equipment, and other municipal heavy equipment, usually diesel powered.

9.2 Vendor repairs shall be provided at Tukwila cost plus labor for transporting to and from vendor at the light equipment Tukwila labor rate, and direct purchase parts shall be supplied at cost +15%. Tukwila will notify SeaTac when work needs to be sent to an outside vendor. SeaTac will provide Tukwila with written permission before moving forward with vendor repairs.

9.3 In the event of any changes in rates of compensation, parts, labor, and vendor repair costs, Tukwila will submit a letter to SeaTac by January 1st of the year, notifying SeaTac of any changes in rates of compensation for parts, labor and vendor repair costs before applying such new rates to all work performed for SeaTac for that year.

9.4 It is estimated that labor hours expended on SeaTac fleet repair and maintenance may be six hundred (600) hours annually. Tukwila labor hours designated for SeaTac fleet repair and maintenance shall be a minimum of Six Hundred (600) hours annually. However, the Parties agree to an end-of-year reconciliation of services rendered and payments made to evaluate labor rates and services provided to ensure sustainability of the agreement for the upcoming year.

10. PAYMENT FOR SERVICES

10.1 Tukwila shall invoice SeaTac **monthly**. Payments are due within thirty (30) days upon receipt of an invoice by SeaTac.

10.2 Payment as provided in this section shall constitute full compensation for work performed, services rendered, and for all materials, supplies, equipment and incidentals necessary to complete the work.

11. WARRANTY

Tukwila warrants that all work on, or parts provided to, SeaTac's vehicles will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the Agreement. Work not conforming to these requirements, including substitutions not properly approved

and authorized in writing may be considered defective. All materials and work shall be guaranteed for a period of ninety (90) days ("warranty period") after the date the work order is closed. During the warranty period, Tukwila shall upon notification by SeaTac of any malfunctions, make necessary repairs at Tukwila's expense.

12. INDEMNIFICATION

SeaTac shall hold harmless, indemnify, and defend, at its own expense, Tukwila, its elected and appointed officials, officers, employees, representatives, and agents from any loss or claim for damages of any nature whatsoever arising out of SeaTac's performance of this Agreement, including claims by SeaTac's employees, or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of Tukwila, its elected and appointed officials, officers, employees, representatives, or agents.

Tukwila shall hold harmless, indemnify, and defend, at its own expense, SeaTac, its elected and appointed officials, officers, employees, representatives, and agents from any loss or claim for damages of any nature whatsoever arising out of Tukwila's performance of this Agreement, including claims by Tukwila's employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of the SeaTac, its elected and appointed officials, employees, representatives, or agents.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of Tukwila and SeaTac, their officers, employees, representatives, and agents, each Party's liability hereunder shall be only to the extent of their respective negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes both Tukwila's and SeaTac's waiver to each other only, of their respective immunity under Industrial Insurance, Title 51 RCW, solely for purposes of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this Section shall survive the expiration or termination of this Agreement.

13. INSURANCE

Each Party shall each provide and maintain suitable commercial general liability and auto liability insurance policies to protect it from casualty losses by reason of the activities contemplated by this Agreement. The limits of liability for each coverage shall be at least Two Million Dollars (\$2,000,000) each occurrence. Each Party shall provide the other Party with a Certificate of Liability Insurance or Evidence of Coverage; provided, that if either Party is self-insured or part of a self-insurance risk pool, it will provide a letter of self-insurance as evidence of coverage.

14. AUDITS AND INSPECTIONS

The records and documents with respect to all matters covered by this contract shall be subjected to inspection, review or audit by Tukwila or SeaTac at the requesting Party's sole expense during the term of this Agreement and three (3) years after expiration or termination. Such records shall be made available for inspection during regular business hours within a reasonable time of the request. A records report shall be provided by Tukwila to SeaTac annually.

15. FINANCE AND BUDGET

No special budget or funds are anticipated, nor shall any be created. The Parties are each responsible for their own finances in connection with this Agreement, and nothing in this Agreement shall be deemed or construed otherwise.

16. APPLICABLE LAW; VENUE; ATTORNEYS FEES

This Agreement shall be subject to, and the Parties shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of the City of Tukwila Municipal Code and ordinances of the City of Tukwila. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the Parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit. Venue for any action arising from or related to this Agreement shall be exclusively in King County Superior Court.

17. SEVERABILITY AND SURVIVAL

If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.

18. ENTIRE AGREEMENT; MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between Tukwila and SeaTac and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the Parties.

19. NO WAIVER

Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.

20. ADMINISTRATION

This Agreement will be jointly administered by Tukwila and SeaTac. This Agreement does not create any separate legal or administrative entity

21. NOTICES

Notices to the City of Tukwila shall be sent to the following address:

City Clerk
City of Tukwila
6200 Southcenter Boulevard
Tukwila, WA 98188

Notices to the City of SeaTac shall be sent to the following address:

Finance Administration
City of SeaTac
4800 S 188th St
SeaTac, WA 19188

21. PROPERTY ACQUISITION AND DISPOSITION

This Agreement does not contemplate the joint acquisition of property by the parties. At termination, each party will remain the sole owner of its own property.

22. PUBLICATION

Prior to its entry into force, the Parties shall electronically publish this Agreement on their respective websites in lieu of recording it with the County Auditor.

23. EFFECTIVE DATE

This Agreement shall be effective upon the latest date it is executed by all Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date last written below.

**** Contractor signature to be obtained by sponsor staff. ****

**** City signatures to be obtained by City Clerk's Staff ONLY. ****

CITY OF SEATAC

CITY OF TUKWILA

By:

Allan Ekberg, Mayor

Date

Date

APPROVED AS TO FORM:

Date

ATTEST/AUTHENTICATED:

City Clerk

Date

APPROVED AS TO FORM:

Office of the City Attorney

Date

ATTEST/AUTHENTICATED:

Christy O'Flaherty, City Clerk

Date

Billable Labor Rate for ILA	2023
Labor rate	\$ 126.18
(includes salary, benefits, and taxes)	
Overhead %	20%
(utilities, shop supplies, excludes indirect cost allocation)	
Billable Labor Rate:	\$ 151.42