
City of Shoreline

Debris Management Plan



December 2009

This page intentionally left blank

TABLE OF CONTENTS

SECTION 1	INTRODUCTION	7
1.1	PURPOSE.....	9
1.2	MISSION	9
1.3	SCOPE.....	9
1.4	ALIGNMENT WITH OTHER PLANS	10
1.5	PLAN MAINTENANCE AND UPDATE	10
SECTION 2	SITUATION AND ASSUMPTIONS	13
2.1	TYPES OF HAZARDS	15
2.2	DEBRIS ESTIMATES	16
2.3	SITUATION AND ASSUMPTIONS.....	18
SECTION 3	APPLICABLE RULES AND REGULATIONS.....	21
3.1	PLANNING.....	23
3.2	RESPONSE.....	23
3.3	RECOVERY	24
3.4	SUMMARY OF APPLICABLE RULES AND REGULATIONS.....	28
SECTION 4	CONCEPT OF OPERATIONS.....	29
4.1	DEBRIS MANAGEMENT.....	31
4.2	DEBRIS MANAGEMENT RESPONSE LEVELS.....	31
4.3	DEBRIS MANAGEMENT OPERATIONAL PHASES	31
4.4	INCIDENT COMMAND SYSTEM	33
4.5	ROLES AND RESPONSIBILITIES.....	33
4.6	ADDITIONAL RESOURCES.....	37
4.7	EMERGENCY COMMUNICATIONS STRATEGY	38
4.8	HEALTH AND SAFETY STRATEGY.....	38
SECTION 5	CURRENT RESOURCES	41
5.1	STAFF.....	43
5.2	EQUIPMENT.....	46
5.3.	TECHNOLOGY	46
5.4	CONTRACT RESOURCES.....	46
5.5	MUTUAL AID AND INTERLOCAL AGREEMENTS.....	47
5.6	DISPOSAL FACILITIES	50
5.7	RECYCLING AND COMPOSTING FACILITIES.....	50
SECTION 6	DEBRIS COLLECTION AND HAULING OPERATIONS	51
6.1	DAMAGE ASSESSMENT AND DEBRIS ESTIMATES.....	53
6.2	DEBRIS CLEARANCE AND REMOVAL GUIDELINES	54
6.3	DEBRIS REMOVAL PRIORITIES.....	55
6.4	DEBRIS OPERATIONS	56
6.5	DEBRIS MANAGEMENT AND NEIGHBORHOOD COLLECTION SITES	57
6.6	DEBRIS REUSE, REDUCTION, AND DISPOSAL METHODS.....	63
6.7	DEBRIS MANAGEMENT OPERATIONS MONITORING.....	68
6.8	DEBRIS MANAGEMENT CONTRACTOR MONITORING	68

SECTION 7	CONTRACTED RESOURCES	73
7.1	EXISTING DEBRIS MANAGEMENT AND SOLID WASTE CONTRACTS	75
7.2	CONTRACT DEBRIS MANAGEMENT RESOURCE NEEDS.....	75
7.3	EMERGENCY CONTRACTING AND PROCUREMENT PROCEDURE	76
SECTION 8	PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL	79
8.1	DEBRIS REMOVAL AND DEMOLITION PERMITTING AND PROCEDURES.....	81
8.2	SPECIAL CONSIDERATIONS.....	83
SECTION 9	PUBLIC INFORMATION STRATEGY	85
9.1	PUBLIC INFORMATION OFFICER.....	87
9.2	COMMUNICATION AND PUBLIC EDUCATION STRATEGY PRIOR TO AN INCIDENT	87
9.3	PUBLIC INFORMATION STRATEGY DURING AN INCIDENT.....	88
SECTION 10	TRAINING AND EXERCISES	91
10.1	GENERAL EMERGENCY MANAGEMENT TRAINING	93
10.2	POSITION-SPECIFIC TRAINING.....	93
10.3	EXERCISES	94
APPENDIX A	EXTERNAL DEBRIS RESOURCES	97
	APPENDIX TABLE A - EXTERNAL AGENCIES	99
APPENDIX B	ADDITIONAL DEBRIS RESOURCES	101
	APPENDIX TABLE B-1 – STAFF ORGANIZATIONAL CHART	103
	APPENDIX TABLE B-2 - STAFF	104
	APPENDIX TABLE B-3 – DEBRIS EQUIPMENT.....	107
	APPENDIX TABLE B-4 – TECHNOLOGY RESOURCES.....	108
	APPENDIX TABLE B-5 – CONTRACT RESOURCES*	109
	APPENDIX TABLE B-6 – DISPOSAL FACILITIES.....	110
	APPENDIX TABLE B-7 – RECYCLING AND COMPOSTING FACILITIES	111
	APPENDIX TABLE B-8 – EMERGENCY VENDOR RESOURCES (ALPHABETICAL ORDER)	112
	APPENDIX TABLE B-9 – EMERGENCY VENDOR RESOURCES (VENDOR BY PRODUCT)	124
	APPENDIX TABLE B-10 – EMERGENCY VENDOR RESOURCES (CATEGORY).....	136
APPENDIX C	HEALTH AND SAFETY PLAN SUPPLEMENT	141
	CITY OF SHORELINE HEALTH AND SAFETY PLAN SUPPLEMENT PURPOSE	143
	DISSEMINATION OF INFORMATION	143
	COMPLIANCE.....	143
	JOB HAZARD ASSESSMENT.....	143
	ADMINISTRATIVE AND ENGINEERING CONTROLS	144
	PERSONAL PROTECTIVE EQUIPMENT	145
	PPE DEBRIS REMOVAL ACTIVITY	147
	CITY OF SHORELINE ACCIDENT PREVENTION AND SAFETY MANUAL.....	149
APPENDIX D	WASHINGTON PUBLIC ASSISTANCE DAMAGE ASSESSMENT	167
	PURPOSE.....	169
	ASSESSMENT OF DAMAGES	169
	WHO ARE THE APPLICANTS / JURISDICTIONS?	169
	HOW DOES THE ASSESSMENT PROCESS START?.....	169

PRELIMINARY DAMAGE ASSESSMENT (PDA) FORMS.....	170
TIMELINE.....	171
CONTACT.....	171
APPENDIX E LIFELINES, CRITICAL INFRASTRUCTURE AND OTHER DEBRIS CLEARANCE PRIORITIES 173	
APPENDIX TABLE E-1 – FIRE STATION #63 EMERGENCY RESPONSE ROUTE.....	175
APPENDIX TABLE E-2 – FIRE STATION #64 EMERGENCY RESPONSE ROUTE.....	191
APPENDIX TABLE E-3 – FIRE STATION #64 EMERGENCY RESPONSE ROUTE.....	211
RAPID DAMAGE ASSESSMENT –EMERGENCY RESPONSE ROUTES.....	229
APPENDIX F DEBRIS SITES.....	231
APPENDIX TABLE F – DEPARTMENT SITE INVENTORY.....	233
DEBRIS HOLDING SITES.....	235
FIGURE 1 KEOUGH PARK DEBRIS MANAGEMENT SITE INVENTORY.....	237
FIGURE 2 JACKSON PARK GOLF COURSE DEBRIS MANAGEMENT SITE INVENTORY.....	245
FIGURE 3 HILLWOOD PARK DEBRIS MANAGEMENT SITE INVENTORY.....	249
FIGURE 4 SHOREVIEW PARK DEBRIS MANAGEMENT SITE INVENTORY	253
FIGURE 5 HAMLIN PARK DEBRIS MANAGEMENT SITE INVENTORY	257
DEBRIS MANAGEMENT SITE OPERATING PLAN.....	261
NEIGHBORHOOD COLLECTION SITE OPERATING PLAN	273
DEBRIS TRACKING FORM.....	280
APPENDIX G DAILY OPERATIONAL REPORT FOR DEBRIS TRACKING.....	281
LOAD TICKET	284
TRUCK PLACARD.....	285
APPENDIX H SAMPLE CONTRACTS FOR DEBRIS REMOVAL.....	287
LUMP SUM CONTRACT FOR DEBRIS REMOVAL.....	289
UNIT PRICE CONTRACT FOR DEBRIS REMOVAL	291
TIME AND MATERIALS CONTRACT FOR DEBRIS REMOVAL.....	295
APPENDIX I CITY OF SHORELINE EMERGENCY CONTRACTING AND PROCUREMENT	299
CITY OF SHORELINE PURCHASING POLICY UPDATES	301
EMERGENCY SUPPORT FUNCTION #7 RESOURCE SUPPORT	305
APPENDIX J RIGHT OF ENTRY PERMIT FOR DEBRIS REMOVAL.....	315
RIGHT-OF-ENTRY ON PRIVATE PROPERTY FOR DEBRIS REMOVAL.....	317
APPENDIX K MUTUAL AID AGREEMENT	319
SHORELINE EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT	321
APPENDIX L ELIGIBILITY OF PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL COSTS 337	
ELIGIBILITY OF PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL COSTS.....	339

This page intentionally left blank

Section 1 Introduction

This page intentionally left blank

Section 1: Introduction

1.1 Purpose

The City of Shoreline recognizes that natural and human caused 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 of Shoreline also recognizes that planning for such disasters can lessen the impact on the community, economy, and the environment. Therefore, the City of Shoreline has developed this plan to facilitate a rapid response and recovery to debris causing incidents.

1.2 Mission

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

The City of Shoreline does not own any of the utilities that are provided to its residents and as such this plan doesn't cover or include the responsibilities that those agencies have for their property and infrastructure during a debris causing event. However, we would look to work collaboratively with them to facilitate the safe and expedient removal of debris if requested and we can accommodate such a request.

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

Washington State Comprehensive Emergency Management Plan

The Washington 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.

King County Disaster Debris Management Plan

See King County's Plan for specifics.

City of Shoreline Emergency Plans

The City of Shoreline Debris Management Plan is designed to stand-alone, but it aligns with other plans including the City's Comprehensive Emergency Management Plan (CEMP), the Hazard Mitigation Plan, and the Recovery Plan and may be found in a section of each plan as a resource.

1.5 Plan Maintenance and Update

This plan was assembled by the City of Shoreline's Public Works Department and the Office of Emergency Management with input from Park and Recreation Department, Planning and Development and the City Attorney's Office. Ongoing maintenance of the

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>

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

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

plan is overseen by the Plan Manager, the Public Works Operations Manager. The plan will be reviewed annually to ensure it is updated and accurate.

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. This annual plan review schedule aligns with the UASI Regional Disaster Debris Management Plan review schedule. 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 Plan Manager 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, contact information for internal staff and external resources, and the location and status of identified Debris Management Site(s) and Neighborhood Collection sites.

This page intentionally left blank

Section 2 Situation and Assumptions

This page intentionally left blank

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 Shoreline. 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

City of Shoreline 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 Possible in City of Shoreline

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
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.	High	Moderate
Earthquake	Primarily construction/demolition waste and municipal solid waste intermixed with problem waste.	Moderate	High
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.	Moderate	Low
Ice Storms	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
Tsunami or Seiche	Sediment and construction/demolition waste possibly contaminated with problem waste, including wastewater, petroleum, or other hazardous materials.	Low	Moderate

TABLE 2-1
Characteristics of Disaster Events Possible in City of Shoreline

Incident	Debris Characteristics	Regional Probability	Debris Impact
Landslides	Sediments and construction/demolition waste possibly contaminated with problem waste.	High	High
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
Nuclear, Chemical, or 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.	High	Moderate
Nuclear, Chemical, or Biological Attack	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	High

This information was compiled from multiple sources including the City of Shoreline 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 three different debris scenarios were considered when creating this plan. The first is a wind storm that has the potential to create a low to medium amount of debris, the second is a significant earthquake that has the potential to create a high amount of debris and the third is a flooding event.

Windstorm Debris Events

Historically, wind storms occur one to five times a year in City of Shoreline. 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.

- In December 2006, a wind storm occurred in which residents were given the opportunity to recycle vegetative waste at the Southwest Recycling & Transfer Station in Snohomish County during the renovation of the Shoreline Recycling

and Transfer Station. During the weekend of January 17th through the 21st and 24th through the 28th, 81 loads were taken to the transfer station totaling 210.97 tons.

- The City of Shoreline contains a mix of urban and suburban land use that will create different amounts of vegetative debris during a wind storm 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. For example the 1994 Northridge earthquake in Los Angeles, CA created 7 million cubic yards of disaster debris.

Flooding Debris Events

Historically, urban flooding occurs at least once annually in City of Shoreline. These events can create a medium to high amount of debris. Flood debris may consist of sediment, wreckage, personal property, and sometimes hazardous materials deposited on public and private property. Additionally, heavy rains and floods may produce landslides; in such cases, debris consists primarily of soil, gravel, rock, and some construction materials.

- A heavy storm event occurred on December 3, 2007 that flooded Ronald Bog and affected up to 30 homes south of the outlet pipe. Damage included flooded basements and garages producing an estimate of 90 yards of flood-damaged debris.

Debris Estimates for both Earthquake and Flooding

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

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:

$$L = \text{length of building in feet}$$

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

⁷ <http://www.fema.gov/government/grant/pa/demaqde.shtm>

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 single-family home has been found to be:

- 25-30 cy for homes without a basement
- 45-50 cy for homes with a basement

Outbuildings

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

$L' \times W' \times H' \times 0.33 =$ 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 made up from known facts or observations used to develop the plan. The following situation factors were considered when developing this plan:

- Natural and man-made disasters such as earthquakes, wind storms, 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 particular 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 may require the removal of debris from public or private lands.
- The amount of debris resulting from a major natural disaster may exceed the City of Shoreline'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 of Shoreline may 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.

This page intentionally left blank

Section 3 Applicable Rules and Regulations

This page intentionally left blank

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 Shoreline handles disaster debris including debris reduction and Debris Management Site and neighborhood collection site operations. This chapter also addresses the environmental and policy considerations for reducing, recycling and disposing of the disaster debris at the debris management sites.

3.1 Planning

The City of Shoreline has identified one (1) Debris Management Site (DMS) and three (3) neighborhood collection sites within its jurisdictional boundaries. In addition, depending on the event and the amount and type of debris it generates the City of Shoreline will potentially have the opportunity to partner with the City of Seattle for use of Jackson Park Golf Course, Seattle Debris Plan, Site 4.

Guidance for site selection was found in FEMA 325 Chapter 8 – Debris Management Sites, page 71. A representative from Public Health Seattle King County has reviewed the site locations on a preliminary basis utilizing the Debris Management Site Inventory sheets for each site, (Appendix K) and will authorize these sites prior to engaging in debris removal operations. The City of Shoreline will notify the health department prior to activating any of the identified collection sites.

3.2 Response

The City of Shoreline will initiate debris management site preparation activities during the response phase. 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 of Shoreline Comprehensive Emergency Plan (CEMP) gives the following authorities for City officials to act in a disaster/emergency:

1. Revised Code of Washington 38.52, 36.30, 39.34; 35.33.081, 35.33.101, 42.14
2. Washington Administrative Codes 118 and 296-62-3112
3. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2301-2303 Improved Civil Defense 1980
4. King County Charter and County Code 1.28, 2.16, 2.56, 12.52
5. Shoreline Municipal Code 2.50

The City of Shoreline may decide to reduce the debris via air curtain incineration or grinding. Neighborhood collection sites should be developed and operated using the Washington State Department of Ecology's Intermediate Solid Waste Handling Facility Standards under WAC 173-350-310⁸ as guidance. The City of Shoreline will ensure that DMS's will be developed and operated using the Washington State Department of Ecology's "Pile" Standards under WAC 173-350-320⁹ and Moderate Risk Waste Handling under WAC 173-350-360 (if moderate risk waste is accepted) as guidance. (See Appendix K for further explanation).

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 DMS sites and disposition of the disaster debris.

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 DMS sites.

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

- Debris Removal Managers in the county and neighboring jurisdictions
- Puget Sound Clean Air Agency (PSCAA)
- Public Health - Seattle & King County
- King County Solid Waste Division
- Local Hazardous Waste Management Program in King County

3.3 Recovery

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

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 of Shoreline 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

⁸ <http://apps.leg.wa.gov/wac/default.aspx?cite=173-350-310>

⁹ <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-350-320>

(chipping/grinding/incineration) is operating properly and within the regulations of PSCAA and the local fire department.

Air Quality and Burning 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 burners 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 of Shoreline 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. Approved contractors are listed with the Household Hazardous Waste Management of King County found in Appendix A, *Debris Resources-External Agencies*.

White good 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.

The 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 Shoreline will endeavor to meet all of the best practices sited below while opening Neighborhood Collection Sites and Debris Management Sites.

Neighborhood Collection Site Requirements

A neighborhood collection site is a temporary solid waste handling site used to consolidate debris within a local jurisdiction or area for transfer to a debris management site (DMS) or a permanent solid waste handling facility. Neighborhood collection sites should be developed and operated using the Washington State Department of Ecology's

Intermediate Solid Waste Handling Facility Standards under WAC 173-350-310¹⁰ as guidance. Design standards 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 washdown water
- Provide pollution control measures to protect air quality
- Provide all-weather surfaces for vehicular traffic
- Meet performance standards of WAC 173-350-040

It is recognized that some of these standards may not apply to neighborhood collection sites, or may not be applicable to a sites depending a variety of operating conditions.

As part of the Solid Waste Handling Facility Standards, Jurisdictions will develop an operating plan for each neighborhood collection site. An operating plan template for neighborhood collection sites is included in Appendix F.

Debris Management Site Requirements

A debris management site is a temporary solid waste handling site used to collect, sort, and reduce debris, including special waste, prior to final recycling or disposal. DMSs should be developed and operated using the Washington State Department of Ecology's "Pile" Standards under WAC 173-350-320¹¹ and Moderate Risk Waste Handling under WAC 173-350-360 (if moderate risk waste is accepted) as guidance. Design standards for DMS include:

- Identify 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
- Meet the performance standards of WAC 173-350-040
- All piles shall be designed to:
 - Control public access

¹⁰ <http://apps.leg.wa.gov/wac/default.aspx?cite=173-350-310>

¹¹ <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-350-320>

- 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 sites depending 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, Jurisdictions will develop an operating plan for each DMS. A debris management site operating plan template is included as attachment C to this summary.

DMS and Neighborhood Collection Site Review and Activation Process

The following process for site review and identification has been recommended:

- Complete a Site Inventory/Investigation of Site Suitability Form (found in Appendix F) 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 (found in Appendix F).
- 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

3.4 Summary of Applicable Rules and Regulations

Debris Management Activity	Phase	Potential Permits Needed	Agencies to Consult
Private Property Debris Removal	Response Recovery	<ul style="list-style-type: none"> • Right of Entry Permit • Asbestos/Demolition Notification 	<ul style="list-style-type: none"> • Washington Department of Archeology and Historical Preservation • Local Planning Office • Puget Sound Clean Air Agency
Debris Chipping	Recovery	<ul style="list-style-type: none"> • Asbestos/Demolition Notification 	<ul style="list-style-type: none"> • Puget Sound Clean Air Agency
Debris Incineration	Recovery	<ul style="list-style-type: none"> • Outdoor Burn Permit 	<ul style="list-style-type: none"> • Local Fire Marshall • Puget Sound Clean Air Agency
Debris Management Site Identification and Operation	Response Recovery	<ul style="list-style-type: none"> • Programmatic (non-project) SEPA 	<ul style="list-style-type: none"> • Local Health Department/District • Puget Sound Clean Air Agency • Washington Department of Ecology • Washington Department of Archeology and Historical Preservation

Section 4 Concept of Operations

This page intentionally left blank

Section 4: Concept of Operations

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

4.1 Debris Management

This plan will be used by the City of Shoreline staff when a command structure is established in response to debris-causing incident that impacts all or part of the City of Shoreline or neighboring jurisdictions. After a debris causing event, like a wind storm, flooding, or earthquake, the Public Works Operations Manager will initiate planning for debris removal with the city operations crews and other staff as in identified Appendix B1.

4.2 Debris Management Response Levels

Level One: Routine Operations

A level one incident corresponds to day-to-day emergencies requiring minimal coordination and assistance. These include incidents such as 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 Impact Disaster

Level two incidents are situations requiring more than routine coordination and assistance, and generally involving multiple jurisdictions. These include incidents such as moderate earthquakes, minor or moderate flooding in multiple locations, and winter storms with snow, ice, or high winds. The situation may require mutual aid or contract resources, and it may be necessary to proclaim a local emergency.

Level Three: High Impact Disaster

Level three incidents are incidents that require a high degree of coordination and generally involve state and federal assistance. These include incidents such as large earthquakes, severe flooding, or severe winter storms. In most cases, a local emergency will be proclaimed.

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 Shoreline 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, regional, and temporary debris storage and reduction 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 are designed to address immediate or short-term effects of a debris causing incident. Prior to deployment, staff will be briefed on the debris removal plan and all safety issues concerning it, to include issuing any personal protection equipment that may be needed. During the response phase, staff will initiate the following tasks:

- Activate debris management plan and coordinate with damage assessment team.
- Begin documenting costs.
- Begin 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 are designed to return 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.

- 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 Shoreline will use the Incident Command System to structure debris management response, as outlined in the City of Shoreline Comprehensive Emergency Management Plan. Based on the size and scope of the incident, debris management staff may act in multiple roles. In an incident that predominantly entails debris operations, for instance, the Debris Manager may act as the Incident Commander or Operations Section Chief. During larger and more complex incidents, the Debris Manager may be assigned to the Operations Section as a branch director or group supervisor.

4.5 Roles and Responsibilities

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

City of Shoreline Departments

Supporting disaster debris management operations will involve multiple departments and divisions with the City of Shoreline. 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. Public works staff will direct debris operations during response and recovery.

Emergency Management: Emergency Management will coordinate activities and resource needs through the EOC and/or with the County and State Emergency Management departments.

Police Department: will assist with traffic management activities if needed for TDSR sites

Environmental Services: will coordinate with the City's solid waste management provider to implement removal procedures.

Streets Department: will keep main arterials open and debris free while supporting the Environmental Services in delivering debris from public right away to the TDSR sites.

Parks Department: will assist the Streets department in debris removal and delivery to TDSR sites.

Planning and Development Services staff, along with assistance from staff of the Customer Response Team, will be primarily tasked with determining if structures should be demolished and removed to minimize a threat to life safety and public health.

Purchasing Department: will work with Public Works to locate vendors, coordinate contracts if needed, and arrange payment.

Finance Department: is the applicant agent for FEMA reimbursement.

Public Health of Seattle and King County: 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.

External Agencies

Washington State Department of Ecology (Ecology): Ecology is responsible for the protection of Washington'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 (WAEMD): The WAEMD 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 WAEMD can ensure that facilities are operating in compliance with federal and state regulations and can determine priorities for handling and removal.

Washington State General Administration (GA): GA is the primary state agency responsible for Emergency Support Function (ESF) #3: Public Works and Engineering under the Washington 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 Washington State Military Department Division of Emergency Management.

Washington National Guard: The Washington National Guard may provide equipment, personnel, and technical assistance to protect the State of Washington. 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 State Emergency Management Division.

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

Puget Sound Clean Air Agency (PSCAA): The PSCAA is responsible for regulating air quality in Puget Sound. During debris-causing disasters, the PSCAA 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.

United States Department of Agriculture (USDA): The USDA Natural Resource Conservation Service (NRCS) provides technical and financial assistance to private land owners, 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 Coast Guard (USCG): The USCG, under the Ports and Waterways Safety Act (33 U.S.C. § 1221), is responsible for keeping waterways safe and open. While there is no specific language stating that the USCG is responsible for debris removal from waterways, the USCG has been tasked in the past to assist in waterway and marine transportation system recovery.

United States Department of Defense (DOD): The Seattle 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 Washington 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.

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.

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. During debris-causing incidents, these companies can be tasked with maintaining existing municipal solid waste service, as well as potentially 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. These contractors can be put 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.

Appendix B, Table B-4, *Debris Resources*, provides a list of contracted and pre-qualified contractors 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.

Debris Management Team

Immediately following a disaster event, the City of Shoreline will establish a disaster debris management team; which convenes as a group within the operations section 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 lead 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 Operations Manager, PW Roads Supervisor, PW Road Lead, Environmental Program Coordinator, PADS Building Official, PADS Code Enforcement, Customer Response Team Supervisor, Parks Maintenance Supervisor, Parks Maintenance Lead, and other staff deemed appropriate due to the type of debris event or their subject matter expertise.

Local, County, and State Resources

Additional resources may be available from neighboring jurisdictions and county departments. Section 5.5 lists existing mutual aid agreements that can be utilized to obtain additional resources.

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 Washington 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 two Emergency Support Functions (ESFs) that perform debris-related activities under FEMA Mission Assignments:

- **ESF #3 – Public Works and Engineering** is 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 agency for ESF #3.

- **ESF #10 – Oil and Hazardous Material Response** 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).

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

The City of Shoreline debris management staff will utilize the following methods to communicate with their own jurisdiction as well as others, during a debris-causing event:

1. 800 MHz radio system
2. Cellular phone
3. Cellular phone direct-connect
4. Email
5. Short Message Service (SMS) messages (*i.e. text messages*)
6. Satellite phones at the primary and secondary EOC

Direct briefings and debriefings

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 City of Shoreline Safety Manual and the City of Shoreline Health and Safety Plan. Both plans are included in *Appendix C* of this plan. Both of these plans enable the agency and their contractors to avoid accidents during debris

recovery operations and to protect workers from exposure to hazardous materials. The health and safety strategy establishes minimum safety standards for the agency 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 of Shoreline 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.

This page intentionally left blank

Section 5 Current Resources

This page intentionally left blank

Section 5: Current Resources

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

5.1 Staff

Debris operations staff members are 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 in Zone 1, King or Snohomish Counties, from jurisdictions outside the impacted area, and/or contractors depending on the requirements of the incident. Some support roles can be filled by members of the City's Registered Volunteer Disaster Workers who are members of the Community Emergency Response Team (CERT).

During an incident, staff may be needed to assume one or more roles as described below. The Public Works Operations Manager will be responsible for appointing appropriate staff to fulfill these roles.

Debris Management Position	Roles and Responsibilities	Primary and Alternate Staff Identified for Position	Recommended Training and Qualifications
Debris Removal Manager	Coordinates all debris removal activities related to an incident. Activities include communication among other members of the disaster management team, communication of project status activity and reporting, and dissemination and implementation of policy directives to debris removal personnel.	Public Works Director, Solid Waste Manager	IS-630, IS-631, 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 Supervisor, Solid Waste Supervisor	IS-630, IS-631, IS-632, E-202
Debris Management Site Supervisor	Manages one or more Debris Management Sites (DMS) and is responsible for overseeing waste separation	Public Works Manager, Solid Waste	IS-630, IS-631, IS-632, E 202

	and environmental protection concerns, as well as filling out paperwork and reporting documentation.	Manager	
Finance, Admin, and Logistics Staff	Track time for personnel, equipment, and incident costs. These positions also assist with contracting and purchasing resources, completing documentation required for reimbursement of expenses, and provides check-in for demobilizing resources.	Identified Staff	IS-630, IS-631, IS-632, IS-703
Quality Assurance	Ensures the debris operations are cost effective. They do this by monitoring the type and amount of debris during collection, sorting, reduction, and disposal.	Contractors	IS-631, IS-632
Structural Engineer	Oversees, inspects, and assesses impacted structures and makes appropriate recommendations on building condemnation and demolition.	Planning or Engineering Staff, Contracted Engineer	IS-631, 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.	Solid Waste Department Manager,	IS-630, IS-631, IS-632, E-202
Public Information Officer	A Public Information Officer (PIO) familiar with debris management issues should be assigned to the Incident Commander or Joint Information Center (JIC), as necessary. Responsibilities include coordinating with PIOs of other agencies to keep the public informed	Communication Specialist, Public Works Staff	G-290, E-388, P-403

	<p>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.</p>		
<p>Legal Staff</p>	<p>Conducts reviews and manages all legal matters in the debris management planning process. In addition to advising the debris management planning staff, the legal department may also perform the following tasks:</p> <p>Contract review, Rights of entry permits, Community liability, Indemnification, Condemnation of buildings, Land acquisition for DMSs, Site closure/restoration and insurance</p>	<p>City of Shoreline Legal Staff</p>	<p>IS-632</p>

IS-630 Introduction to the Public Assistance Process

IS-631 Public Assistance Operations I

IS-632 Introduction to Debris Operations in FEMA's Public Assistance Program

E-202 (EMI) Debris Management (FEMA debris management class or equivalent)

E-388 Advanced Public Information Officer

G-290 Basic Public Information Officer

IS-703 NIMS Resource Management

P-403 All-Hazards Public Information Officer

Appendix B, Table B-1, *Debris Resources*, includes a listing of City of Shoreline personnel and their potential role during debris management operations. All of the City of Shoreline staff can be contacted from the emergency contact information maintained in the City's EOC Communication's Unit hard copy book, on the EOC Software and through records maintained by Human Resources.

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 City of Shoreline's contract solid waste hauler(s). Equipment needs will depend on the debris causing incident and will be dictated by the Operations section and the Planning Section during the incident.

Appendix B, Table B-2, *Additional Debris Resources*, includes a listing of City of Shoreline equipment available for debris operations.

5.3. Technology

The City of Shoreline has the capability, through their Information Services Department to provide GIS mapping and modeling, Appendix B, Table B-3, *Additional Debris Resources*. One staff assigned to IS can be requested during a debris causing event to assist with this function if needed.

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. In addition, King County GIS staff are available who have been trained on the FEMA's HAZUS GIS software which allows for an in depth analysis of potential losses.

5.4 Contract Resources

During an incident it may be necessary to contract with other resource providers to augment the City of Shoreline's debris management staff and equipment. These resources can be used to assist with specific tasks such as debris clearance or debris site management, or can be hired to manage the entire debris removal and disposal process. Contractors **CANNOT** be awarded pre-disaster/stand-by contracts with mobilization costs or unit costs that are significantly higher than what they could be if the contract were awarded post-disaster.

Section 7, *Contracted Resources*, provides instructions for contracting additional resources prior to and during an incident. Appendix B, Table B-4, *Additional Debris Resources*, includes a table of standby and pre-qualified contract resources available for debris operations.

5.5 Mutual Aid and Interlocal Agreements

There are a variety of agreements the City of Shoreline has in place and can enact to ensure adequate resources and staffing are available during a debris incident. A Mutual Aid Agreement Sample Template is in *Appendix K* of this plan.

Agreements applicable to a debris incident are listed in table 5-1 (below), including details on how the agreement is activated and what requirements are placed on both parties.

TABLE 5-1
Existing Agreements

Agreement	Type	Participation Requirement	Service Requirement	How Activated	Types of Resources Available
Washington Public Works Emergency Response Mutual Aid Agreement	Mutual Aid	Voluntary	Voluntary		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 WAEMD.	All types of resources, including debris clearance equipment and staff
Washington State Intercounty Mutual Aid Agreement	Mutual Aid	Voluntary	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.	Requests for emergency assistance shall be directed to the designated contact person(s) on the contact list provided by the Party Counties.	Equipment, supplies, personnel, or direct provision of services
Washington State Fire Mobilization Plan	Mutual Aid		Voluntary	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 makes a decision on mobilization in consultation with the governor's chief of staff.	Firefighters and equipment needed to manage fires, disasters, or other incidents – this is an all-risk agreement.

Agreement	Type	Participation Requirement	Service Requirement	How Activated	Types of Resources Available
				<p>Reimbursement by the WSP will take place for any labor or resources expended after a mobilization is declared.</p> <p>Plan expressly notes that it is not a replacement for local mutual aid agreements and the resources available from such agreements must be expended before a mobilization request will be granted.</p>	
Draft Washington State Law Enforcement Mobilization Plan	Mutual Aid	Unknown	Unknown	Unknown	Unknown
King County: Solid Waste Interlocal Agreements	Interlocal Agreement	Unknown	Unknown	Unknown	Solid Waste Disposal Resources
King County: Regional Disaster Plan for Private and Public Agencies in King County	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.
Shoreline Emergency Management Mutual Aid Agreement	Mutual Aid	Voluntary, signatures on file	Resource lending and borrowing from Community Partners	Request to the agency point of contact	Staff, open and office space, 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 B, Table B-5, *Debris Resources*, lists regional disposal resources that can be used during debris operations. The amount and type of debris each facility accepts may change based on the size and severity of the incident so after each event Part of the debris management developed for the specific event will include contacting these facilities to ensure proper usage of the sites is met.

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 B, Table B-6, *Debris Resources*, lists regional debris processing resources that can be used during debris operations. The types of waste each facility accepts or is approved to accept may change based on the size and severity of the incident. Part of the debris management plan developed for the specific event will include contacting these facilities to ensure proper usage of the sites is met.

Section 6 Debris Collection and Hauling Operations

This page intentionally left blank

Section 6: Debris Collection and Hauling Operations

This section provides information on disaster debris response and recovery operations, including: damage assessment, debris collection, and the establishment of temporary Debris Management and Neighborhood Collection sites.

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 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 Shoreline's or the Region's ability to respond to life, safety, and property concerns. 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 D, *Washington Public Assistance Damage Assessment*, of this plan.

The debris assessment should accomplish all of 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

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 City of Shoreline's Public Works Department is responsible for directing damage assessment operations. They are supported in this function by the Planning and Development Services, Customer Response Team, and Parks Maintenance staff. The following resourced will be used to perform damage assessment:

- Public Works Staff - assigned to preliminary rapid damage assessment
- Police and Fire Department staff - assigned to preliminary rapid damage assessment

- Customer Service Response Team - assigned to preliminary rapid damage assessment
- City's Building Inspectors - assigned to assess actual damages to critical facilities, and other buildings and structures
- City Engineers - assigned to assess infrastructure
- City's Code Enforcement Officer - assigned to ensure enforcement actions are within code
- Park's Department maintenance staff - assigned to damage assessments of parks and their facilities
- Registered Volunteer Disaster Workers - Community Emergency Response Team/ Auxiliary Communications Services (Ham Radio Team).
- All city staff that are trained in ATC 20, 21, and 45

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 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 of Shoreline has developed the following guidance for prioritizing debris removal:

1. Life Safety
2. Situation Stabilization
3. Property Protection
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 Shoreline has developed the 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 can be obtained from local or federal law enforcement officials.

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 of Shoreline 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 Major Freeways or Arterial Routes.** 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 E, *Lifelines, Critical Infrastructure, and other Debris Clearance Priorities*, includes listings and a map 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 methodology listed in Section 6.3 of this plan. Debris operations are delineated in two phases. Each operation has different methodologies that require separate documentation, monitoring and validation. Each operation requires individual project worksheet development and tracking. Operationally, there needs to be a clear distinction of each specific operation, of when one phase begins and ends (i.e. Clearance) and the next operational phase (i.e. Removal) begins and ends.

Debris clearance and removal contracts will only be signed **AFTER** they have been reviewed by the City Attorney's Office.

Debris Clearance

Debris clearance is normally performed in the initial response phase in which roadways and infrastructure is cleared or moved to the side to allow for cleared roadways or access. Initial debris clearance will focus on removing debris from public property based on the priorities listed in Section 6.3. Additional debris clearance from private or commercial property may be necessary if the debris presents a health or safety risk to the community. Clearance operations are normally categorized in FEMA Public Assistance as Emergency Protective Measures (Category B).

Debris Removal

Debris removal, normally associated with the Recovery Phase of a debris causing event, is the actual collection and removal of debris categorized in FEMA Public Assistance as Emergency Protective Measures (Category A).

Appendix B, Table B-4, *Debris Resources*, lists additional resources that can be used to clear and haul disaster debris following an incident. 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 Sites or Neighborhood Collection Sites/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 include debris drop boxes, Debris Management Sites, landfills, and transfer stations.

6.5 Debris Management and Neighborhood Collection Sites

The City of Shoreline has identified two classes of sites for use during debris management operations.

- A neighborhood collection site is a temporary solid waste handling site used to consolidate debris within a local jurisdiction or area for transfer to a debris management site (DMS) or a permanent solid waste handling facility.
- A debris management site is a temporary solid waste handling site used to collect, sort, and reduce debris, including special waste, prior to final recycling or disposal.

Site Management

Debris Management Site preparation and operation may be managed by the jurisdiction or 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 B, *Debris Resources*, lists City of Shoreline personnel or qualified contractor capable of staffing each of 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:** Regional monitors (whether City of Shoreline employees or 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 would 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, debris management sites should be identified and established prior to an incident to allow appropriate planning and permitting to be completed. Appendix F, *Debris Management Site Operating Plans*, contains operating plans for potential management sites and neighborhood collection sites that the City of Shoreline has identified.

Permits

Section 3, *Applicable Rules and Regulations* provides a discussion of the applicable permits necessary for establishing and operating debris management sites. In general Neighborhood Collection sites should be developed and operated using the Washington State Department of ecology's Intermediate Solid Waste Handling Facility Standards under WAC 173-350-310¹² as guidance, and DMSs should be developed and operated using the Washington State Department of Ecology's "Pile" Standards under WAC 173-350-320¹³ 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 Shoreline has located one (1) Debris Management site and three (3) Neighborhood Collection Sites for use during disaster debris operations that meet the criteria discussed below. *Appendix F, Debris Management Sites*, provides a list of sites currently identified. This list also includes the potential for using a DMS in the City of Seattle that is significantly larger than the DMS in Shoreline.

Locating Additional Debris Management Sites

¹² <http://apps.leg.wa.gov/wac/default.aspx?cite+173-350-310>

¹³ <http://apps.leg.wa.gov/wac/default.aspx?cite+173-350-320>

When identifying additional debris management sites, planning staff should first consider sites that already have solid waste handling permits and, secondly, 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; 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 F, Debris Management Site and Neighborhood Collection Site Inventory, will be used to evaluate new debris sites.

Site Preparation

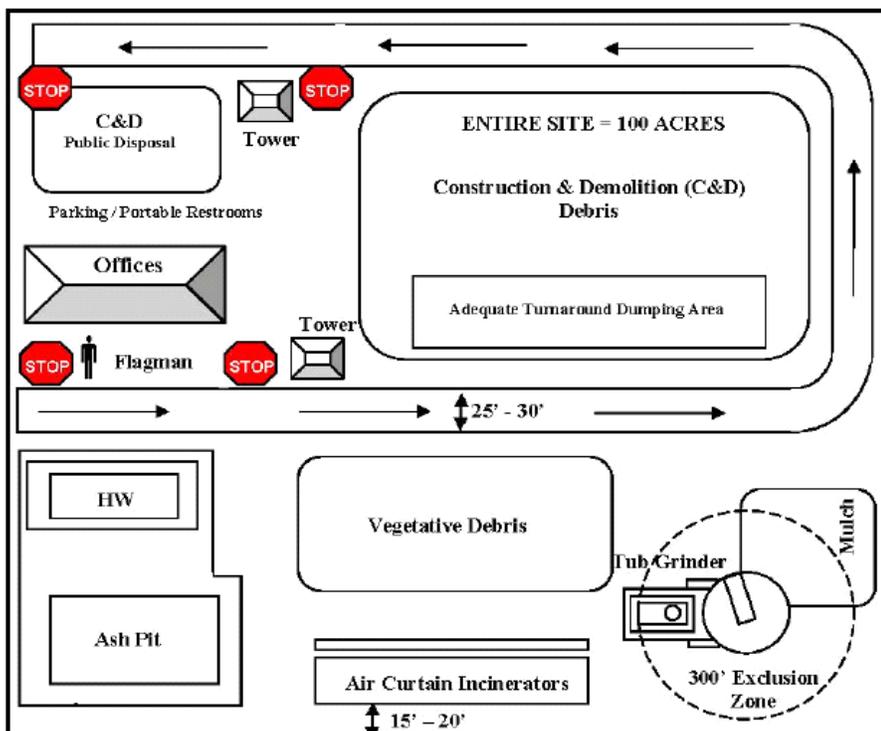
Develop a Memorandum of Understanding, a Memorandum of Agreement, or lease/use agreement, if required. For the sites within the City of Shoreline city limits all three are owned by the City. Other sites will need an MOU. A sample MOU can be found in *Appendix K MOU*, of this plan.

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 will have to be altered due to facility availability within the City of Shoreline. 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 in order 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 Shoreline 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, similar to 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 City of Shoreline 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 B, *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, 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 debris management sites 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 B, *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 B, 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. Because of air quality concerns in the region, incinerating debris is not generally considered a viable reduction strategy. 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 Chapter 3, Legislation and Policies, 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 B, 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 due to the fact that 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.
- **Rural Controlled Incineration:** Controlled open-air incineration is a cost-effective method for reducing clean, woody debris in rural areas. Jurisdictions should consult with their local fire departments and the PSCCA to determine what permits are necessary for rural incineration. Ash from rural incineration may be used as a soil additive; however, local health departments and agricultural extension personnel should be consulted to confirm whether this is allowed in any specific jurisdiction. The controlled open-air incineration option should be terminated if mixed debris enters the waste stream.

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 as a result 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 biohazardous 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, jurisdictions should 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 external agencies such as Public Health Seattle King County, able to assist the City of Shoreline in processing and disposal of problem waste is included in Appendix A, *External Agencies*, 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. The site manager may request guidance from a Subject Matter Expert if needed.

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.

Debris monitoring can be accomplished by City of Shoreline staff, or by a debris monitoring contractor hired by the City of Shoreline. Contact information for debris management contractors is included in *Appendix B, 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:

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

Documentation and Reporting Requirements

During the operation of debris management sites, any operations that will have a bearing on site closeout need to be documented, such as 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. This information will be used during site closeout operations.

6.8 Debris Management Contractor Monitoring

The City of Shoreline will establish a contract monitoring plan for contracted services. The purpose of this plan is to accurately track costs and protect the City of Shoreline'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 of Shoreline 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 G, *Debris Management Monitoring Forms*.

Considerations for Unit Price Contracts

A unit price contract requires that all trucks be accurately weighed, or measured and numbered, and that all truckloads be documented. Full-time trained contract monitors are usually necessary for this type of contract to keep an accurate account of the actual quantities of debris transported (in either cubic yards or tons). Monitors must be available at debris pickup locations to ensure the debris being picked up is eligible. In addition, this type of contract requires the contractor to provide or construct an observation stand at all reduction and disposal sites so the contract monitor can certify the load. If scales are used, monitors must also ensure that proper weights are registered before and after trucks have been emptied. The following conditions for unit price payments also apply:

- If unit price payments are based on weight, a truck scale must be available at the disposal site for weighing trucks. The weight of an empty truck must also be confirmed.
- If unit price payments are based on volume, monitors must verify truck capacities and inspect trucks for proper loading and compaction.

Load Tickets

The term "load ticket" refers to the primary debris-tracking document. A load ticket system tracks the debris from the original collection point to the debris management site or landfill. By positioning debris monitors at each point of the operations (collection, site, and/or final disposition), the eligible scope of work can be properly documented. This process enables the jurisdiction to document and track debris from the initial collection location, to the debris management site, and to final disposal locations. If a jurisdiction uses a contract hauler, this ticket often verifies hauling activities and can be used for billing purposes. Load tickets should be multi-copy and sequentially numbered. All copies of load tickets presented for payment must match in order for payments to be made. A sample load ticket is included in Appendix G, *Sample Debris Management Monitoring Forms*.

Truck Certification and Periodic Recertification

Prior to beginning contract work, each truck must be certified. Certification includes a record of the following:

- Volume of the truck bed in cubic yards or empty truck weight
- Truck license number
- Any identification number assigned by the owner
- A short description of the truck

Monitors may need to be trained in order to measure truck capacities for certification purposes. Recertification of the hauling trucks on a random and periodic basis should be implemented for contract compliance and reimbursement considerations. A listing of certified trucks should be maintained by debris monitors to ensure that truck identifications have not been altered. A sample truck certification form is included in Appendix G, *Sample Debris Management Monitoring Forms*.

Awareness of Improper Unit Price Contractor Strategies

Monitors must be aware of the following techniques, which have been used by contractors to take advantage of unit price contracts during the debris cleanup process:

- Reporting improper truck volumes
- Adding improper debris to a load to increase weight (i.e., steel, boulders, excess soil, or concrete)
- Soaking debris with water
- Tipping half of the load
- Switching a truck number
- Using large fuel tanks that are almost empty on initial weigh-in and full when delivering debris
- Adding steel plates or other weights to the bottom of the truck bed
- Only FEMA has the authority to make eligibility determinations not the contractor

Considerations for Time and Materials Contracts

For time and materials contracts, jurisdictions must document the length of time that equipment and personnel is used, and must ensure that equipment and personnel are being used efficiently. A sample Time and Materials Contract is included in Appendix H, *Sample Contracts*.

Considerations for Debris Monitoring Contracts

Debris monitoring contractors can be used to monitor and document debris operations, to manage other debris management contractors, or to operate a jurisdiction's complete debris management operation.

When developing scopes of work for debris management contractors, or when evaluating their performance, the following should be considered and evaluated:

- Documentation of the type of debris collected
- Documentation of the amount of debris collected
- Documentation of the original collection location
- Measurement and certification of truck capacities (recertify on a regular basis)
- Completion and physical control of load tickets (in monitoring towers and the field)
- Validation of hazardous trees, including hangers, leaners, and stumps (use appropriate documentation forms)
- Confirmation that trucks are accurately credited for their load.
- Confirmation that trucks are not artificially loaded to maximize reimbursement (e.g., debris is wetted or debris is fluffed instead of compacted)
- Confirmation that hazardous waste is not mixed in with loads.
- Confirmation that all debris is removed from trucks at the DMS
- Notification to project manager if improper equipment is mobilized and used
- Notification to project manager if contractor personnel safety standards are not followed
- Notification to project manager if general public safety standards are not followed
- Notification to project manager if completion schedules are not on target
- Confirmation that only debris specified in the scope of work is collected and identification of work as potentially eligible or ineligible
- Monitoring of site development and restoration of the debris management site.
- Confirmation that daily loads meet permit requirements
- Confirmation that work stops immediately in an area where human remains or potential archeological deposits are discovered
- Notification to project manager if debris removal work does not comply with all local ordinances, as well as state and federal regulations
- Completion of a pre- and post-event environmental assessment of each debris management site.

This page intentionally left blank

Section 7 Contracted Resources

This page intentionally left blank

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 and Appendix B*, lists current contracts the City of Shoreline can use to augment their existing resources during a debris creating incident. It was developed by identifying what our current provider, Clean Scapes, is contracted to provide and others we have used in the past after exhausting the resources of our contracted hauler. Prior to engaging additional resources for debris collection and hauling it is imperative that the City of Shoreline consult with Clean Scapes, Inc. This company is granted a garbage certificate from the Washington Utilities and Transportation Commission (WUTC) that provides them the authority to collect waste in a defined service area. If additional resources are needed to collect debris and the franchised solid waste collection company is unable to provide adequate resources the City of Shoreline can contract with another company, but only after the company has been granted a temporary garbage certificate from the WUTC. The provision of temporary garbage certificates is discussed in RCW 81.77.110.

7.2 Contract Debris Management Resource Needs

Based on the current resources identified in Section 5, *Current Resources*, the City of Shoreline has identified that additional resources may be needed in these areas to support 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, (materials separated by type or kind)
- Debris processing and reduction
- Commercial and private property demolition and debris removal
- Commercial and private property sediment removal
- Debris site management
- Debris monitoring and inspection

Contracts have been or are being developed to address these needs. An updated list of debris management resources including emergency contract information is listed in *Appendix B-4, Debris Resources*, which includes those the city has contracted with and pre-qualified from those located regionally as identified in the *UASI Disaster Debris Management Plan Volume 2 Resources Appendixes*. The UASI Resources are included in case we have an

event that exhaust all local resources and the City needs to reach to more regional resources. Debris removal contracts will only be signed **AFTER** they have been reviewed by the City Attorney's Office.

7.3 Emergency Contracting and Procurement Procedure

It is advisable for the City of Shoreline to contract for debris management resources prior to a debris causing incident or to pre-qualify contractors who may perform debris management operations. If emergency contracts have to be established during an event the following general emergency contract rules apply:

- The contractor must be licensed and bonded
- The contractor must have adequate insurance
- The contract must comply with state and Federal procurement standards including provisions of 44 CFR Part 13
- The contractor cannot be on the Washington State Department of Labor and Industries Debarred Contractors list¹⁴

In addition, the following City of Shoreline emergency contracting and procurement procedures that must be followed:

City of Shoreline emergency contracting procedures can be located in the Comprehensive Emergency Management Plan (CEMP), ESF #7 RESOURCE SUPPORT, APPENDIX I, Finance Handbook. Contracts must be reviewed and approved by a representative the City of Shoreline City Attorney's Office before they can be signed.

Types of Contracts

The type of contract used to supply debris management services will vary depending on the type of work to be performed and how soon after the incident the work is planned. *Examples of some of these are in Appendix H.* The three recommended contract vehicles for debris operations are:

Time and Materials Contract: Under a time and materials contract, the contractor is paid based on time spent and resources used in accomplishing debris management tasks. Time and materials contracts are extremely flexible and especially suitable for early debris right-of-way clearance jobs and hot spot cleanups. It is recommended that the use of time and materials contracts be limited to the first 70 work hours after a disaster.

Unit Price Contract: A unit price contract is based on weight (tons) or volume (cubic yards) of debris hauled. This kind of contract should only be used when the scope of work is not well defined. It requires close monitoring of debris collection, transportation,

¹⁴ <http://www.lni.wa.gov/TradesLicensing/PrevWage/files/DebarList.pdf>

and disposal to ensure that quantities are accurate. A unit price contract may be complicated by the need to segregate debris for disposal.

Lump Sum Contract: A lump sum contract is used when the scope of work is clearly defined and the areas of work are specifically quantified. Lump sum contracts require the least monitoring by the contracting Jurisdiction.

The following contract vehicles should are not recommended:

Cost plus Percentage of Cost: A cost-plus-percentage-of-cost contract is one whereby the contractor is compensated for work performed, such as a time and materials contract, but also compensated an additional percentage of that compensation.

Conditional upon Federal Reimbursement: This kind of contract only reimburses contractors if the region receives federal funding.

Piggyback Contracts: When a Jurisdiction uses another Jurisdiction's contract it is referred to as "piggybacking" on their contract. Variables associated with scopes of work and costs generally make this an option to be avoided.

Competitive Bid Process

During an emergency it is possible to develop an expedited process to competitively bid work. In the past Jurisdictions have developed scopes-of-work, identified contractors that can do the work, made telephone invitations for bids, and received competitive bids.

It is also important to note that in Jurisdictions where solid waste collection is regulated by the WUTC, contracting with additional resources for debris collection and hauling may only be pursued if the WUTC-certified hauler is unable to provide service, and only after the replacement contractor has been issued a temporary garbage certificate by the WUTC. The provision of temporary garbage certificates is discussed in RCW 81.77.110.

This page intentionally left blank

Section 8 Private Property Demolition and Debris Removal

This page intentionally left blank

Section 8: Private Property Demolition and Debris Removal

Private property debris removal refers to the demolition and removal of disaster debris on private commercial or residential property. Generally, removal of debris from private property is not recommended. 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 Shoreline will need to follow in order to potentially receive expense reimbursement through the Public Assistance Program.

8.1 Debris Removal and Demolition Permitting and Procedures

Following a debris causing incident, the City of Shoreline may need to enter private property to demolish private structures made unsafe by disasters in order to eliminate immediate threats to life, public health, and safety. The demolition of privately owned structures deemed unsafe, and subsequent removal of demolition debris, may be required when the following conditions are met:

- The Customer Response Team and/or staff designated by the Planning and Developmental Services Director identifies that the structure is unsafe and poses an immediate threat to the public. An unsafe structure is so damaged or structurally unsafe that partial or complete collapse is imminent.
- The City of Shoreline demonstrates that it has the authority and legal responsibility to enter private property to perform the demolition. The legal basis for this responsibility must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition representing an immediate threat to life, public health, and safety, not merely defining the applicant's uniform level of services.
- A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris.

The condemnation and demolition of structures must comply with existing City of Shoreline condemnation and demolition procedures unless expedited procedures are in place due to the severity of the incident. Additional information on condemnation and demolition are provided below. For Eligibility of Private Property Demolition and Debris Removal Costs see Appendix L.

Demolition Documentation

The following documents should be collected and/or completed prior to demolition in order to comply with City of Shoreline regulations:

- **Verification of ownership** ensures that the proper site and owner are identified and that the owner is aware of the nature of the scheduled building assessment.
- **Right-of-entry form** is signed by the property owner, which allows the building official or other authorized agent to enter the property to complete the

assessment. It often contains a hold harmless agreement that documents the property owner's promise that he or she will not bring legal action against the applicant if there is damage or harm done to the property. A *sample Right of Entry form* is included in Appendix J of this plan.

- **The Building official or other assigned authorized agent assessment** is the documentation of the damage to the structure and the description of the threat to public health and safety. This assessment often contains the authorized agent's determination as to whether the structure should be condemned, repaired or demolished. This may be in the form of an official structural assessment.
- **Verification of insurance information** refer to Shoreline Municipal Code 20.30
- **Archeological review** refer to Shoreline Municipal Code 20.30
- **Environmental review** refer to Shoreline Municipal Code 20.30
- **Washington State Historical Preservation Office Review** refer to Shoreline Municipal Code 20.30
- **Photos** show the disaster-damaged condition of the property prior to the beginning of the demolition work. This is generally one or more labeled photographs that confirm the address and identified scope of work on the property. If it is determined that a structure needs to be demolished, additional documentation may be required for the applicant's legal protection as well as the public's health and safety during the demolition and debris removal operations.
- **Letter or notice of condemnation** refer to Shoreline Municipal Code 20.30
- **Notice of demolition** refer to Shoreline Municipal Code 20.30
- **Notice of intent to demolish** refer to Shoreline Municipal Code 20.30

Inspections

A few days prior to the demolition, a City of Shoreline representative from the Planning and Development Department should conduct an inspection of the site. The inspector should take photographs at each site visit for their records. These inspections and verifications can be referenced in the Shoreline Municipal Code 20.30 and generally include the following:

- **Water and sewer/septic tank inspection** to verify the utilities have been terminated and isolated from the proposed sphere of influence during the demolition operations. The inspector should verify that all other utilities have been terminated during the same visit.
- **Occupancy inspection** is conducted immediately prior to demolition to ensure that no one is physically in the building.
- **Open void inspection** is performed if the structure has a basement that is to be filled. This inspection will be conducted once the above-grade structure is gone and the inspector can visually see the entire below-grade excavation.
- **Post-demolition inspection** is completed once the structure is demolished, the debris is removed, and the site is graded.

Debris Removal and Demolition of Private Property without Owner Consent

If a privately owned structure meets the requirements for demolition but the consent by the owner is not obtained, an abbreviated and expedited procedure shall take place. The procedure should consist of the following:

- A determination by a designated officer of the Planning and Development Department that the structure is unsafe, unfit for human habitation, or presents a danger to the public in its existing state.
- In addition to requirement of publishing the above referenced notice, an attempt must be made to identify and contact the owner of the structure. (Attempt to contact shall only be required to consist of those measures reasonable and possible based upon the state of available records and communication channels, which may have been severely diminished as a consequence of the disaster).
- A notice and order describing the area and/or parcel of land where debris removal will take place shall be published in the Seattle Times, Enterprise, and Currents publications (based upon the most expedient publication deadline) at least seven (7) calendar days prior to the beginning of the debris removal. During this seven (7) day period, property owners shall have the right and opportunity to go upon their property and remove such items as they deem appropriate, under rules promulgated by the jurisdiction.
- A notice and order shall be clearly posted in the area where debris removal will take place.
- The posting of a notice and order on the structure containing a phone number and physical address where the owner can contact the City staff person assigned, designating the date of posting of the condemnation notice, and stating the time period available prior to demolition for contacting the jurisdiction,
- A waiting period of seven (7) days from the posting of the notice for a property owner to contact the City of Shoreline and present compelling evidence to the Director of the Planning and Development Services Department stating why the abatement or debris removal should not proceed.

If an owner does contact the City of Shoreline as provided in the notice and the Planning and Development Services Department does not conclude that the evidence presented by the owner alleviates the danger to the public, an owner aggrieved of this process may appeal to the Hearing Examiner as referenced in the Shoreline Municipal Code 20.30.

8.2 Special Considerations

Vehicles and Vessels on Private Property

Vehicles, vessels, and other legally registered personal property present challenges if abandoned following an event. The City of Shoreline must follow all local and state laws that apply to the impoundment, salvage or sale of the vehicle or vessel.

This page intentionally left blank

Section 9 Public Information Strategy

This page intentionally left blank

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 use and their own individual planning purposes. If information is not distributed quickly, rumors and misinformation spread and erode confidence in applicant management of the recovery operations. This section provides information on the City of Shoreline Public Information Strategy to assist in debris management operations.

9.1 Public Information Officer

The incident command structure for all debris incidents should include a Public Information Officer (PIO) to distribute information and educate citizens about the debris operations. Section 5, *Current Resources*, contains a description of the role and responsibilities of a PIO. City of Shoreline staff that can assume the position in the event of an emergency are listed in *Appendix B, Table B-1, Debris Resources*.

9.2 Communication and Public Education Strategy Prior to an Incident

The City of Shoreline will work with King County PIO's and the Public Educators of Public Health Seattle King County with public information dissemination around disaster debris causing incidents. The City of Shoreline will make a coordinated effort to provide information to City employees, stakeholders, and the public prior to, during, and after a debris causing incident. The campaign introduces debris-causing incidents and includes the following elements:

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. The City will coordinate with Public Health Seattle King County and the King County Emergency Management to access scripted messages that they have 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

Public information pre-event will be posted to or linked to from the City of Shoreline's Web site. In addition, Channel 21, City of Shoreline government channel and Currents, the City of Shoreline's newsletter can be used to get information out that will help prevent or mitigate hazards. This will include when possible information in languages other than English. Community events and facilities also have information available ahead of time to help reduce risks.

9.3 Public Information Strategy during an Incident

City of Shoreline'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 of Shoreline or through the cooperation of multiple jurisdictions as indicated above. All of the same avenues referred to above can be utilized as well as email distribution list and recorded information on a designated phone number.

Coordination with the Joint Information Center (JIC)

Communications should be coordinated through the King County 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's PIOs.

If a JIC is established during a debris-causing incident, a City of Shoreline debris liaison or technical specialist will assist the PIO in public information dissemination.

Information, covering the below topics, will be placed on the City's WEB site and on a pre-identified telephone number that will be set up so that citizens can also get recorded information. 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

Staffs who can act as a debris liaison or technical specialist are included in *Appendix B, Table B-1, Debris Resources*.

Pre-scripted Information

Debris management public information products should use various types of information vehicles (print, radio, internet, 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

Pre-scripted messages for debris management can be coordinated with the King County ECC, King County Regional Public Educators Work Group, King County Public Information Officer's working group and Public Health Seattle King County.

Distribution Strategy

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

- **Media** – Local television, radio, newspapers, or community newsletters
- **Internet Site** – The City's WEBSITE and the Regional Public Information Network (RPIN ¹⁵)
- **Public Forums** – Interactive community meetings, or shopping mall kiosks
- **Direct Mail Products** – Door hangers, direct mail, fact sheets, flyers within billings, and billboards located at community gathering places, utilizing City of Shoreline CERT members, Police Volunteers, Block Watch Captains, and members of the City of Shoreline 14 Neighborhood associations.
- **Telephone Information Hotline** – Pre-identified telephone number that citizens can call to get recorded information.

Media Distribution

The City of Shoreline's Communication Specialist has a listing of available media outlets and contact information and she updates it as needed.

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 general public recognizes their role and frequently asks questions regarding the operations. Stocking the equipment and trucks with flyers, pamphlets, and other print media allows responders to perform their duties while also satisfying the public's need for information.

Developing Messages in Alternate Languages and Formats

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

- Spanish
- Russian
- Korean
- Chinese

¹⁵ <http://www.rpin.org/rpinweb/>

- Filipino
- Vietnamese

Alternate formats or message materials have also been 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 community and are available both through calling 211 or using their on line service at www.win211.org :

Alternate Language/Translation Resources

- American Red Cross Seattle/Kitsap Counties
- 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.allwords.com/>
 - <http://www.freetranslation.com/>
 - <http://babelfish.yahoo.com/>
 - <http://www.paralink.com/>

Special Needs Message Development Resources

SignOn: A Sign Language Interpreting Resource, Inc.

DSHS - Office of the Deaf and Hard of Hearing
Washington Telecommunications Relay Service
Northwest Braille Services
Association of Retarded Citizens
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 page intentionally left blank

Section 10: Training and Exercises

This section summarizes training and exercise components necessary to support disaster debris operations. City of Shoreline 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/>. The City of Shoreline will remain in compliance with NIMS by ensuring all applicable staff have completed 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 ICS¹⁶ (classroom)
- ICS-400: Advanced NIMS ICS¹ (classroom)

These requirements are listed as part of the Fiscal Year 2007 NIMS Training Requirements and the 2008 Five-Year NIMS Training Plan. Additional information on position-based NIMS training requirements is available from FEMA's Emergency Management Institute¹⁷ and the Washington Military Department Emergency Management Division¹⁸.

10.2 Position-Specific Training

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

- **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

¹⁶ 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

¹⁷ <http://training.fema.gov/>

¹⁸ <http://emd.wa.gov/training/training.shtml>

jurisdictions. It is well suited for debris managers, TDSR site 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 Washington Emergency Management Division.

The City of Shoreline 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 (table top) and operational-based (functional or full scale) exercises, as defined in the Homeland Security Exercise and Evaluation Program¹⁹. The purpose of conducting exercises is to determine the overall efficiency and effectiveness of the City of Shoreline 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

¹⁹ https://hseep.dhs.gov/pages/1001_HSEEP7.aspx

- U.S. Army Corps of Engineers
- Federal Emergency Management Agency
- Environmental Protection Agency
- Washington State Agencies
 - Washington Military Department, Emergency Management Division
 - Department of Ecology
- Local and Regional Jurisdictions
 - King and Snohomish County Agencies
 - Public Health Seattle King County
 - King County Zone 1 (Neighboring) Jurisdictions

This page intentionally left blank

Appendix A External Debris Resources

This page intentionally left blank

Appendix Table A - External Agencies

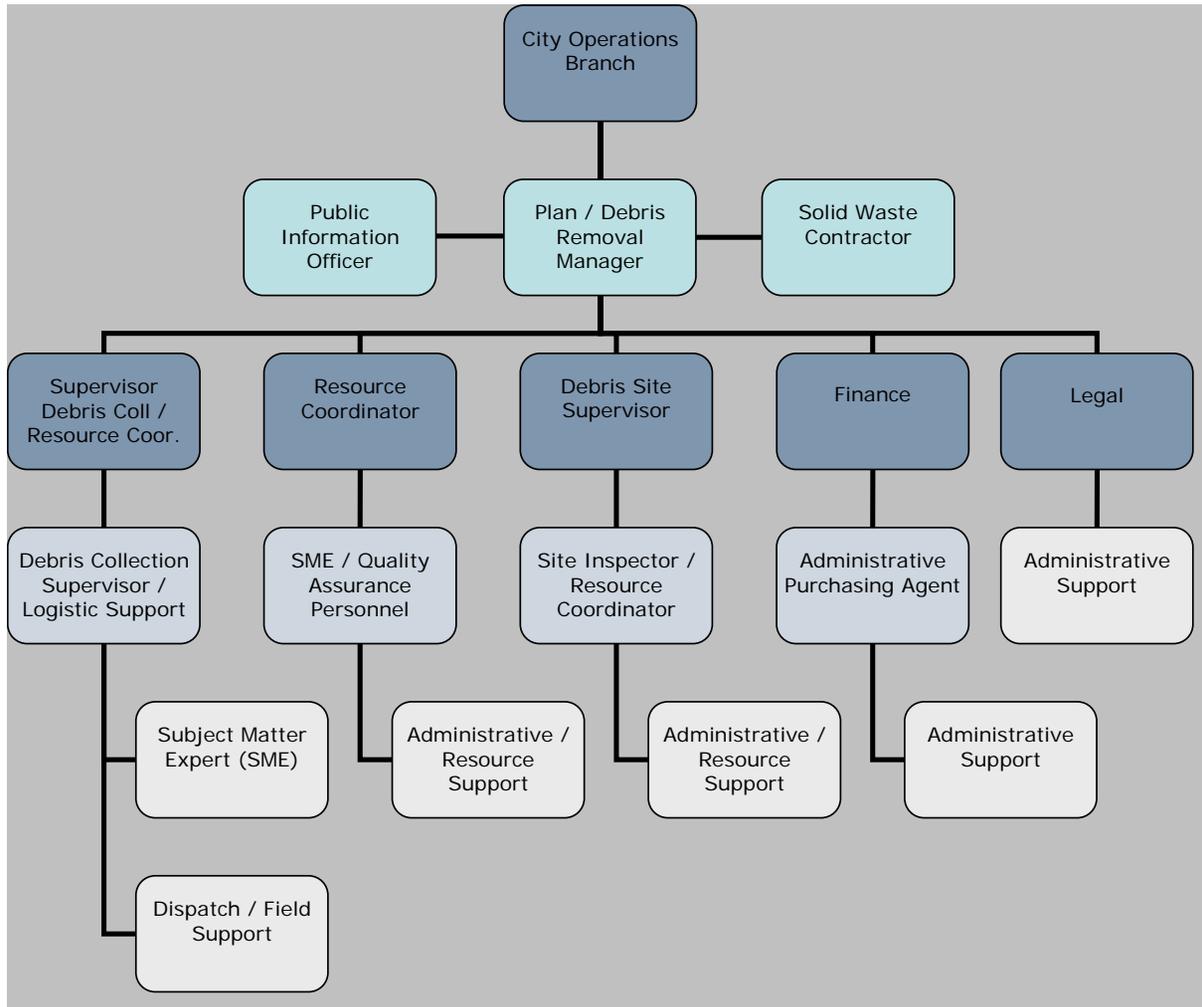
Agency	Contact	Phone 1	Phone 2	Email
Public Health Seattle & King County		206-296-4600		
King County Solid Waste Agency	Terri Barclay	206-263-8428		
Puget Sound Clean Air Agency		206-343-8800		
Hazardous Waste Management Program of King County		206-263-8899		PlanUpdate@govlink.org
Environmental Protection Agency	Joann Espeseth, EMS Coordinator	206-553-1263		Espeseth.joann@epa.gov
Clean Scapes	Dan Bridges/Chris Martin (President)	206-763-4444	206-669-1656 (Chris Martin cell phone)	dan.bridges@cleanscapes.com
City of Seattle	Paul Roberts- PW Manager	206-233-7103		Paul.Roberts@seattle.gov
	Steve Erickson- PW Supervisor	206-233-7101		Steven.Erickson@seattle.gov
City of Edmonds	Tod Moles	425-771-0235		moles@ci.edmonds.wa.us
City of Lake Forest Park	Scott Walker	206-255-6754		swalker@ci.lake-forest-park.wa.us
City of Mountlake Terrace	Bob Henderson	425-670-8264		bhenderson@ci.mt.wa.us
WSDOT Shoreline Area	Jim Danninger	425-739-3730		DANNINJ@wsdot.wa.gov

This page intentionally left blank

Appendix B Additional Debris Resources

This page intentionally left blank

Appendix Table B-1 – Staff Organizational Chart



Appendix Table B-2 - Staff

Name	Potential Debris Assignment (s)	Phone 1	Phone 2	Email
Mark Relph	Emergency Operations Center/Incident Commander	206-801-2401		mrelph@shorelinewa.gov
Debora Klitzke	Administrative Support	206-801-2402		dklitzke@shorelinewa.gov
Jesus Sanchez	Plan Manager/ Debris Removal Manager	206-801-2421		jsanchez@shorelinewa.gov
Brian Breeden	Resource Coordinator/Debris Collection Supervisor	206-801-2441	206-793-0028	bbreeden@shorelinewa.gov
David LaBelle	Debris Collection Supervisor /Logistic Support	206-801-2442	206-510-3510	dlabelle@shorelinewa.gov
Kimberly Green	Dispatch/ Field Support	206-391-4841		kgreen@shorelinewa.gov
Paul Kinney	Field Support	206-793-3427		pkinney@shorelinewa.gov
Steve Smith	Field Support	206-391-6399		ssmith@shorelinewa.gov
Marc Stankey	Field Support	206-391-6424		mstankey@shorelinewa.gov
Bob McAndrews	Field Support	206-793-3431		bmcandrews@shorelinewa.gov
Scott Sallee	Field Support	206-423-7003		ssallee@shorelinewa.gov
John Read	Field Support	206-793-0078		jread@shorelinewa.gov
Brian Landau	Resource Coordinator	206-801-2451		blandau@shorelinewa.gov
Rika Cecil	SME/Quality Assurance Personnel	206-801-2452		rcecil@shorelinewa.gov
Jessica Williams	Resource Support	206-801-2453		jwilliams@shorelinewa.gov
Eric Gilmore	Resource Support	206-801-2454		egilmore@shorelinewa.gov
Tina Han	Quality Assurance Personnel	206-801-2455		than@shorelinewa.gov
Phil Ramon	Resource Support	206-801-2411		pramon@shorelinewa.gov
Don Held	Resource Support	206-801-2462		dheld@shorelinewa.gov
Tricia Juhnke	Resource Support	206-801-2471		tjuhnke@shorelinewa.gov
Paul Laine	Site Inspector/Resource Coordinator	206-801-2461		plaine@shorelinewa.gov
Sue Kurnik	Resource Support	206-801-2424		skurnik@shorelinewa.gov
Dave Roper	Resource Support	206-801-2425		droper@shorelinewa.gov
Rich Meredith	Resource Support	206-801-2431		rmeredith@shorelinewa.gov
John Marek	Resource Support	206-801-2432		jmarek@shorelinewa.gov

Robert Wood	Resource Support	206-801-2433	rwood@shorelinewa.gov
Lori Henrich	Administrative Support	206-801-2414	lhenrich@shorelinewa.gov
Catherine Lander	Resource Support	206-801-2415	clander@shorelinewa.gov
Lorrie Jennings	Administrative Support	206-801-2416	ljennings@shorelinewa.gov
Kirk McKinley	Resource Support	206-801-2481	kmckinley@shorelinewa.gov
Kris Overleese	Resource Support	206-801-2482	koverleese@shorelinewa.gov
Alicia McIntire	Resource Support	206-801-2483	amcintire@shorelinewa.gov
Hazel Delacruz	Resource Support	206-801-2476	hdelacruz@shorelinewa.gov
Dave Buchan	Resource Support	206-801-2475	dbuchan@shorelinewa.gov
John Vicente	Resource Support	206-801-2474	jvicente@shorelinewa.gov
Jon Jordan	Resource Support	206-801-2473	jjordan@shorelinewa.gov
Ross Heller	Resource Support	206-801-2472	rheller@shorelinewa.gov
Tambra Becton	Resource Support	206-801-2413	tbecton@shorelinewa.gov
Sharon Wong	Resource Support	206-801-2412	swong@shorelinewa.gov
Kirk Peterson	Debris Site Supervisor	206-801-2611	kpeterson@shorelinewa.gov
Tony Colinas	Lead Resource Support	206-801-2617	acolinas@shorelinewa.gov
Jay Hornbeak	Resource Support	206-391-2444	jhornbeak@shorelinewa.gov
Charlie Galbreath	Resource Support	206-391-2467	cgalbreath@shorelinewa.gov
Mike Crocker	Resource Support	206-391-2518	mcrocker@shorelinewa.gov
Jon Armstrong	Resource Support	206-423-5626	jarmstrong@shorelinewa.gov
Tony Hamilton	Resource Support	206-571-6369	thamilton@shorelinewa.gov
Randy Olin	Debris Site Supervisor	206-801-2262	rolin@shorelinewa.gov
Bob Crozier	Resource Support/ Debris Collection Supervisor	206-801-2263	rcrozier@shorelinewa.gov
Rob Staveskie	Resource Support/ Debris Collection Supervisor	206-801-2264	rstaveskie@shorelinewa.gov
David Sinkler	Administrative Support	206-801-2265	dsinkler@shorelinewa.gov
Kristie Anderson	Resource Support/SME	206-801-2535	kanderson@shorelinewa.gov
Ray Allshouse	Structural Engineer/SME	206-801-2541	rallshouse@shorelinewa.gov
Susan Will	Public Information Officer	206-801-2219	swill@shorelinewa.gov
John Norris	Communications Resource Support	206-801-2216	jnorris@shorelinewa.gov
Eric Bratton	Communications Resource Support	206-801-2217	ebratton@shorelinewa.gov

Ian Sievers	Legal Staff	206-801-2221	isievers@shorelinewa.gov
Flannary Collins	Legal Staff	206-801-2222	fcollins@shorelinewa.gov
Debbie Tarry	Finance Director	206-801-2301	dtarry@shorelinewa.gov
Patti Rader	Finance Administration	206-801-2311	prader@shorelinewa.gov
Cathy Robinson	Finance Administration Purchasing Agent	206-801-2321	crobinson@shorelinewa.gov
Janet Bulman	Finance Administration Purchasing Agent	206-801-2322	jbulman@shorelinewa.gov
Shoreline CERT Members	Field Support	206-801-2700	All team member call out data located in the EOC software or in the Customer Response Team call out book

Appendix Table B-3 – Debris Equipment

Equipment Type	Location	Owner	Owner Phone	Notes
PW109 1 Ton Dump Truck	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW109C Chipper box	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW116 1 Ton 4WD Pickup	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW119 1 Ton 4WD Pickup	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW122 ½ Ton Pickup	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW123 1 Ton Pickup	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW124 5 Yard Dump Truck	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW125 5 Yard Dump truck	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW134 1 Ton Pickup	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW206 Backhoe	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW207 Dual tandem tilt trailer	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW209 Tilt trailer-deck	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW221 55Gallon tank w/motor	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW235 Brush chipper	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW236/A Kubota tractor/loader	Compost Facility	City of Shoreline	206-801-2700	Public Works
PW237 Tilt trailer	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PW256 Generator-Cummins	Hamlin Yard	City of Shoreline	206-801-2700	Public Works
PARKS202 John Deere Gator	Saltwater Park Beach house	City of Shoreline	206-801-2700	Parks
PARKS203 Brush Chipper	Hamlin Yard	City of Shoreline	206-801-2700	Parks
PARKS204 Trailer	Hamlin Yard	City of Shoreline	206-801-2700	Parks
PARKS208 Trailer	Hamlin Yard	City of Shoreline	206-801-2700	Parks
PARKS210 500 Gal. Water Tank	Hamlin Yard	City of Shoreline	206-801-2700	Parks
PARKS251 All Terrain Utility Vehicle	Hamlin Yard	City of Shoreline	206-801-2700	Parks
PARKS255 New Holland Tractor	Hamlin Yard	City of Shoreline	206-801-2700	Parks
PARKS136 Boom Truck	Hamlin Yard	City of Shoreline	206-801-2700	Parks
PARKS145 1-1/2 Ton Dump Truck	Hamlin Yard	City of Shoreline	206-801-2700	Parks
PARKS153 1 Ton Dump Truck	Hamlin Yard	City of Shoreline	206-801-2700	Parks

Appendix Table B-4 – Technology Resources

Resource	Location	Owner	Owner Phone	Notes
GIS Mapping & Modeling	Shoreline City Hall/ IT Department	City of Shoreline	206-801-2347	

Appendix Table B-5 – Contract Resources*

Company Name	Type of Resource	Phone 1	Phone 2	Verified Processing/Disposal Capacity
Clean Scapes (<i>Contracted</i>)	Residential/Commercial Waste	206-763-4444	206-669-1656 (Chris Martin, President)	Reference contract for the City of Shoreline and Clean Scapes #4525. Expires: 2/28/2015
Democon LLC	Hauling and recycling construction/demolition debris (asphalt, roofing, concrete, wood, etc.)	425-806-8404 (Guy Hampton, Owner)		12 hauling trucks, 500 debris containers.
Renu Recycling Services	Hauling and recycling construction/demolition debris (asphalt, roofing, concrete, landscaping, carpet, cardboard, etc.)	877-444-7368(p)	800-738-7153(f)	Haul to 3 rd parties; 1 truck with 35 yd. box. Can haul 6-7 loads in 8-10 hr. day to Seattle. Up to 27 trucks available.
Bobby Wolford Trucking & Demolition	Hauling and recycling construction/demolition debris (asphalt, brick, concrete, wood)	425-481-1800	(206) 715-6021 (John Sullivan) (206) 715-6020 (Bobby Wolford) (206) 715-6022 Dispatcher	Process materials on-site. 26 trucks available in a 55-yd and 105-yd size. Recycle wood and concrete.
Fruhling Construction	Asphalt, concrete recycling	425-485-1442		4-5 tons per day
Utility Systems Construction	Hauling construction/demolition debris	425-754-0733		2 trucks with 30-ton capacity; depending on distance
Kimberly Clark Contact Person: Jim Short	Hog Fuel Burners	425-259-7469		Storage:100,000 tons Usage: 2,000 tons/day

** Debris Resources listed above includes the City of Shoreline's contracted solid waste provider who is contracted to provide services that include hauling and managing all solid waste in the city (vegetation and CDL). The Contracted vender also has mutual aid agreements with other solid waste providers to assist if the demand exceeds their capacities and capabilities. In addition, the above list includes contractors who are located regionally as identified in the UASI Disaster Debris Management Plan Volume 2 Resources Appendixes. The UASI Resources are included incase we have an event that exhaust all local resources and the City needs to reach to more regional resources.*

Appendix Table B-6 – Disposal Facilities

Facility Name	Address	Phone	Type*	Accepted waste types
King County Solid Waste Transfer Station	2300 N165th Street, Shoreline	206-296-4466	MSW	Solid Waste
King County Hazardous Waste	12550 Stone Ave N, Seattle	206-296-4692	Special Waste	Hazardous Waste
Smurfit-Stone Recycling Co.	701 SW 34 th St. Renton	425-656-0110	Recycling	Paper and plastics
Cedar Grove Composting	3620 36 th PI NE Everett	425-212-2515	Composting	Green Waste

**Type could include MSW, inert waste, CDL debris, or special waste*

Appendix Table B-7 – Recycling and Composting Facilities

Facility Name	Address	Phone	Type*	Accepted waste types
Cedar Grove Composting-Everett	3620 36 th PI NE Everett, WA	877-764-5748	Green waste	Clean Wood Recycling
Fruhling Sand & Topsoil	1010 228 th St SW Bothell, WA	425-485-1442	Green Waste	Clean Wood Recycling
Pacific Topsoil- Kenmore	7500 NE 175 th St Kenmore, WA	800-884-7645	Green Waste	Clean Wood Recycling
CDL Recycle (CleanScapes)	7201 E Marginal Way S Seattle	206-859-6859	CDL Debris	CDL Debris
King County Solid Waste Transfer Station	2300 N 165 th Street	206-296-4466	Recyclables	All Recyclables
Smurfit-Stone Recycling Co.	701 SW 34 th Street Renton	425-656-0110	Paper and Plastics	Paper/Plastics Recycling
Renu Recycling Services	35131 SE Center Street Snoqualmie	877-444-7368 F 800-738-7153	Cardboard, Paper	Paper

**Type could include metal waste, paper, green waste, or animal waste.*

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

Company	First Name	Last Name	Phone	Notes	Mailing Address
AA Party Rentals			425 640-5547	Rentals	6404 216th ST SW, Mountlake Terrace, WA 98043
Alliance Electric, Inc.			206-542-1518	Electrician	19340 20TH AVE NW, Seattle, WA 98133
AllWest Underground – excavation shoring and confined space supplies			425-398-2353	Supplies, Materials, Disposal	8419 219th ST SE, Woodinville, WA
Alpine – traffic supplies			253-351-9828	Supplies, Materials, Disposal	550 3rd ST. SW Centre, Auburn, WA
Alpine Rockeries			425-481-3456	Supplies, Materials, Disposal	23711 63rd Ave SW, Woodinville, WA
Always Testing, Inc.	Darin	Schnee	206-718-8378	Potable water, backflow prevention	
American Leak Detection			425-747-7118	Water line breaks	PO Box 1372, Fall City, WA 98024
Anchor Fencing	Rob	Brooks	425-483-9500	Fencing	13202 NE 177TH PL, Woodinville, WA 98072
Aurora Plumbing	Pam		206-364-1140	Plumbing	14330 Aurora Ave N. Shoreline, WA
Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Chain saws	17244 Aurora AVE N, Shoreline, WA 98133
Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Electric generators	17244 Aurora AVE N, Shoreline, WA 98133
Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Flood lamps w/generator	17244 Aurora AVE N, Shoreline, WA 98133

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Jack hammer	17244 Aurora AVE N, Shoreline, WA 98133
Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Ladders	17244 Aurora AVE N, Shoreline, WA 98133
Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Pumps	17244 Aurora AVE N, Shoreline, WA 98133
Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501	Rentals	17244 Aurora AVE N, Shoreline, WA 98133
Avis Car Rental	John	Wesley	206-365-9600	Car, truck, van rental	15711 Aurora Ave N, Shoreline, WA
Benjamin Asphalt	Paul	Geraci	425-333-5114, 206-510-5966 (cell)	Paving	31563 W, Entwistle ST, PO Box 1237, Carnation, WA 98014
Ben's Cleaners	David	Rall	206-622-4262	Supplies, Materials, Disposal	2221 4th Ave S. Seattle, WA 98134
Best Tree Service NW	Todd	Salamonsen	425-379-8460	Emergency Tree Removal	PO Box 13739 Mill Creek, WA 98082
Bill Pierre Ford - Fleet Service Manager	Bill	Mitchell	206-364-1095	Vehicle/Equipment Repair	11525 Lake City Way NE, Seattle, WA 98125
Boyer Electric			206-367-7606	Electrician	830 N 127th ST Ste A, Seattle, WA 98133
Bravo Environmental, LLC	Robert		425-424-9000, 888-272-8644	Emergency Contractor List	6705 NE 175th St, Kenmore, WA 98028
Gilles Consulting	Brian	Gilles	425-417-0850	Certified Consulting Arborist	PO Box 2366 Kirkland, WA 98083
City of Shoreline	Brian	Breeden	206-801-2441	Barricades	16006 15th Ave NE Shoreline, WA 98155
City of Shoreline	Brian	Breeden	206-801-2441	Chain saws	16006 15th Ave NE

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

					Shoreline, WA 98133
City of Shoreline	Brian	Breeden	206-546-1700	City of Shoreline	17544 Midvale AVE N, Shoreline, WA 98133
City of Shoreline			206-801-2441	Traffic cones	16006 15th Ave NE Shoreline, WA 98155
City Wide Fence			425-775-9732 206-763-8282	Fencing	16923 48TH AVE W, Lynnwood, WA 98037
Concut – diamond blades and cutters			253-872-3507	Supplies, Materials, Disposal	6815 S. 220th ST Kent, WA 98032
Consolidated Electrical Distributors			253-893-7333 (Kent), 425-259-8135 (Everett)	Electrical parts	3614 Smith ST Everett, WA 98201
Day & Nite Plumbing			425-775-6464	Plumbing	16614 13TH AVE W, Lynnwood, WA 98037
DeYoung's – sand bags, straw, seed, etc.			425-486-1401	Sand bags	17924 140th AV NE Woodinville, WA
DeYoung's – sand bags, straw, seed, etc.			425-486-1401	Supplies, Materials, Disposal	17924 140th AV NE, Woodinville, WA
Duchess Construction			253-261-5766, 253-891-2016	Electrician	15875 Forest Canyon Rd E, Sumner, WA 98391-6490
Dunlap Industrial Hardware			800-962-6723	Hardware	1208 W Marine View DR, Everett, WA 98201
Dunn Lumber - Shoreline	Jim	Thompson	206-542-2164	Plywood/lumber	1108 N 185TH ST, Shoreline, WA 98133
Dunn Lumber - Shoreline	Jim	Thompson	206-542-2164	Tarps/plastic sheeting	1108 N 185TH ST, Shoreline, WA 98133
Emerald City Fence Rentals			425-271-0138, 800-559-6265	Fencing	PO Box 2604 Renton, WA 98056-2604
Everett Motor Trucks – commercial			425-258-2691, 800-201-2691	Vehicle/Equipment Repair	2920 Grand Ave, Everett, WA

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

Evergreen Adjustment Services, Inc.			206-297-2030, 1-800-933-4235	Insurance adjuster	PO Box 30088 Seattle, WA 98113
Evergreen R.V. – misc supplies (trailer lights, hoses, small generators, etc.)			206-542-1183	Vehicle/Equipment Repair	16610 Aurora Ave N, Shoreline, WA
Fast Signs			206-368-7331	Signs	12700 Aurora Ave Ste A, Seattle, WA 98133
Fastenal – specialty fasteners and assoc. hand tools			425-744-1254	Supplies, Materials, Disposal	7116 220 ST SW Mountlake Terrace, WA
Ferguson Waterworks			425-481-7578	Pipe/Drainage/Utilities	24205 Snohomish Woodinville RD, Woodinville WA.
First Response, Inc.			206-762-4420	Security services	655 Orcas Ste 210 Seattle, WA 98108
Fruhling Sand and Topsoil, Inc.	Jim	LeDahl	206-730-0098 (cell) 206-244-3538 (home)	Supplies, Materials, Disposal	1010 228th St SW Bothell, WA 98024
Shoreline School District	Garry	Allmon	206-361-4401	School District Maintenance Supervisor	18560 1st Ave NE Shoreline, WA 98155
Gerber Towing	Dave	Thompson	206-542-9099	Towing	5975 E Marginal Way S, Seattle, WA
Glacier Kenmore Aggregate - rock	Debbie		206-764-3030	Supplies, Materials, Disposal	6423 NE 175th St. Kenmore, WA 98028
Goodsell Power Equipment			425-641-6991 (shop), 206-713-3482 (cell), 425-788-4799 (home)	Power equipment	13310 Bel-Red RD STE 203, Bellevue, WA 98005
Goodsell Power Equipment			425-641-6991 (shop), 206-713-3482 (cell), 425-788-4799 (home)	Vehicle/Equipment Repair	13310 Bel-Red RD STE 203, Bellevue, WA 98005

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

H.B. Jaeger	Jason	360-568-5958	Pipe/Drainage/Utilities	10105 Airport Way Snohomish, WA
H.D. Fowler		425-746-8400	Pipe/Drainage/Utilities	13440 SE 30th ST. Bellevue, WA
Handy Andy's Rent-a-tool		206-367-5050	Chain saws	10711 Aurora AVE N, Seattle, WA 98133
Handy Andy's Rent-a-tool		206-367-5050	Rentals	10711 Aurora AVE N, Seattle, WA 98133
Hertz Equipment Rental		425-486-0711	Chain saws	18030 Bothell Way, Bothell, WA 98011
Hertz Equipment Rental		425-353-6700	Jack hammer	2116 36th ST, Everett, WA
Hertz Equipment Rental		425-353-6700	Ladders	2116 36th ST, Everett, WA
Hertz Equipment Rental		425-353-6700	Pumps	2116 36th ST, Everett, WA
Hertz Equipment Rental		425-486-0711	Rentals	18030 Bothell Way, Bothell, WA 98011
Hertz Equipment Rental		425-486-0711	Rentals	18030 Bothell Way, Bothell, WA 98011
Hertz Equipment Rental		425-486-0711	Torches-Acetylene	18030 Bothell Way, Bothell, WA 98011
Home Depot - Aurora	Lila	206-546-1900	Hardware	1335 N 205TH ST, Shoreline, WA 98133
Home Depot - Aurora	Lila	206-546-1900	Tarps/plastic sheeting	1335 N 205TH ST, Shoreline, WA 98133
Home Depot - Bitterlake		206-361-9600	Hardware	11616 Aurora AVE N, Seattle, WA 98133
Home Depot - Bitterlake		206-361-9600	Tarps/plastic sheeting	11616 Aurora AVE N, Seattle, WA 98133
Home Depot Contractor Services		206-546-7835	Hardware	1335 N 205th St Shoreline, WA 98155

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

Home Depot Contractor Services			206-546-7835	Tarps/plastic sheeting	1335 N 205th St Shoreline, WA 98155
IBS – Industrial supplies (absorbent, fasteners, cleaners, etc.)	Scott	Dollaway	206-799-2289 (Toll Free) 800-678-1906	Supplies, Materials, Disposal	PO Box 1717 Auburn, WA 98071-1717
J & J Auto – auto parts			206-367-0782	Vehicle/Equipment Repair	14616 15th Ave NE, Shoreline, WA
J&D Hydraulics – welding and repairs	Wes		253-876-0434	Vehicle/Equipment Repair	303 26th ST NE, Auburn, WA 98002
Jack’s Repair – Mobile equipment repair	Gary	Shull	425-418-2679	Vehicle/Equipment Repair	22907 27th Ave W Brier, WA 98036
KCDA (King County Directors' Assoc.)			425-251-8115	Co-op buying/purchasing (school district)	PO Box 5550 Kent, WA 98064
King Co. Animal Control			206-296-7387	Animal Control	
King Co. Health Dept.			206-205-4394	Health concerns	401 5th Ave Suite 1300 Seattle, WA 98104
King Co. Noxious Weed	Steve	Wilson	206-296-0290	Plants, invasive	155 Monroe Ave NE Bldg A Renton, WA 98056
King County Health Dept.			206-205-4394	Health concerns	
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Barricades	19547 25TH AVE NE, Shoreline, WA
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Chain saws	19548 25TH AVE NE, Shoreline, WA
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	De-icer	19549 25TH AVE NE, Shoreline, WA
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Pipe/Drainage/Utilities	19550 25TH AVE NE, Shoreline, WA
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Pumps	19551 25TH AVE NE, Shoreline, WA
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Rentals	19552 25TH AVE NE, Shoreline, WA

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Salt	19553 25TH AVE NE, Shoreline, WA
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Sand	19554 25TH AVE NE, Shoreline, WA
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Sand bags	19555 25TH AVE NE, Shoreline, WA
King County Maintenance Yard - Bruggers Bog	Carter	Reeve	206-296-1501, 206-793-8028 (cell)	Traffic cones	19556 25TH AVE NE, Shoreline, WA
Knoll Lumber & Hardware			425-487-3487	Plywood/lumber	17718 Woodinville Snohomish Rd NE, Woodinville, WA 98072
Knoll Lumber & Hardware			425-487-3487	Tarps/plastic sheeting	17718 Woodinville Snohomish Rd NE, Woodinville, WA 98072
Lake WA School District – Filled sand bags, delivery in an emergency.			425-702-3402	Supplies, Materials, Disposal	11133 NE 65th ST, Kirkland, WA
Les Schwab – tires	Tom		206-364-5674	Vehicle/Equipment Repair	17754 15th Ave NE Shoreline, WA 98155
Locating Inc.			800-422-5555	Utility locating	2002 W. Valley Hwy Ste 600 Auburn, WA 98001
Lone Star Northwest			206-764-3030	Concrete, ready-mix	5975 E Marginal Way S, Seattle, WA
Lowe's commercial			206-366-0365	Hardware	12525 Aurora Ave N Seattle, WA 98133
Mann's Welding	Tim		206-542-7434	Vehicle/Equipment Repair	16535 Aurora Ave N Shoreline, WA 98133
McVay's Mobile Welding	Bill	McVay	425 771-9582, 206-255-0528, Fax: 425 697-2729	Mobile welding	22601 22nd PL W, Brier, WA 98036
Mobile Mechanic			206-363-9027	Vehicle/Equipment Repair	

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

Mocon Fence Contractor	Mike		425-228-2296, 206-919-4895 (cell)	Fencing	12510 SE Petrovitsky RD, Renton, WA 98058
NAPA Auto Parts			206-542-1363	Vehicle/Equipment Repair	16340 Aurora Ave N, Shoreline, WA 98133
National Barricade Co., LLC	Brett	Rogers	206-523-4045, 206-786-1646 (cell for Tracy)	Barricades	6518 Ravenna Ave NE, Seattle, WA 98115
National Barricade Co., LLC	Brett	Rogers	206-523-4045, 206-786-1646 (cell for Tracy)	Signs brett@barricade.com	6518 Ravenna Ave NE, Seattle, WA 98115
National Barricade Co., LLC	Brett	Rogers	206-523-4045, 206-786-1646 (cell for Tracy)	Traffic cones	6518 Ravenna Ave NE, Seattle, WA 98115
National Park Service (Seattle region)			206-220-4126	National Park Service regional office	319 Second Ave S Seattle, WA 98104
National Safety	Annie	Freseth	253-872-7471	Supplies, Materials, Disposal	6910 S 196th ST, Kent, WA 98032
Naughty Nuisance Animal Control			206-542-1281	Animal Control	
Nelson Truck – commercial			206-622-3825	Vehicle/Equipment Repair	14325 Aurora Ave N Seattle, WA 98133
Newman Traffic Signs	Erin		800-437-9770	Supplies, Materials, Disposal	1606 6th Ave SW Jamestown, ND 58401
NOAA (Seattle Marine Animal Issues)			206-526-4747	Animal Control	7600 Sand Point Way NE Seattle, WA 98115
North American Salt	Rick	Codiga	800-473-7258, 206-669-3414	Salt	
North City Lumber	Jeff	Hill	206-362-6200	Plywood/lumber	1221 NE 175TH ST, Shoreline, WA 98155
North Seattle Transmission	Dennis Mitchell		206-364-3131	Vehicle/Equipment Repair	14711 15th Ave NE, Shoreline, WA 98155
NW Cascade (Honey Bucket)			253-838-2359, 800-562-4442	Portable toilets	PO Box 73399, Puyallup, WA 98373

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

NW Landscape Services			425-481-0919	Landscape maintenance and construction	6303 233rd PL SE, Woodinville, WA 98072
Olson Chevrolet - fleet	Steve		206-546-4171	Vehicle/Equipment Repair	17037 Aurora Ave N, Shoreline, WA
Olson Lumber Co.	Dan	Olson	206-523-7777	Plywood/lumber	9300 Aurora AVE N, Seattle, WA 98103
Owen Equipment – sweeper repair and parts	Brandon		800-422-2059	Vehicle/Equipment Repair	8721 S 218th ST, Kent, WA 98031
Pacific Horticultural Supply			425-867-1004	Plants, plant advice	
Pacific Topsoil			1-800-884-7645, 206-948-3625	Soil, gravel, rock	2407 Gibson RD, Everett, WA 98204
Pacific Utility			1-800-598-0008	Rentals	
Praxair	Brian	Abbott	425-821-2423, 206-464-4435	Torches-Acetylene	11216 120TH AVE NE, Kirkland, WA 98034
Praxair	Brian	Abbott	425-821-2423, 206-464-4435	Torches - Arc welding	11216 120TH AVE NE, Kirkland, WA 98034
Rinker Materials - Everett Plant	Dave	Mullins	425-355-2113, 425 348-6335	Concrete	6300 Glenwood Ave. Everett, WA
Ronald Wastewater Department	George	Dicks	206-546-2494, 206-571-1767 (cell)	Pipe/Drainage/Utilities	17505 Linden Ave N Shoreline, WA 98133
Safety Training Associates			800-842-9718	CPR, First Aid, Flagging training	
Schuck's Auto Parts			206-533-0179	Vehicle/Equipment Repair	18021 Aurora Ave N. Shoreline, WA
Seattle City Light	Direct dispatch line		206-706-0205	Emergency Contractor List	700 5th Ave Suite 3200 Seattle, WA 98104
Seattle Safety Supply			206-926-6296	Supplies, Materials, Disposal	5510 East Marginal Way South, Seattle, WA
Service Pump & Compressor (Hertz)			425-337-4949	Pumps	10911 19th Ave SE, Everett, WA

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

Shoreline Water Department	Denny	Closue	206-366-1842	Pipe/Drainage/Utilities	1519 NE 177th ST Shoreline, WA
Signal Electric			253-872-7177	Electrical, stop lights	1001 3rd AVE S, Kent, WA 98032
Sky Nursery			206-546-4851	Plants	18528 Aurora Ave N Shoreline, WA 98133
Sound Safety			425-251-8080	Supplies, Materials, Disposal	17800 West Valley Highway Tukiwila, WA
Star Rentals, Inc.	Lannie	White	425-348-6969	Electric generators	12505 Mukilteo Spdwy, Everett, WA
Star Rentals, Inc.	Lannie	White	425-348-6969	Jack hammer	12505 Mukilteo Spdwy, Everett, WA
Star Rentals, Inc.	Lannie	White	425-348-6969	Ladders	12505 Mukilteo Spdwy, Everett, WA
Star Rentals, Inc.	Lannie	White	425-348-6969	Rentals	12505 Mukilteo Spdwy, Everett, WA
Star Rentals, Inc.	Lannie	White	425-348-6969	Torches-Acetylene	12505 Mukilteo Spdwy, Everett, WA
Statewide Rent-a-Fence	Bill	Barden	206-772-7222, 800-448-7772	Fencing	13728 Beacon Coal Mine RD S, Seattle, WA 98178
Steubers – landscape/irrigation supplies			206-632-8724	Pipe/Drainage/Utilities	308 3rd ST, Snohomish, WA 98290
Sun Belt Rentals - Lynnwood	Monti		425-673-6335	Electric generators	2224 196th ST SW, Lynnwood, WA 98036
Sun Belt Rentals - Lynnwood	Monti		425-673-6335	Rentals	2224 196th ST SW, Lynnwood, WA 98036
Sun Belt Rentals - Woodinville	Ryan	Erickson	425-486-6060, 206-510-7141	Rentals	19265 Woodinville-Snohomish RD, Woodinville, WA 98072

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

The Bag Lady Inc.	Ron	Roberts	253-435-9150, 253-770-8606 (24 hr. emergency #), 253-435-9153 (fax)	Sand bags	11124 Valley AVE E, Puyallup, WA 98372
Tri-Cities Security			425-771-2445	Locks, locksmith	22908 Hwy 99, Edmonds, WA
United Pipe			425-745-5700	Pipe/Drainage/Utilities	16516 Ash Way, Lynnwood WA, 98037
United Rentals - Bothell			425-483-5333	Flood lamps w/generator	19400 Bothell-Everett Highway, Bothell, WA 98012
United Rentals - Bothell			425-483-5333	Rentals	19400 Bothell-Everett Highway, Bothell, WA 98012
United Rentals - Kirkland			425-823-1777	Flood lamps w/generator	12500 132ND AVE NE, Kirkland, WA 98034
United Rentals - Kirkland			425-823-1777	Rentals	12500 132ND AVE NE, Kirkland, WA 98034
Urban Forestry Services	Jim	Barborinas	360-428-5810	Certified Arborist/ Wholesale Nursery	15119 McLean Rd. Mount Vernon, WA 98277
Utility Systems - Large Equipment	Greg		360-563-9249	Emergency Contractor List	12125A Treosti RD, Snohomish, WA 98290
UW Horticultural Center			206-685-2590	Plants, plant advice	3501 NE 41st Street Seattle, WA 98133
Vermeer Northwest, Inc. – wood chipper repair and parts	Chip		253-536-7112, 800-366-2635	Vehicle/Equipment Repair	2205 112th St E, Tacoma, WA 98445
WA Dept. Fish & Wildlife - Mill Creek office			425-775-1311	Animal, Fish & Wildlife regulations	16018 Mill Creek Blvd. Mill Creek, WA
WA State Dept. of Agriculture			360-902-2040	Pesticide info.	1111 Washington St. Olympia, WA 98504
WA State Electrical Inspector			425-990-1430	State electrical inspector	616 120th Ave NE Ste C-201 Bellevue, WA 98005

Appendix Table B-8 – Emergency Vendor Resources (Alphabetical Order)

Washington Work Wear	Barbara		253-638-0889	Uniforms, Boots, safety gear	13022 SE Kent Kangley RD, Kent, WA
Western Power and Equipment	Dan		253-735-2702	Rentals	2702 W.Valley Highway N. Auburn, WA
Zep – asphalt release, cleaners, de-icer	Kevin		253-872-2525	Supplies, Materials, Disposal	21019 77th Ave South Kent, WA 98032
Zumar Industries	Tom	Brandes	253-536-7740, 1-800-426-7967, 425-766-9998 (cell)	Signs	12015 Steele ST S, PO Box 44549, Tacoma, WA 98444-0549

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

Product	Company	First Name	Last Name	Business Phone	Notes	Mailing Address
Arborists, trees	Brian Gilles, Consulting Arborist	Brian	Gilles	425-417-0850	Certified consulting arborist	
	Urban Forestry Services			360-428-5810	Certified, licensed arborist	
Asphalt	Rinker Materials - Everett Plant	Dave	Mullins	425-355-2113, 425 348-6335 dmullins@rinker.com	Concrete	
Barricades	King County Maintenance Yard	Carter	Reeve	206-296-1501	Barricades	19547 25TH AVE NE, Seattle, WA
	National Barricade Co., LLC	Brett	Rogers	206-523-4045	Barricades	6518 Ravenna Ave NE, Seattle, WA 98115
	City of Shoreline				Barricades	
Car rental	Avis Car Rental	John	Wesley	206-365-9600	Car, truck, van rental	15711 Aurora Ave N, Shoreline, WA
Chain saws	City of Shoreline				Chain saws	
	King County Maintenance Yard	Carter	Reeve	206-296-1501	Chain saws	19547 25TH AVE NE, Seattle, WA
	Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Chain saws	17244 Aurora AVE N, Shoreline, WA 98133
	Handy Andy's Rent-a-tool			206-367-5050	Chain saws	10711 Aurora AVE N, Seattle, WA 98133
	Hertz Equipment Rental			425-353-6700	Chain saws	2116 36th ST, Everett, WA
	Hertz Equipment Rental			425-486-0711	Chain saws	18030 Bothell Way, Bothell, WA 98011
Concrete, ready-mix	Lone Star Northwest			206-764-3030	Concrete, ready-mix	5975 E Marginal Way S, Seattle, WA
De-icer	King County Maintenance Yard	Carter	Reeve	206-296-1501	De-icer	19547 25TH AVE NE, Seattle, WA

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

Generators, electric	Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Electric generators	17244 Aurora AVE N, Shoreline, WA 98133
	Star Rentals, Inc.	Lannie	White	425-348-6969	Electric generators	12505 Mukilteo Spdwy, Everett, WA
	Sun Belt Rentals - Lynnwood			425-673-6335	Electric generators	2224 196th ST SW, Lynnwood, WA 98036
	Consolidated Electrical Distributors			253-893-7333 (Kent), 425-259-8135 (Everett)	Electrical parts	3614 Smith ST, Everett, WA 98201 - Manager: Wayne Berry
	Signal Electric			253-872-7177	Electrical, stop lights	1001 3rd AVE S, Kent, WA 98032
Electrician & electrical Parts	Alliance Electric, Inc.			206-542-1518	Electrician	19340 20TH AVE NW, Seattle, WA 98133
	Boyer Electric			206-367-7606	Electrician	830 N 127th ST Ste A, Seattle, WA 98133
	Duchess Construction			253-261-5766, 253-891-2016	Electrician	15875 Forest Canyon Rd E, Sumner, WA 98391-6490
	Consolidated Electrical Distributors			253-893-7333	Electrical parts	
	Signal Electric WA State Electrical Inspector			253-872-7177 425-990-1430	Electrical, stop lights State electrical inspector	
Fencing	Anchor Fencing	Rob	Brooks	425-483-9500	Fencing	13202 NE 177TH PL, Woodinville, WA 98072
	Statewide Rent-a-Fence	Bill	Barden	206-772-7222, 800-448-7772	Fencing	13728 Beacon Coal Mine RD S, Seattle, WA 98178
	Mocon Fence Contractor	Mike		425-228-2296, 206-919-4895 (cell)	Fencing	12510 SE Petrovitsky Rd, Renton, WA 98058
	Emerald City Fence Rentals			425-271-0138, 800-559-6265	Fencing	PO Box 2604, Renton, WA 98056-2604

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

	City Wide Fence			425-775-9732, 206-763-8282	Fencing	16923 48TH AVE W, Lynnwood, WA 98037
Flood lamps w/generator	Mocon - Fencing Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Flood lamps w/generator	17244 Aurora AVE N, Shoreline, WA 98133
	United Rentals - Bothell			425-483-5333	Flood lamps w/generator	19400 Bothell-Everett Highway, Bothell, WA 98012
	United Rentals - Kirkland			425-823-1777	Flood lamps w/generator	12500 132ND AVE NE, Kirkland, WA 98034
Hardware	Dunlap Industrial Hardware			800-962-6723	Hardware	1208 W Marine View DR, Everett, WA 98201
	Home Depot - Aurora	Lila		206-546-1900	Hardware	1335 N 205TH ST, Shoreline, WA 98133
	Home Depot - Bitterlake			206-361-9600	Hardware	11616 Aurora AVE N, Seattle, WA 98133
	Home Depot Contractor Services			206-546-7835	Hardware	
Health concerns	Lowe's commercial			206-366-0365	Hardware	
	King County Health Dept.			206-205-4394	Health concerns	
Insurance adjuster	Evergreen Adjustment Services, Inc.			206-297-2030, 1-800-933-4235	Insurance adjuster	PO Box 30088, Seattle, WA 98113
Jack hammer	Star Rentals, Inc.	Lannie	White	425-348-6969	Jack hammer	12505 Mukilteo Spdwy, Everett, WA
	Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Jack hammer	17244 Aurora AVE N, Shoreline, WA 98133
	Hertz Equipment Rental			425-353-6700	Jack hammer	2116 36th ST, Everett, WA

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

	Hertz Equipment Rental			425-486-0711	Jack hammer	18030 Bothell Way, Bothell, WA 98011
Ladders	Star Rentals, Inc.	Lannie	White	425-348-6969	Ladders	12505 Mukilteo Spdwy, Everett, WA
	Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Ladders	17244 Aurora AVE N, Shoreline, WA 98133
	Hertz Equipment Rental			425-353-6700	Ladders	2116 36th ST, Everett, WA
	Hertz Equipment Rental			425-486-0711	Ladders	18030 Bothell Way, Bothell, WA 98011
Landscape maintenance	NW Landscape Services			425-481-0919	Landscape maintenance and construction	6303 233rd PL SE, Woodinville, WA 98072
Locks, locksmith	Tri-Cities Security			425-771-2445	Locks, locksmith	22908 Hwy 99, Edmonds, WA
Mobile welding service	McVay's Mobile Welding	Bill	McVay	425 771-9582, 206-255-0528, Fax: 425 697-2729	Mobile welding	22601 22nd PL W, Brier, WA 98036
Paving	Benjamin Asphalt	Paul	Geraci	425-333-5114, 206-510-5966 (cell)	Paving	31563 W, Entwistle ST, PO Box 1237, Carnation, WA 98014
Pesticide info.	WA State Dept. of Agriculture			360-902-2040	Pesticide info.	
Plants, plant info.	Sky Nursery			206-546-4851	Plants	
	King County Noxious Weed			206-296-0290	Plants, dangerous	
	Pacific Horticultural Supply			425-867-1004	Plants, plant advice	
	UW Horticultural Center			206-685-2590	Plants, plant advice	
Plumbing	Day & Nite Plumbing			425-775-6464	Plumbing	16614 13TH AVE W, Lynnwood, WA 98037
	Aurora Plumbing	Pam		206-364-1140	Plumbing	14330 Aurora Ave N. Shoreline, WA
Portable toilets	NW Cascade (Honey Bucket)			253-838-2359, 800-562-4442	Portable toilets	P.O. Box 73399, Puyallup, WA 98373
Plants, trees, etc.	WA State Dept. of Agriculture			360-902-2040	Pesticide info.	
	Sky Nursery			206-546-4851	Plants	
	King County Noxious Weed			206-296-0290	Plants, dangerous	

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

	Pacific Horticultural Supply			425-867-1004	Plants, plant advice	
	UW Horticultural Center			206-685-2590	Plants, plant advice	
	Brian Gillis, arborist			425-417-0850	Certified consulting arborist	
	Urban Forestry Services	Jim	Barborin as	360-428-5810	Certified, licensed arborist	15119 McLean Rd. Mount Vernon, WA 98273
Plywood, lumber, timber	Dunn Lumber - Shoreline	Jim	Thompso n	206-542-2164	Plywood/lumber	1108 N 185TH ST, Shoreline, WA 98133
	Knoll Lumber & Hardware			425-487-3487	Plywood/lumber	17718 Woodinville Snohomish Rd NE, Woodinville, WA 98072
	North City Lumber	Jeff	Hill	206-362-6200	Plywood/lumber	1221 NE 175TH ST, Shoreline, WA 98155
	Olson Lumber Co.	Dan	Olson	206-523-7777	Plywood/lumber	9300 Aurora AVE N, Seattle, WA 98103
Portable toilets	NW Cascade (Honey Bucket)			253-838-2359, 800-562- 4442	Portable toilets	P.O. Box 73399, Puyallup, WA 98373
Potable water, backflow prevention	Always Testing, Inc.			206-718-8378	Potable water, backflow prevention	
Power equipment	Goodsell Power Equipment			425-641-6991 (shop), 206-713-3482 (cell), 425- 788-4799 (home)	Power equipment	13310 Bel-Red RD STE 203, Bellevue, WA 98005
Propane	Aurora Rents	Larry	Steele	206-542-7506, 800-600- 7501, Larry 206-963-7301 (cell)		
Pumps	King County Maintenance Yard	Carter	Reeve	206-296-1501	Pumps	19547 25TH AVE NE, Seattle, WA
	Aurora Rents	Larry	Steele	206-542-7506, 800-600- 7501, Larry 206-963-7301 (cell)	Pumps	17244 Aurora AVE N, Shoreline, WA 98133
	Hertz Equipment Rental			425-353-6700	Pumps	2116 36th ST, Everett, WA
	Hertz Equipment Rental			425-486-0711	Pumps	18030 Bothell Way, Bothell, WA 98011

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

	Service Pump & Compressor (Hertz)			425-337-4949	Pumps	10911 19th Ave SE, Everett, WA
Tools	Handy Andy's Rent-a-tool			206-367-5050	Rentals	10711 Aurora AVE N, Seattle, WA 98133
Training	Safety Training Associates			800-842-9718	CPR, First Aid, Flagging training	
Rentals, misc.	AA Party Rentals			425 640-5547	Rentals	6404 216th ST SW, Mountlake Terrace, WA 98043
	Aurora Rents	Larry	Steele	206-542-7506, 800-600-7501, Larry 206-963-7301 (cell)	Rentals	17244 Aurora AVE N, Shoreline, WA 98133
	Handy Andy's Rent-a-tool			206-367-5050	Rentals	10711 Aurora AVE N, Seattle, WA 98133
	Hertz Equipment Rental			425-353-6700	Rentals	2116 36th ST, Everett, WA
	Hertz Equipment Rental			425-486-0711	Rentals	18030 Bothell Way, Bothell, WA 98011
	King County Maintenance Yard	Carter	Reeve	206-296-1501	Rentals	19547 25TH AVE NE, Seattle, WA
	Star Rentals, Inc.	Lannie	White	425-348-6969	Rentals	12505 Mukilteo Spdwy, Everett, WA
	Sun Belt Rentals - Lynnwood	Monti		425-673-6335	Rentals	2224 196th ST SW, Lynnwood, WA 98036
	Sun Belt Rentals - Woodinville	Ryan	Erickson	425-486-6060, 206-510-7141	Rentals	19265 Woodinville-Snohomish RD, Woodinville, WA 98072
	United Rentals - Bothell			425-483-5333	Rentals	19400 Bothell-Everett Highway, Bothell, WA 98012
	United Rentals - Kirkland			425-823-1777	Rentals	12500 132ND AVE NE, Kirkland, WA 98034
	Pacific Utility			1-800-598-0008	Rentals	
	Western Power and Equipment	Dan		253-735-2702	Rentals	2702 W.Valley Highway N. Auburn, WA

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

Salt	North American Salt	Rick	Codiga	1-800-473-7258, 206-669-3414	Salt	
	King County Maintenance Yard	Carter	Reeve	206-296-1501	Salt	19547 25TH AVE NE, Seattle, WA
Sand/Sand bags	King County Maintenance Yard	Carter	Reeve	206-296-1501	Sand	19547 25TH AVE NE, Seattle, WA
	Lone Star Northwest			206-764-3030	Sand	5975 E Marginal Way S, Seattle, WA
	King County Maintenance Yard	Carter	Reeve	206-296-1501	Sand bags	19547 25TH AVE NE, Seattle, WA
	The Bag Lady Inc.	Ron	Roberts	253-435-9150, 253-770-8606 (24 hr. emergency #), 253-435-9153 (fax)	Sand bags	11124 Valley AVE E, Puyallup, WA 98372
	DeYoung's – sand bags, straw, seed, etc.			425-486-1401	Sand bags	17924 140th AV NE Woodinville
	Lake WA School District – Filled sand bags, delivery in an emergency.			425-702-3402	Supplies, Materials, Disposal	11133 NE 65th Street Kirkland, WA
School district contacts	Gary Alman, School district maintenance manager			206-361-4401	School Dist. Maintenance manager	
Security services	First Response, Inc.			206-762-4420	Security services	
Signage	Zumar Industries	Tom	Brandes	253-536-7740, 1-800-426-7967, 425-766-9998 (cell)	Signs	12015 Steele Street S, P.O. Box 44549, Tacoma, WA 98444-0549
	National Barricade Co., LLC	Brett	Rogers	206-523-4045	Signs	6518 Ravenna Ave NE, Seattle, WA 98115
	Fast Signs			206-368-7331	Signs	12700 Aurora Ave Ste A, Seattle, WA 98133
	Newman	Erin		800-437-9770	Supplies, Materials, Disposal	North Dakota
Soil, gravel, rock	Pacific Topsoil			1-800-884-7645, 206-948-3625	Soil, gravel, rock	2407 Gibson RD, Everett, WA 98204

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

	Fruhling Sand and Topsoil, Inc.	Jim	LeDahl	Dispatcher 206-730-0098 cell 206- 244-3538 home	Supplies, Materials, Disposal	Kenmore,Bothell
	Glacier Kenmore Aggregate - Rock	Debbie		206-764-3030	Supplies, Materials, Disposal	Kenmore
Tarps/plastic sheeting	Home Depot - Aurora	Lila		206-546-1900	Tarps/plastic sheeting	1335 N 205TH ST, Shoreline, WA 98133
	Home Depot - Bitterlake			206-361-9600	Tarps/plastic sheeting	11616 Aurora AVE N, Seattle, WA 98133
	Home Depot Contractor Services			206-546-7835	Tarps/plastic sheeting	
	Lowe's commercial			206-366-0365	Tarps/plastic sheeting	
	Dunn Lumber - Shoreline	Jim	Thomps n	206-542-2164	Tarps/plastic sheeting	1108 N 185TH ST, Shoreline, WA 98133
	Knoll Lumber & Hardware			425-487-3487	Tarps/plastic sheeting	17718 Woodinville Snohomish Rd NE, Woodinville, WA 98072
Torches - Acetylene	Praxair	Brian	Abbott	425-821-2423, 206-464- 4435	Torches-Acetylene	11216 120TH AVE NE, Kirkland, WA 98034
Torches - Arc welding	Praxair	Brian	Abbott	425-821-2423, 206-464- 4435	Torches-Acetylene	11216 120TH AVE NE, Kirkland, WA 98034
	Star Rentals, Inc.	Lannie	White	425-348-6969	Torches-Acetylene	12505 Mukilteo Spdwy, Everett, WA
	Hertz Equipment Rental			425-353-6700	Torches-Acetylene	2116 36th ST, Everett, WA
	Hertz Equipment Rental			425-486-0711	Torches-Acetylene	18030 Bothell Way, Bothell, WA 98011
Towing	Gerber Towing	Dave	Thomps n	206-542-9099	Towing	5975 E Marginal Way S, Seattle, WA
Traffic cones	King County Maintenance Yard	Carter	Reeve	206-296-1501	Traffic cones	19547 25TH AVE NE, Seattle, WA
	National Barricade Co., LLC	Brett	Rogers	206-523-4045	Traffic cones	6518 Ravenna Ave NE, Seattle, WA 98115

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

Utility locating	City of Shoreline Locating Inc.			Traffic cones Utility locating
Animal control	King Co. Animal Control		800-422-5555	Animal Control
	Naughty Nuisance Animal Control		206-542-1281	Animal Control
	NOAA (Seattle Marine Animal Issues)		206-526-4747	Animal Control
	WA Dept. Fish & Wildlife - Mill Creek office		425-775-1311	Animal, Fish & Wildlife regulations
Vehicle, equipment repair	Bill Pierre Ford - Fleet Service		206-364-1095	Vehicle/Equipment Repair 11525 Lake City Way NE, Seattle, WA 98125
	Everett Motor Trucks – commercial		425-258-2691, 800-201-2691	Vehicle/Equipment Repair 2920 Grand Ave, Everett, WA
	Evergreen R.V. – misc supplies (trailer lights, hoses, small generators, etc.)		206-542-1183	Vehicle/Equipment Repair 16610 Aurora Ave N, Shoreline, WA
	Goodsell Power Equipment		425-641-6991 (shop), 206-713-3482 (cell), 425-788-4799 (home)	Vehicle/Equipment Repair 13310 Bel-Red RD STE 203, Bellevue, WA 98005
	J & J Auto – auto parts		206-367-0782	Vehicle/Equipment Repair 14616-15th Ave NE, Shoreline, WA
	J&D Hydraulics – welding and repairs	Wes	253-876-0434	Vehicle/Equipment Repair 303 26th St NE, Auburn, WA 98002
	Jack's Repair – Mobile equipment repair	Gary	425-418-2679	Vehicle/Equipment Repair
	Les Schwab – tires	Tom	206-364-5674	Vehicle/Equipment Repair
	Mann's Welding	Tim	206-542-7434	Vehicle/Equipment Repair
	Mobile Mechanic		206-363-9027	Vehicle/Equipment Repair
	NAPA Auto Parts		206-542-1363	Vehicle/Equipment Repair 16340 Aurora Ave N, Shoreline, WA 98133
	Nelson Truck – commercial		206-622-3825	Vehicle/Equipment Repair

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

	North Seattle Transmission	Dennis Mitchell		206-364-3131	Vehicle/Equipment Repair	14711 15th Ave NE, Shoreline, WA 98155
	Olson Chevrolet - fleet	Steve		206-546-4171	Vehicle/Equipment Repair	17037 Aurora Ave N. Shoreline, WA
	Owen Equipment – Sweeper repair and parts	Brandon		800-422-2059	Vehicle/Equipment Repair	8721 South 218th St. Kent, WA 98031
	Schuck's Auto Parts			206-533-0179	Vehicle/Equipment Repair	18021 Aurora Ave N. Shoreline, WA
	Vermeer Northwest, Inc. – wood chipper repair and parts	Chip		253-536-7112, 800-366-2635	Vehicle/Equipment Repair	2205 112th St E, Tacoma, WA 98445
Pipe / Drainage / Utilities (repair/install supplies)						
	Ferguson Waterworks			425-481-7578	Pipe/Drainage/Utilities	24205 Snohomish Woodinville RD, Woodinville WA.
	H.B. Jaeger	Jason		360-568-5958	Pipe/Drainage/Utilities	10105 Airport Way Snohomish, WA
	H.D. Fowler			425-746-8400	Pipe/Drainage/Utilities	13440 SE 30th ST. Bellevue, WA
	King County Maintenance Yard	Carter	Reeve	206-793-8028 (cell)	Pipe/Drainage/Utilities	Shoreline
	Ronald Wastewater Department	George	Dicks	206-546-2494, 206-571-1767 (cell)	Pipe/Drainage/Utilities	Shoreline
	Shoreline Water Department	Denny	Closue	206-366-1842	Pipe/Drainage/Utilities	1519 NE 177th ST Shoreline, WA
	Steubers – landscape/irrigation supplies			206-632-8724	Pipe/Drainage/Utilities	308 3rd ST. Snohomish, WA 98290
	United Pipe			425-745-5700	Pipe/Drainage/Utilities	16516 Ash Way, Lynnwood WA, 98037
Supplies, Materials, Disposal	AllWest Underground – Excavation Shoring and confined space supplies			425-398-2353	Supplies, Materials, Disposal	8419 219th ST SE, Woodinville, WA
	Alpine – traffic supplies			253-351-9828	Supplies, Materials, Disposal	550 3rd ST. SW Centre, Auburn, WA

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

	Alpine Rockeries		425-481-3456	Supplies, Materials, Disposal	23711 63rd Ave SW, Woodinville, WA
	DeYoung's – sand bags, straw, seed, etc.		425-486-1401	Supplies, Materials, Disposal	17924 140th AV NE, Woodinville
	Ben's Cleaners	David Rall	206-622-4262	Supplies, Materials, Disposal	2221 4th Ave S. Seattle, WA 98134
	Concut – Diamond Blades and cutters		253-872-3507	Supplies, Materials, Disposal	6815 S. 220th ST Kent, WA 98032
	Fastenal – specialty fasteners and assoc. hand tools		425-744-1254	Supplies, Materials, Disposal	7116 220 ST SW, Mountlake Terrace, WA
	Fruhling Sand and Topsoil, Inc.	Jim LeDahl	206-730-0098 cell 206- 244-3538 home Dispatcher	Supplies, Materials, Disposal	Kenmore, Bothell
	Glacier Kenmore Aggregate - Rock	Debbie	206-764-3030	Supplies, Materials, Disposal	Kenmore
	IBS – Industrial supplies (absorbent, fasteners, cleaners, etc.)	Scott Dollaway	206-799-2289 (Toll Free) 800-678-1906	Supplies, Materials, Disposal	PO Box 1717 Auburn, WA 98071-1717
	Lake WA School District – Filled sand bags, delivery in an emergency.		425-702-3402	Supplies, Materials, Disposal	11133 NE 65th Street Kirkland, WA
	National Barricade	Tracy	206-523-4045	Supplies, Materials, Disposal	518 Ravenna Ave N, Seattle, WA
	National Safety	Annie Freseth	253-872-7471	Supplies, Materials, Disposal	6910 So. 196th St. Kent, WA 98032
	Newman – signs	Erin	800-437-9770	Supplies, Materials, Disposal	North Dakota
	Seattle Safety Supply		206-926-6296	Supplies, Materials, Disposal	5510 East Marginal Way South, Seattle, WA
	Sound Safety		425-251-8080	Supplies, Materials, Disposal	17800 West Valley Highway Tukiwila, WA
Miscellaneous	KCDA (King County Directors' Assoc.)		425-251-8115	Co-op buying/purchasing (school district)	

Appendix Table B-9 – Emergency Vendor Resources (Vendor by Product)

Seattle City Light	Direct dispatch line	206-706-0205	Emergency Contractor List	Shoreline
Bravo Environmental, LLC	Robert	425-424-9000, 888-272- 8644	Emergency Contractor List	6705 NE 175th St, Kenmore, WA 98028
Washington Work Wear	Barbara	253-638-0889	Uniforms, Boots, safety gear	13022 SE Kent Kangley RD. Kent, WA
Zep – asphalt release, cleaners, de-icer		253-872-2525	Supplies, Materials, Disposal	21019 77th Ave South Kent, WA 98032
Utility Systems - Large Equipment	Greg	360-563-9249	Emergency Contractor List	12125A Treosti Rd. Snohomish, WA 98290

Appendix Table B-10 – Emergency Vendor Resources (Category)

Company	Phone	Notes	Mailing Address	First Name	Last Name	Company
Drug Stores						Drug Stores
Walgreen's 175th	206-542-4964, Pharmacy: 206-542-4964	Drugstore	17524 Aurora Ave N, Shoreline, WA 98133			Walgreen's 175th
Walgreen's 145th	206-361-8826, Pharmacy: 206-361-8826	Drugstore	14510 Aurora Ave N, Shoreline, WA 98133			Walgreen's 145th
Bartell's	206-542-2678, Pharmacy: 206-542-2948	Drugstore	18420 Aurora Ave. N, Shoreline, WA 98133			Bartell's
Grocery Stores						Grocery Stores
Central Market Shoreline	206-363-9226	Grocery store	15505 Westminster Way N, Shoreline, WA 98133			Central Market Shoreline
Costco	206-546-0859, 206-546-0480	Grocery store	1175 N 205TH ST, Shoreline, WA 98133	Tom	Edwards	Costco
Fred Meyer	206-546-0720	Grocery store	18325 Aurora AVE N	Chuck	Householder	Fred Meyer
QFC - 145TH NE	206-363-5717	Grocery store	1531 NE 145TH ST, Shoreline, WA 98155	Rudy	Mantie	QFC - 145TH NE
QFC - Richmond Beach	206-546-5129	Grocery store	600 NW Richmond Beach RD, Shoreline, WA 98177	David	Webster	QFC - Richmond Beach
Safeway - 15TH NE	206-363-3130	Grocery store	17202 15TH AVE NE, Shoreline, WA 98155	Chris	Veil	Safeway - 15TH NE
Safeway - Aurora	206-363-8683	Grocery store	15332 Aurora AVE N, Seattle, WA 98133	Robert	Morton	Safeway - Aurora
Safeway - Edmonds	425-778-1411	Grocery store	23632 Hwy 99, Edmonds, WA			Safeway - Edmonds
Sam's Club	206-362-6700	Grocery store	13550 Aurora AVE N, Seattle, WA 98133	Jay	Strong	Sam's Club
Thriftway Ballinger	206-368-7221	Grocery store	20036 Ballinger WAY, Shoreline, WA 98155	Mike	Baker	Thriftway Ballinger
Top Foods	206-533-2800	Grocery store	1201 N 175TH ST, Shoreline, WA 98133	Lynda	Tickner	Top Foods

Appendix Table B-10 – Emergency Vendor Resources (Category)

Restaurants				Restaurants			
Full Moon Thai	206-542-5777	Restaurant	1441 NW Richmond Beach RD, Shoreline, WA 98177				Full Moon Thai
Leena's Café	206-364-4919	Restaurant	17732 15TH AVE NE, Shoreline, WA 98155	Nick		Athens	Leena's Café
Old Country Buffet	206-542-5665	Restaurant	16549 Aurora AVE N, Shoreline, WA 98133	Joe		Trivino	Old Country Buffet
Peking House	206-365-6500	Restaurant	17505 15TH AVE NE, Shoreline, WA				Peking House
Royal Unicorn	206-542-2169	Restaurant	615 NW Richmond Beach RD				Royal Unicorn
Shari's	206-361-2552	Restaurant	15252 Aurora AVE N				Shari's
Spiro's Pizza	206-546-2900	Restaurant	18411 Aurora AVE N, Shoreline, WA 98133	Evan			Spiro's Pizza
Subway	206-367-5058	Restaurant	15905 Westminster Way N				Subway
Subway	206-363-0112	Restaurant	20238 Ballinger Way NE				Subway
Subway	206-361-5135	Restaurant	12248 Aurora AVE N				Subway
Toshi's Teriyaki	206-364-7057	Restaurant	14705 Aurora AVE n				Toshi's Teriyaki
Toshi's Teriyaki	206-361-9811	Restaurant	20320 Ballinger Way NE				Toshi's Teriyaki
Fast Food				Fast Food			
Arby's	206-365-9292	Fast food	10733 Meridian AVE N				Arby's
Domino's Pizza	206-365-6011	Fast food	17720 15TH AVE N				Domino's Pizza
Jack in the Box	206-546-1978	Fast food	18213 Aurora AVE N				Jack in the Box
KFC	206-542-5155	Fast food	19533 Aurora AVE N				KFC
McDonald's	206-362-4560	Fast food	15201 Aurora AVE N				McDonald's
McDonald's	206-365-4511	Fast food	20227 Ballinger Way N				McDonald's
Taco Bell	206-365-2221	Fast food	15012 Aurora AVE N				Taco Bell
Catering				Catering			
Stovers Kitchens, Inc.	206-935-8100	Catering	4600 37th AVE SW, Seattle, WA 98126				Stovers Kitchens, Inc.

Appendix Table B-10 – Emergency Vendor Resources (Category)

Ingallina's Box Lunch	206-766-9400	Catering	135 S Lucile ST, Seattle, WA 98108	Chris	Ingallina's	Ingallina's Box Lunch
Hospitals						Hospitals
Northwest Hospital	206-364-0500	Hospital	1550 N 115TH ST, Seattle, WA 98133	Valerie	Novotny- Dinsdale	Northwest Hospital
Stevens Hospital	425-640-4209	Hospital	21601 76TH AVE W, Edmonds, WA 98026	Chris	Medina	Stevens Hospital
King Co. Health Dept.	206-205-4394	Health concerns				King Co. Health Dept.
Clinics						Clinics
Ballinger Clinic	425-640-4830	Clinic	6007 244TH ST SW # B, Mountlake Terrace, WA 98043			Ballinger Clinic
Care Plus Medical Center	206-365-0220	Clinic	14731 Aurora AVE N, Shoreline, WA 98133			Care Plus Medical Center
Lake Forest Park Medical Center	206-364-8272	Clinic	17191 Bothell Way NE, Lake Forest Park, WA 98155			Lake Forest Park Medical Center
Richmond Internal Medicine	206-546-5181	Clinic	355 NE Richmond Beach RD, Shoreline, WA 98177			Richmond Internal Medicine
Nursing Homes						Nursing Homes
Anderson House	206-364-9336	Nursing home				Anderson House
Arden Rehabilitation and Healthcare Center	206-542-3103	Nursing home	16357 Aurora AVE N, Shoreline, WA 98133			Arden Rehabilitation and Healthcare Center
MNB Adult Family Home	206-367-1504	Nursing home	15804 25TH AVE NE, Shoreline, WA 98155			MNB Adult Family Home
Northgate Rehabilitation Center	206-524-8300	Nursing home	10509 Stone AVE N, Seattle, WA 98133			Northgate Rehabilitation Center
Blood Banks						Blood Banks
Puget Sound Blood Center - North Seattle	206-526-1970	Blood bank	10357 Stone AVE N, Seattle, WA 98133			Puget Sound Blood Center - North Seattle
Puget Sound Blood Center - Lynnwood	425-774-6366	Blood bank	19723 HWY 99, STE F, Lynnwood, WA 98036			Puget Sound Blood Center - Lynnwood

Appendix Table B-10 – Emergency Vendor Resources (Category)

Volunteer Agencies				Volunteer Agencies		
American Red Cross	206-232-2345, 800-778-9827	Volunteer agency		American Red Cross		
Catholic Community Services	206-328-5696	Volunteer agency	100 23RD AVE S, Seattle, WA 98144-2302	Catholic Community Services		
Goodwill Association	206-329-1000	Volunteer agency		Goodwill Association		
Homeless Emergency Shelter	206-461-3200	Volunteer agency		Homeless Emergency Shelter		
Salvation Army	425-747-6392	Volunteer agency		Salvation Army		
Human Services				Human Services		
Center for Human Services	206-362-7282	Human services	17018 15TH AVE NE, Shoreline, WA 98155	Center for Human Services		
Crisis Line	206-461-3222	Human services		Crisis Line		
Family Counseling Services	206-362-7282	Human services		Family Counseling Services		
Food Lifeline	206-545-6600	Human services	1702 NE 150th ST, Shoreline, WA 98155	Food Lifeline		
Habitat for Humanity	206-292-5240	Human services		Habitat for Humanity		
Hopelink	425-869-6000	Human services		Hopelink		
Northwest Harvest	206-625-0755	Human services		Northwest Harvest		
Seattle Mental Health	206-302-2300	Human services		Seattle Mental Health		
Senior Services of Seattle, Meals on Wheels	206-448-5767	Human services		Senior Services of Seattle, Meals on Wheels		
Teen Hope Shelter	206-546-1010	Human services		Teen Hope Shelter		

Appendix Table B-10 – Emergency Vendor Resources (Category)

Teen Link Crisis Center	206-461-4922	Human services		Teen Link Crisis Center
WA Dept. of Social and Health Services	800-737-0617	Human services		WA Dept. of Social and Health Services
Water				Water
Allwater Corp. - Lynnwood	425-771-7631	Water		Allwater Corp. - Lynnwood
Crystal Springs	206-722-6500	Water		Crystal Springs
Culligan	425-251-8651	Water	18404 Cascade Ave S # 100, Tukwila, WA 98188	Culligan
Mountain Mist	800-232-7332	Water		Mountain Mist
Shoreline Water District	206-362-8100	Water		Shoreline Water District
Sparkletts	800-453-0293	Water		Sparkletts

Appendix C Health and Safety Plan Supplement

This page intentionally left blank

City of Shoreline Health and Safety Plan Supplement Purpose

The purpose of this Health and Safety Supplement is to support the existing City of Shoreline safety plan and/or procedures in regards 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.
- **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), reptiles and insects pose a hazard to debris removal workers.
- **Debris Disposal** – After disaster debris is collected it is often transported to a temporary disposal, storage and reduction site (TDSRS). Upon entry to a TDSRS, 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 TDSRS 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 TDSRS
- **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 site is 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 PUD to clear fallen lines prior to working in that area..
- 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 collection vehicles properly (not overloaded or unbalanced).
- Cover and secure loads, if necessary.
- When monitoring the collection process, stay alert in traffic and use safe driving techniques.
- 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.
- Maintain safe distances.
- Never reach into operating equipment.
- Use lock out/tag out protocol when maintaining equipment.

Debris Management Site/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

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 work place 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."
- **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."
- **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.
- **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." 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 wood chipper.
- **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 work day. 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.”

- **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. 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.

City of Shoreline Accident Prevention and Safety Manual



ACCIDENT PREVENTION AND SAFETY MANUAL

Revised July 2006, November 2008
Clerk's Receiving Number: 3813

TABLE OF CONTENTS

	Page
I. Introduction	3
II. Accident Prevention and Safety Program Policy Statement	3
III. A Partnership – Service & Safety	4
A. The Safety Team	4
B. How Does the Safety Team Function?	6
IV. Basic Safety Program – Rules & Expectations	7
A. Safety Orientation	7
B. Education and Training	7
C. Bulletin Boards	8
D. Basic Safety Rules	8
E. Specialized Safety Rules	9
F. Expectations	10
G. Safety Committee	11
V. Accident Prevention – Working Safely	12
A. Motor Vehicle Safety	12
B. Accident Review/Corrective Action Guidelines	13
C. Hazardous Chemicals Communication Program	13
D. Hearing Protection Plan	14
E. Bloodborne Pathogens Program	14
F. Heat Related Illness Prevention Program	14
G. Alcohol and Substance Abuse	14
H. Where to Turn	15
I. Reporting of Unsafe Conditions	15
J. Emergency Preparedness Information	15
K. Inspections	16
VI. Accidents – Actions to Take	16
A. If You Are Involved in a Vehicular Accident	16
B. If You Are Injured on the Job	17
C. If You Observe an Accident	17
D. Auto and Injury Accident Investigations	18
E. Evacuation Plan for City Hall	19

I. INTRODUCTION

The personal safety and health of every employee is of primary importance to the City of Shoreline. Because the prevention of occupationally caused injuries and illnesses is of such a high priority, management will make every effort to help provide a safe working environment. This manual has been prepared as a part of the City's continuing effort to develop and maintain a safe and healthy work environment. Safety promotion starts with awareness and practice of effective safety principles by every employee. It continues through regularly scheduled safety meetings, educational materials, first aid training, compliance with all safety rules and regulations, and other safety-related promotional activities.

The City attempts to maintain a safety program that conforms to the highest municipal practices. To do so, we will need all employees to cooperate in all safety and health matters, both between supervisor and employee, as well as among fellow employees. Only through such cooperative efforts can we achieve a safety record that will be a credit to us all.

II. ACCIDENT PREVENTION AND SAFETY PROGRAM POLICY STATEMENT

The City of Shoreline is committed to maintaining a safe, healthful, and accident-free workplace. The City expects an equal commitment from every employee through full and active participation in its accident prevention and safety program.

As a condition of employment, employees must comply with all safety rules; attend safety orientations and training sessions; participate in departmental or divisional safety meetings; operate tools, equipment, and vehicles properly; and comply with all vehicular incident, safety hazard, and injury reporting procedures. Most importantly, employees are expected to use good judgment regarding safety.

The City provides safety orientation to newly hired employees and reassigned employees as appropriate. The City also provides accident prevention and safety training, safety equipment, inspection of work sites, and investigation of accidents. Supervisors and managers are responsible for assuring safe operations in their work groups. Department heads are accountable to the City Manager for the safety performance of their departments. The Human Resources Department coordinates the general direction of safety training and provides support to departmental safety program activities. In case of job-related injury or illness, the City provides workers' compensation benefits as required by law.

Accident prevention and workplace safety is the responsibility of all employees. Failure to follow established safety procedures may result in disciplinary action up to and including termination.

III. A PARTNERSHIP - SERVICE & SAFETY

A. THE SAFETY TEAM

Safety: Whose job is it?

1. Employees

The person most crucial to the success of this program is you. As an **employee**, and a **partner** in the City's Safety Team, it is your responsibility to:

- Study and follow all safety procedures governing your work.
- Use proper safety devices and protective equipment.
- Properly care for all personal protective equipment.
- Participate in safety training classes that are applicable to your job.
- Immediately report every injury or occupational illness which occurs on the job, regardless of its severity, to your immediate supervisor. If immediate notification is impossible, the injury or illness must occur no later than 24 hours after occurrence.
- Learn emergency procedures and the correct exit route to use during an emergency evacuation.
- Report unsafe conditions or acts to supervisory personnel.
- Perform equipment checks and report any problems to your supervisor. Only use equipment found in good working order.
- Cooperate with other employees to eliminate accidents.
- Maintain a neat, clean, and hazard-free work area.
- Wear clothing that is not torn or loose while working around machinery.
- Wear seat belts when driving or riding in City vehicles or when driving or riding in a personal vehicle for City business.
- Report to your supervisor your use of any medications or the presence of any physical condition which may affect your safe work performance.
- Adhere to all motor vehicle laws.

In addition to these requirements, you should:

- Use good sense to protect your health on the job.
- Keep physically fit and report for work alert.
- Protect yourself by practicing correct body position when performing any task.
- Offer suggestions which may contribute to a safer work environment.
- Ask for additional instructions when unfamiliar situations occur.

2. Supervisors and Crew Leaders

Supervisors and **Crew Leaders** also play an important role in accident prevention and safety. They set the example for their employees and are directly responsible for working conditions at the job site. **Supervisors** and **Crew Leaders** shall:

- Serve as models for safe behavior.
- Create a work environment which encourages the free discussion and resolution of job-related safety issues.
- Hold regular on-the-job safety meetings with employees to discuss department safety issues.
- Provide thorough safety instruction for each employee before the employee is assigned a task.
- Provide follow-up safety training.
- Maintain safety training records.
- Enforce all rules, including those requiring employees to wear seat belts and other personal protective equipment.

- Review new safety equipment and accessories.
- Enforce the use of equipment guards.
- Ensure that the work site is clean, neat, and hazard-free.
- Inspect regularly for unsafe practices, potentially hazardous conditions, and faulty equipment.
- Check all equipment for proper maintenance.
- Review citywide safety inspection reports on department equipment and facilities.
- Initiate corrective action on reported hazards.
- Develop a checklist of key safety points for every job and for operating every piece of equipment.
- Maintain current certification in first aid and cardiopulmonary resuscitation (CPR), if legally required. All supervisors and crew leaders are encouraged to maintain current certification in first aid and CPR.
- Be responsible for and know how to handle employee job-related injuries or illnesses.
- Investigate all accidents promptly and make a complete written report to the Safety Coordinator.
- Include a safety practice review with each employee's annual performance evaluation.

3. Directors

Directors of departments are responsible for establishing department-wide safety standards and practices consistent with City and State standards. **Directors** shall:

- Serve as models for safe behavior.
- Create an environment where the City's accident prevention and safety program will be effective.
- Delegate responsibility for safety-related activities within the department as appropriate.
- Review reports of serious accidents with the supervisor in whose area the incident occurred. Each director will review the reports from their department only.
- Determine and activate the steps necessary to prevent recurrence of accidents.

The City's **Safety Coordinator** has responsibility for the general direction of safety training and other safety program activities. This staff member shall:

- Ensure that the City's accident prevention and safety program safeguards employees, promotes accident prevention in each department, and is consistent with WISHA standards.
- Advise and assist departments in the implementation of safety program activities.
- Provide periodic assessments of departmental safety performance to the City Manager.
- Coordinate citywide safety training activities.
- Address significant, identified safety hazards to employees, City property, or the public by providing notification and consultation to progressive levels of management, up to and including the City Manager.

B. HOW DOES THE SAFETY TEAM FUNCTION?

Everyone participates. Get involved! Be on the lookout for and report unsafe conditions such as:

- Broken equipment
- Slippery walking surfaces
- Employees or others using equipment or facilities in ways other than the manner in which they were intended to be used
- Awkward positions or inefficient procedures
- Areas that are too dark or too light for good visibility
- People working in traffic areas where motorists cannot see them
- Missing safety equipment, safety belts, harnesses, hearing protection, hard-hats, gloves, face shields
- Missing hazard or warning signs that tell you about specific hazards
- People not properly dressed or equipped to do the job to which they are assigned
- Signs of stress, fatigue, and inattentiveness in yourself and others
- Horseplay
- Loads that are too heavy or have no way to be properly secured
- Job tasks that require excess force, repetition, or vibration

When you see a minor unsafe condition:

- Mark it so no one is injured
- If you cannot fix it, report it to Facilities.

If you see a major unsafe condition, follow the accident reporting procedure outlined in section V(H).

Remember that our job is **public service**. Watch out for and report city-wide issues such as:

- Breaks in sidewalks and other trip-and-fall hazards
- Down or obscured traffic regulatory and warning signs
- Deep holes in streets
- Damaged or clogged drainage systems
- Any situation which could create a hazard to the public
- Inoperative traffic and pedestrian signals
- Traffic accidents and inoperative vehicles blocking traffic

IV. BASIC SAFETY PROGRAM - RULES & EXPECTATIONS

A. NEW AND TRANSFERRED EMPLOYEE SAFETY ORIENTATION

As a **partner in the City's safety program**, you will be given the City's *Accident Prevention and Safety Manual* upon hire.

As you become oriented to your particular job, and when a transfer to another job assignment makes additional training necessary, your supervisor will inform you of the following topics relating to workplace safety in your department:

- What to do in the event of emergencies:
 - Reporting emergencies
 - Location of exits
 - Evacuation routes
 - Earthquake procedures
 - Other procedures as required
- Location of first aid kits and other safety equipment, safety bulletin boards, and emergency telephone numbers.
- Identification of work group members trained in CPR/First Aid.
- How to report unsafe conditions or work practices.

In addition, you will receive an on-the-job review of safe work practices and potential hazards on the job site. Depending on the requirements of your particular job, this may include training in hazardous chemicals, machine safety, fall protection, confined space entry, trenching and shoring, proper lifting techniques, and the care and use of personal protective equipment.

B. EDUCATION AND TRAINING

The following basic safety training classes may be offered by the City.

- **Chemical Hazard Communications Training**
- **First Aid/CPR**

Certain supervisory employees, lead employees or employees in charge of a crew are required to hold CPR certification. Positions that require CPR certification include, but are not limited to:

 - Senior Lifeguard
 - Life Guard
 - Swim instructor
 - Teen Program Assistant
 - Recreation Coordinator I & II
 - Recreation Assistant
 - Parks Superintendent
 - Parks Maintenance Worker I & II
 - CRT Representative
 - Lead CRT Representative
 - Maintenance Supervisor
 - Maintenance Worker I & II
- Other classes may be required depending upon the position.

C. BULLETIN BOARDS

Bulletin boards are maintained in various locations around the City for the posting of safety information that will assist you in your job. On these boards you will find safety

bulletins, newsletters, posters, and other educational material. Take time to read these important safety messages.

D. BASIC SAFETY RULES

Accidents do occur. But many can be prevented when we prepare for every job with safety in mind and apply a few basic safety rules. The following rules apply to all employees. Failure to wear and maintain personal protection and safety equipment in these situations is grounds for discipline up to and including termination.

1. Personal protection and safety equipment:

- Hard-hats shall be worn by any employee in the following construction, repair, or inspection situations:
 - Construction sites where cranes, overhead scaffolding, or like equipment is in use;
 - Trenches, pipes, and other confined spaces;
 - When a hazard exists from falling or propelled objects;
 - Flagging.
- Hearing protection such as ear plugs and ear protectors shall be worn in all locations with posted high noise levels and whenever high RPM tools or equipment are being used.
- Safety glasses, goggles, or face shields shall be worn where any hazard to the eye exists, as in, but not limited to, operations involving chipping, grinding, drilling, cutting, welding, or trimming.
- Respirators and air filtering devices shall be worn whenever a job or operation introduces small particles or chemical pollutants into the air.
- Approved safety vests and/or approved uniforms shall be worn when in or adjacent to vehicular traffic or when working in outdoor construction areas after dark.
- Gloves suitable for the job shall be worn when necessary.
- Fall restraint and fall arrest equipment shall be used when employees are exposed to a hazard of falling ten feet or more.
- Adequate footwear shall be worn at all times in the shops and in the field. Shoes and boots must be of leather-upper work type, not athletic shoes. Thongs, sandals, and sport shoes leave feet exposed to potential cuts and crushing and may not be worn while working in the shops or in the field. In the office be sure your shoes are comfortable and give your feet adequate support. Poorly fitting shoes and very high heels can cause turned or sprained ankles. Steel toes may be a requirement of your position.
- Appropriate clothing shall be worn for each job. Prepare for each job by thinking about how your clothing and jewelry will affect your safety. Bind loose clothing, contain long hair, and remove jewelry before operating winches, drill motors, cutters, or electric saws.
- Sun protection such as proper clothing, hats and sunscreen, shall be used when outside conditions require.
- Safety guards shall be used on all equipment. Follow manufacturer's instructions, specifications and WISHA regulations for operation.

2. Seat Belts shall be worn in all City vehicles. Seat belts shall be worn when operating or riding as a passenger in any City vehicle or personal vehicle used for City business, and when using equipment in vehicular traffic.

3. **Avoid horseplay.**
4. **Controlled drugs** (illegal, certain prescription and some food additives) **and alcohol shall not be used on the job.** Prescription medications may affect your ability to work safely. Discuss your use of these medications with your supervisor, physician and pharmacist.

E. SPECIALIZED SAFETY RULES

The following rules apply to all employees in specific areas for specific job assignments.

- **Trenches and other confined spaces** -- City of Shoreline employees are not allowed to enter a trench, confined space, or excavation which does not satisfy the safety standards for construction work established by the Department of Labor and Industries. City of Shoreline employees are not permitted to enter such spaces without knowing and following the proper procedures outlined by department policy.
- **Traffic** -- Safety vests are mandatory whenever the work site is in, or adjacent to, traffic in public rights of way. All employees must receive specific training in setting up warning signs, flags, cones, barriers, and lights as prescribed in MUTCD standards before working in traffic areas. Warning devices must be in place when work sites are in or near vehicular traffic and work is in progress. NOTE: Flaggers must be trained in flagging procedures, possess a current flagging certificate and use Manual on Uniform Traffic Control Devices (MUTCD) approved signals when controlling traffic.
- **Grinding Tools** -- Grinding wheels must be operated within their rated speeds and with appropriate guards, and as otherwise specified by manufacturer's instructions. Use of proper personal protection equipment, including eye protection, is required.
- **Cutting and Welding** -- Only authorized personnel are permitted to perform any cutting and welding. Before cutting and welding, clear the area of any combustible material or flammable liquid. No cutting or welding is allowed on fuel tanks or oil containers. The welding area must be properly shielded to protect other employees from arc flashes. Whenever cutting or welding, you are required to use proper ventilation, prescribed clothing, and eye protection. Gas welding equipment must be equipped to prevent the backflow of oxygen into the fuel/gas supply. Prescribed pressure settings must be observed and no lubricants are permitted in assembly of gas welding equipment.
- **Compressed Air** -- Compressed air hoses must be handled with caution to ensure that air is directed away from all workers. Compressed air must not be used for cleaning clothing or other surfaces because of the hazards of blowing particles.
- **Pneumatic or Explosive-Activated Tools** -- These tools shall only be used by employees who are properly certified in their use. Pressure must always be shut off and air exhausted from any line before disconnecting the line from any tool or other connection. Leaking or defective hoses must be removed from service immediately.

- **Flammable and Combustible Liquids** -- Only approved containers and portable tanks are permitted for storage and handling of flammable and combustible liquids such as gasoline and paints. These containers must be stored in approved, closed metal cabinets when not in actual use. Spray painting is permitted only in approved spray booths or in areas specifically approved for such use under the *Uniform*

Building Code and Uniform Fire Code as enforced by the City. This does not apply to the use of aerosol cans or painting done outside a building, such as on a job site.

- **Chemicals** -- All chemicals must be properly and safely stored in appropriately composed and adequately sealed containers in safe, secure locations away from such hazards as excess heat, light, or moisture. When using chemicals, always wear the appropriate personal safety protection such as gloves or respirators. If you are unsure of what equipment is to be used, ask your supervisor and/or check the MSDS (Material Safety Data Sheet) on file in your department.
- **Hazardous Waste** -- To minimize hazardous waste production, chemical wastes must be properly separated and stored. This includes clear, concise, and legible labeling of all containers. If a waste product can be identified as a commodity, it can be recycled. Oils, gasoline, antifreeze, and batteries, if pure or undamaged, can all be recycled; but once polluted they become hazardous waste and must be effectively segregated and contained until properly disposed. Paints, pesticides, carburetor cleaners, and other such materials must be disposed of properly. Become familiar with the hazardous materials in your work area and how and where to dispose of each. If you have any questions relating to hazardous material or disposal procedures, check the MSDS on file in your department or ask your supervisor.

F. EXPECTATIONS

City employees are expected to achieve the following, in addition to observing the safety rules listed above.

- **Keep fit.** Staying healthy and alert increases your ability to ensure a safe and accident-free working environment. Diet and exercise information is available from your health care provider. The City does have a Wellness Program. For more information, contact your department wellness representative.
- **Learn how to provide first aid or summon a qualified person to do so.**
- **Know your building evacuation plan.** Know your nearest exit, and plan for alternate escape routes.
- **Maintain a personal emergency and disaster kit.** Know how to respond during a disaster, where to report and how to be prepared.
- **Know the location and proper use of fire extinguishers.**
- **Check with your supervisor before starting any new assignment.** Make sure you understand how to do the job and if any new safety hazards apply.
- **Use good judgment when lifting.** Keep the weight of lifted objects as close to your body as possible, and use your leg muscles to minimize muscle and back strain. If you're not sure of your ability to lift a particular load, get some help and/or use hand-trucks or other aids.
- **Make sure the tools you use are in good condition.** Cutting edges should be sharp, clean, and free of nicks; handles should be secure and complete. Be sure electrical tools are properly grounded.
- **Use the proper tool for the job.** Use tools only for their intended use.
- **Use a ladder, rather than a chair.** Chairs make poor platforms for standing. Use a ladder with non-conducting safety feet and no cracks, broken rungs, or other defects.
- **Use caution with file cabinets.** Keep file drawers closed when not in use. Open file drawers can trip or otherwise injure unsuspecting employees. Open only one drawer

at a time to prevent tipping. Never lean against a file cabinet or use it in place of a ladder.

- **Use exhaust fans and vents when operating equipment or using hazardous chemicals.** Know the location of Material Safety Data Sheets (MSDS) in your area. They contain instructions and precautions for handling emergencies such as fumes, spills, or accidental poisonings.
- **Practice good housekeeping.** Keep work areas neat, clean, and tidy. Unkempt floor areas not only create fall hazards, but may also hinder people from evacuating a building during an emergency.
- **Make good use of lighting.**
- **Keep flashlights available and in working order for emergency use.**
- **Adjust equipment and chairs to provide maximum support to and minimal strain on muscles, tendons and bones.**

G. SAFETY COMMITTEE

The Safety Committee is mandated by state regulations and exists at citywide level. Some departments may develop internal safety committees based on special work areas, such as the swimming pool.

Safety Committee Role:

- Review accidents and evaluate investigations to determine if causes have been properly identified and corrected.
- Review safety and health inspection reports to assist in correcting identified unsafe practices or conditions.
- Monitor the City's accident prevention and safety program for high standards of employee protection.

In addition, they may:

- Promote effective departmental safety activities
- Promote education and safety training for all employees
- Provide an important communication link between employees and management and between departments on safety issues
- Provide hands-on, user feedback on personal protective equipment and safety practices

The **Citywide Safety Committee** is comprised of elected and appointed members. The committee selects its chairperson from among its membership. The committee meets monthly.

Departmental Safety Committees address issues specific to each department. Your department may hold crew, division, or full departmental safety meetings.

V. ACCIDENT PREVENTION - WORKING SAFELY

A. MOTOR VEHICLE SAFETY

Many employees operate City vehicles and all employees become part of City traffic as a driver, passenger, or pedestrian when going to and from work and leisure activities. City of Shoreline employees should remain responsible, courteous, and safe drivers at all times.

An employee who operates a City vehicle or who operates a personal vehicle on City business is required to observe and comply with all City policies, including the City's Policy and Procedure on City Vehicle Use.

In addition, to help ensure that you avoid vehicle accidents and injuries on and off the job, remember the following basic rules:

- **Maintain appropriate current driver's license.**
- **Drive defensively.** The City expects employees who operate a City or personal vehicle on behalf of the City to drive defensively. Defensive driving is driving so as to prevent vehicular incidents, in spite of weather or road hazards, traffic conditions, or another driver's faulty driving or failure to obey traffic regulations. Look ahead and think ahead. Anticipate situations that may contribute to accidents and take appropriate precautions.
- **Participate in specialized driver's training when necessary.** Persons operating specialized equipment such as forklifts, tractors, or backhoes must meet their department's requirements for operation of the equipment prior to its use.
- **Wear seat belts at all times.** Passengers and drivers are required to always wear their seat belts.
- **Don't drive while under the influence of intoxicants or drugs, or while adversely affected by medical conditions or medications which cause drowsiness, slowed reaction times, vision disturbance, or other symptoms impacting driving performance.** If assigned to drive, report any such conditions or the use of medications to your supervisor.
- **Operate motor vehicles only when you are well rested and fully alert.**
- **Employees whose positions require them to hold a Commercial Drivers License (CDL) will be subject to substance abuse testing as required by federal laws.** If you have any questions about this, contact your supervisor for information and assistance.
- **Comply with the City's policy of no smoking when operating vehicles or motor equipment.** Handling smoking materials can distract your attention from driving. In addition, the smoke itself can contribute to drowsiness and delayed reaction times.
- **Inspect the vehicle and check its safety equipment (brakes, lights, etc.) before operating.** Walk around the vehicle to make sure that you will be able to move it without hitting any obstacles that may have been placed there since the vehicle was parked. Check to see that all equipment is properly stored and secured. Check also for any signs of damage that may have been caused by the previous operator. Report damage to your supervisor or the Fleet Manager before you use the vehicle.
- **Use a spotter when backing up.** You may need to physically check behind the vehicle to see if the area is clear. Ask for help any time your driving vision is obstructed.
- **Be alert to the vehicle emergencies of other drivers.** Call appropriate authorities for assistance at the first possible opportunity.

B. VEHICULAR INCIDENT REVIEW POLICY AND CORRECTIVE ACTION GUIDELINES

The City determines if an employee who has experienced a vehicular incident has driven defensively by review through the City's Safety Committee. Vehicular incidents are defined as incidents resulting in property damage and/or bodily injury involving City employees driving a licensed City, rental, or personal vehicle on City business. Defensive driving is driving so as to prevent vehicular incidents, in spite of weather or road hazards, traffic conditions, or another driver's faulty driving or failure to obey traffic regulations.

The Safety Committee will determine whether an accident was preventable or non-preventable based on the filed accident report and any other information submitted by the employee to the committee. A Preventable Vehicular Incident is defined as an incident in which the Safety Committee determines that the City driver failed to drive defensively. A Non-preventable Vehicular Incident is an incident in which the Safety Committee determines that the City driver drove defensively.

C. HAZARDOUS CHEMICALS COMMUNICATION PROGRAM

This program provides City employees information needed to protect them from health hazards associated with chemicals used on the job.

The City requires:

- Legally mandated proper container labeling and warning signs when and where necessary.
- Receipt of Material Safety Data Sheets (MSDSs) for all chemicals purchased for City use, maintenance of MSDSs in each work area where the chemicals are used, and availability of MSDSs to employees for review.
- Use of the least hazardous chemical available that provides equal or better performance for equal or lower cost.
- Use and maintenance of personal protective equipment by each department/employee when and where warranted.
- Legal and environmentally sensitive disposal of chemical wastes.
- Chemical Hazard Communication training, specific information and training regarding job-related chemicals, including First Responder training as appropriate, will be provided to employees by each department.

D. HEARING PROTECTION PLAN

The City's Hearing Protection Plan protects the hearing of all employees by requiring:

- Periodic testing of noise levels in noisy work areas or where employees have complained about noise levels.

- The use of hearing protection in all locations with high noise levels and whenever high RPM tools or equipment are being used.
- Annual audiometric testing and hearing protection training for those employees exposed to high levels of noise.

E. BLOODBORNE PATHOGENS PROGRAM

This program provides training in exposure control and the provisions of the Bloodborne Pathogens Standard for all employees who are occupationally exposed to bloodborne pathogens such as hepatitis (HBV) and human immunodeficiency virus (HIV).

The City requires that departments determine which employees have occupational exposure as defined by WAC 296-62-08001 and provide this training where necessary.

If your job requires you to have occupational exposure to bloodborne pathogens, you will receive training in methods of exposure control and the provisions of the Bloodborne Pathogens Standard from your department.

In case of an exposure to blood or blood products, or if you have questions about the program, contact your supervisor for information and assistance.

F. HEAT RELATED ILLNESS PREVENTION PROGRAM

This program provides training to employees who may be exposed to outdoor heat at or above the temperatures identified in WAC 296-62-095.

The City requires that departments determine which employees have occupational exposure as defined by WAC 296-62-095 and provide training where necessary.

Each year all employees working in the identified positions will receive training on the signs and symptoms of outdoor heat exposure and on prevention methods. Any employees hired during the summer months will receive this training prior to working in the outdoor environment. Supervisors of staff working in these environments will be required to observe the necessary precautions and maintain compliance with the provisions made by WAC 296-62-095.

G. ALCOHOL AND SUBSTANCE ABUSE

Employees of the City may be subject to disciplinary action or termination for being under the influence of intoxicating beverages and/or any drug during work hours or for the use of alcoholic beverages, narcotics, controlled substances or any other drug when the use thereof interferes with the efficiency or mental or physical fitness of the employee, or which precludes the employee from properly performing his/her functions and duties.

H. WHERE TO TURN

The City recognizes that personal issues can affect employees and public safety, and provides a program of assistance to employees through the Employee Assistance Program (EAP). The EAP is a diagnostic and referral service rather than a long-term counseling program. An EAP counselor can help employees experiencing personal problems such as marital or family difficulties; emotional, legal, financial, or physical

problems; or alcohol and drug dependencies, by referring employees with problems to the community resource best able to help.

It is the City's expectation that all employees will use the EAP when needed. To contact your EAP counselor, contact the Human Resources Department.

I. REPORTING OF UNSAFE CONDITIONS

In an effort to provide a safe workplace for all City employees, the City Safety Committee has designed a method whereby all City employees will have a channel for the reporting of any unsafe act or condition they may observe. Each employee is urged to be aware of any such unsafe acts or conditions and report them immediately using the following procedures.

1. Upon observing an unsafe condition, the employee will immediately verbally notify his immediate supervisor, giving full particulars of the incident or condition.
2. After a reasonable time, if no action is taken by the immediate supervisor to resolve the situation, the employee will fill out and submit a written Safety and Health Incident Report form. A supply of these forms is available at safety bulletin boards located in each City facility.
3. The Safety Coordinator will make contact with the immediate supervisor and department head to ensure that the unsafe situation is properly addressed. The Safety Coordinator will pursue the problem with the department involved to a satisfactory conclusion.
4. The Employee who submitted the report of the unsafe condition will be notified in writing by the Safety Coordinator as to what action has been or will be taken to resolve the situation. If the employee is not satisfied with the solution, he/she may appeal the decision to the City Safety Committee. All such appeals will be submitted in writing to the Safety Committee Chairperson.

J. EMERGENCY PREPAREDNESS INFORMATION

Planning for emergencies helps ensure everyone's personal safety and allows us to respond effectively to the needs of citizens when catastrophes occur. You are responsible for learning and performing your role in your department's emergency plan.

Your supervisor will instruct you in the following subjects:

- How you will be notified that an emergency exists
- What to do when notified of an emergency
- The location of the nearest exit in your work area. HR will also provide you with a copy of the exit strategy for your department and the strategy will also be posted on the walls near the exits.
- The location of a second (alternative) exit in your work area
- Who to notify in case of emergency
- Who to call to report a hazardous situation

K. INSPECTIONS

Effective inspections find and correct potential hazards before anyone is involved in an accident. Both formal and informal inspections occur on a regular basis.

The Department of Labor and Industries may conduct an official inspection of any or all City work sites at any time. Standards for these inspections are defined by the Washington Industrial Safety and Health Act (WISHA).

Actual or potential problem areas noted during inspections will be clearly documented, and the inspector must complete a report to the departmental safety file which indicates the date of the inspection, the inspector's name, a list of the problems found, recommendations for corrective action, and a target date for completing corrections.

Whenever an inspector finds a serious problem with a piece of equipment, the faulty piece of equipment should be tagged immediately and/or the work area blocked off until temporary or permanent repairs can be made. A copy of the inspector's report must be posted for review by the employees on the safety bulletin board. Problems must be corrected as quickly as possible.

Informal inspections are daily or routine checks of work sites made by employees and supervisors. These routine checks may focus on whether employees use personal protective equipment and follow appropriate safety procedures at all times or on the condition of the work site or equipment being used.

Informal safety inspections performed by you every day make you aware of the nature of your surroundings. **Remember! You are the eyes and ears of the Safety Team!**

VI. ACCIDENTS - ACTIONS TO TAKE

A. IF YOU ARE INVOLVED IN A VEHICULAR ACCIDENT

- **Call the City of Shoreline Police Department immediately at 911.** If outside the City, call the agency with jurisdiction and report to the Shoreline Police as soon as possible upon your return – if serious accident, the KCSO MARR Unit may respond to investigate concurrently.
- **Do not move your vehicle unless it is causing a major traffic obstruction and it is safe for you to do so.**
- **Stay safe inside your vehicle or off the street to prevent further injury or accident.** Take the same responsibility for keeping others safe as well.
- **Limit statements. Do not discuss the responsibility for the accident with anyone except the police or supervisory personnel.** Misstatements can lead to an assumption of liability where none exists.
- **Call your supervisor immediately to report the incident. If immediate notification is impossible, notification must occur within 24 hours of the incident.**
- **The driver of the City vehicle must fill out a Vehicle Damage Report and submit it to his/her supervisor.** Blank reports are in all vehicles or can be obtained from Facilities or the Human Resources Department.
- **Complete an Incident Report form.** You and your supervisor must complete this form within 24 hours of the employee's notification of the accident. Your supervisor will turn the paperwork into the Safety Committee and provide you with a copy.

- **If there was bodily injury and/or property damage exceeding \$500.00 to a single vehicle, a State of Washington Report of Vehicle Collision must be filled out. This form is available at the Police Department.**
- **City vehicles contain instructions from the Washington Cities Insurance Authority on steps to take if in an accident. In the event of an auto accident, City employees shall follow the WCIA instructions.**
- **The Safety Committee will review all vehicular incidents to determine whether an accident was preventable or non-preventable based on the filed accident report and any other information submitted by the employee to the committee, as outlined under section V(B).**

B. IF YOU ARE INJURED ON THE JOB

- **Immediately report the accident to your supervisor.** If immediate notification is impossible, notification must occur within 24 hours of the accident.
- **Complete an Incident Report Form.** You and your supervisor must complete this form within 24 hours of the employee's notification of the incident. Your supervisor will turn the paperwork into the Safety Committee and provide you with a copy.
- **If medical treatment is needed,** your supervisor will provide you with the necessary documents.

C. IF YOU OBSERVE AN ACCIDENT

Before you rush in to help, think carefully about what you will do. You want to take action that will help, not make the problem worse or endanger either the victim or you.

Sometimes an accident victim will be in a place where it is difficult or dangerous for you to reach him/her, such as:

- **A trench cave-in.** Be sure you will not cause more dirt and rock to cover the victim or that you will not destroy "landmarks" which will help you to remember where you last saw the buried worker.
- **In contact with live electrical wires.** Touching a person or a vehicle that is in contact with live electrical wires means that you may also suffer shock and burns.
- **An auto accident.** Yanking or dragging a person out of a wrecked vehicle may increase the chances of paralyzing back or neck injuries that could be avoided if special equipment and techniques were used.

DON'T MOVE AN INJURED PERSON UNLESS ABSOLUTELY NECESSARY!

Remember that in the City of Shoreline, we have many emergency medical and rescue services that can be at the scene of an accident in minutes. These people are trained to treat injuries.

Your responsibility is to:

- Call for help immediately any time a situation may require expert medical treatment or rescue services. Get help by calling 911. When you call, you should be able to tell the dispatcher your location, how many are injured, and how serious their injuries appear to be.

This page intentionally left blank

Appendix D Washington Public Assistance Damage Assessment

This page intentionally left blank

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, we are 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.**

We ask that each county emergency manager:

1. Advise us of their primary point of contact. This is very important when we coordinate the follow-on joint PDA with FEMA.
2. Notify us if their county did *NOT* experience extensive damages to public roads, sewers, water systems, schools, utility districts, etc., *or*
3. Notify us if their county *did* sustain extensive damages by completing and *submitting* the PDA forms (PA-1 and PA-2) to EMD Public Assistance.

Each local jurisdiction and Indian Tribe is asked to forward the completed PDA forms to their county emergency management office for coordination and submission to the state.

The counties need to send the forms to:

Email: publicassist@emd.wa.gov, or

Fax: (360) 570-6350

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. You should save a copy of the workbook to your computer and then fill in the forms on this saved copy. **The forms cannot be completed online.** We also recommend that you keep a paper copy of the forms in case you do not have power or access to a computer when you need the forms.

The [PDA Form](#) includes:

- **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.
- **PA-3, PDA Totals – County's Use.** This is a project tracking tool for county emergency managers and is not a required form.

The **Instructions** for the PDA forms are listed below. These are in a separate Word document.

- PA-1, Preliminary Damage Assessment Summary - [Form Instructions](#)
- PA-2, Preliminary Damage Assessment Estimates - Site/Category - [Form Instructions](#)
- PA-3, PDA Totals – County’s Use - [Form Instructions](#)

Timeline

If it is determined that a formal PDA 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, please contact the Program Manager at (253) 512-7078.

PDA DATA SHEET

Date:			
County:			
Applicant:			
Contact Name/E-mail:			
Phone:			
Local Inspector (Rep):	E-mail:	Phone:	
State Inspector:	E-mail:	Phone:	
Federal Inspector:	E-mail:	Phone:	

[Who Must Complete PDA?](#)
[Printing](#)

[Instructions for PDA forms](#)
[Submitting Forms](#)

Complete this sheet first. The information will automatically enter on each page in the workbook. NOTE: These data cells are not protected on the worksheets. If you need to change this demographic data for a specific category of work, you can do this on the applicable page. Complete each Category of Work page that you need for your damages, the information that is needed on each page is shaded light yellow.

ALL applicants with damages must complete a set of PDA forms for each county in which they sustained damages. Each local applicant must submit these forms to the county's emergency manager. Each county emergency manager is responsible for submitting all PDAs within their county to the WA Emergency Management Division (EMD). All state agencies must complete a set of PDA forms for each county where they sustained damages and submit the forms directly to EMD. EMD will total each county's damages to determine if thresholds are met.

When Printing: Text boxes are formatted to word wrap. However, if you enter more information than the cell will show, you will need to adjust the cell's size in order to print all entered information. Print margins are formatted to print all pages as they are currently formatted. If you only have four sites out of a possible 15 sites, the informational blocks for 15 sites will still print.

Instructions for the PA-1 and PA-2 PDA forms are available in a separate Word document. The instructions are available at our web site: <http://emd.wa.gov>. If you need assistance, please contact the Public Assistance Program at 360-570-6305. Submit the forms via e-mail to: publicassist@emd.wa.gov, or fax 360-570-6350.

Submit the PA-1 and PA-2 PDA forms via e-mail to: publicassist@emd.wa.gov, or fax to 360-570-6350. If you need assistance, please contact the Public Assistance Program at 360-570-6305.

Appendix E Lifelines, Critical Infrastructure and Other Debris Clearance Priorities

This page intentionally left blank

Appendix E Lifelines, Critical Infrastructure, and Other Debris Clearance Priorities

This Appendix provides a listing of debris clearance routes based on the priorities developed in section 6, *Debris Clearance and Hauling Operations*.

Appendix Table E-1 – Fire Station #63 Emergency Response Route				
63 Segment A - 8 Minutes - Name(s)				
Segment begins @ 1410 NE 180th St, facing EB going towards 15th Ave NE				
Direction	NONE	MINIMAL	MODERATE	SEVERE
EB on NE 180th St, turn RIGHT and go SB on 15th Ave NE				
Water Storage Tanks, Towers, steel 3.7 MG, .4 Concrete				
@ NE 175th St turn RIGHT and go WB on NE 175th St				
Shoreline Library				
I-5 Underpass - N 175th St				

@ Serpentine PI turn hard right and go EB on NE Serpentine PI				
@ 5th Ave NE turn RIGHT and go SB on 5th Ave NE				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ NE 165th St turn LEFT and go EB on NE 165th St				
Ridgecrest Elementary School				
Shoreline School District Bus Barn & Fuel Site				

@ 15th Ave NE turn RIGHT and go SB on 15th Ave NE				
@ NE 155th St turn LEFT, quick RIGHT and go SB parallel to 15th Ave NE through the Health Lab Parking Lot (see map detail)				
Fircrest Special Housing unit				
W.R. Geibt State Public Health Lab				
@ NE 150th St turn RIGHT and go WB on NE 150th St				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ 15th Ave NE turn LEFT and go SB on 15th Ave NE to NE 145th St				
END SEGMENT				
Notes:				

63 Segment B - 6 Minutes - Name(s)				
Segment begins @ 15th Ave NE & NE 145th St, on NE 145th going EB				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ NE 145th St turn LEFT and go EB on NE 145th St				
KC Housing Authority - Paramount Apartments				
Shoreline Nursing Home				
@ 30th Ave NE turn LEFT and go NB on 30th Ave NE				

@ 14901 30th Ave NE (Church) turn LEFT and go WB on driveway on the South side of the property				
@ 28th Ave NE turn LEFT and go SB on 28th Ave NE				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ NE 145th St turn RIGHT and go WB on NE 145th St				

@ 25th Ave NE turn RIGHT and go NB on 25th Ave NE				
Shoreline Christian School				
Shorecrest High School				
@ NE 155th St turn RIGHT and go EB on NE 155th St				
@ 30th Ave NE turn LEFT and go NB on 30th Ave NE				
Briarcrest Elementary School				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ NE 158th St turn LEFT and go WB on NE 158th St				
@ 25th Ave NE turn RIGHT and go NB on 25th Ave NE				
Kellogg Middle School				
@ NE 168th St turn LEFT and go WB on NE 168th St				

@ 15th Ave NE turn RIGHT and go NB on 15th Ave NE to NE 175th St				
END SEGMENT				
63 Segment C - 5 Minutes - Name(s)				
Segment begins @ 15th Ave NE & NE 175th St, on 15th Ave NE going NB				
Direction	NONE	MINIMAL	MODERATE	SEVERE
On 15th Ave NE @ NE 175th St go NB on 15th Ave NE				

@ NE 196th St turn RIGHT and go EB on NE 196th St (NE 196th St becomes 19th Ave NE)				
@ Ballinger Way NE turn RIGHT and go EB on Ballinger Way NE				
@ 25th ave NE U-TURN and go WB on Ballinger way NE (Ballinger Way NE becomes NE 205th St/SR 104)				
I-5 Underpass - N 205th St / State Route 104				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ 1st Ave NE turn LEFT and go SB on 1st Ave NE				
END SEGMENT				
Notes:				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ NE 185th St turn LEFT and go EB on NE 185th				
I-5 Overpass - NE 185th St (24" watermain crosses here)				
@ I-5 U-TURN and go WB on NE 185th St				
Sports Stadium				
Spartan Gym				
Shoreline Police Station				
@ Aurora Ave N turn LEFT and go SB on Aurora Ave N				

End @ Station 61 (17525 Aurora Ave N)				
ESTIMATED TIME TO COMPLETE: 26 MINUTES				
Notes:				

This page intentionally left blank

Appendix Table E-2 – Fire Station #64 Emergency Response Route				
64 Segment A - 7 Minutes - Name(s)				
Segment begins @ 719 N 185th St, on N 185th going EB				
Direction	NONE	MINIMAL	MODERATE	SEVERE
EB on N 185th St				
@ Meridian Ave N turn LEFT and go NB on Meridian Ave N				
@ N 195th St turn LEFT and go WB on N 195th St				
Echo Lake Elementary School				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ Ashworth Ave N turn LEFT and go SB on Ashworth Ave N				
@ N 192nd St turn RIGHT and go WB on N 192nd ST				
Blakely 55+ & Echo Lake Housing - 489 Units total				

@ Aurora Ave N turn RIGHT and go NB on Aurora Ave N				
Dale Turner YMCA				
Aurora Village				
@ N 205th St turn LEFT and go WB on N 205th St				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ Fremont Ave N turn LEFT and go SB on Fremont Ave N to N Kings Garden Dr				
Water Storage Tanks, Elevated Tanks, Steel, 1 & 2 MG				

64 Segment B - 7 Minutes - Name(s)				
Segment begins @ Kings Garden Dr & Fremont Ave N, go NB on Kings Garden Dr				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ Kings Garden Dr turn RIGHT and go WB on N Kings Garden Dr, stay to the RIGHT and exit onto N 195th St (see map detail)				
Radio Tower				
Water Storage Tanks, Elevated Tanks, Steel 1 & 2 MG - 2nd look, other side				
@ N 195th St turn LEFT and go WB on N 195th St				
Kings Elementary School				
Einstein Middle School				

@ 8th Ave NW turn RIGHT and go NB on 8th Ave NW				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ NW 200th St turn LEFT and go WB on NW 200th St				
@ 10th Ave NW turn LEFT and go SB on 10th Ave NW				

@ Stop Sign go STRAIGHT (10th Ave NW becomes NW 197th PI)				
@ 11th Ave NW turn LEFT and go SB on 11th Ave NW				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ NW 196th St turn RIGHT and go WB on NW 196th St				
@ 12th Ave NW turn RIGHT and go NB on 12th Ave NW				
Syre Elementary School				
@ NW 201st St turn LEFT and go WB on NW 201st St				

@ 15th Ave NW turn LEFT and go SB on 15th Ave NW				
END SEGMENT				
Notes:				

@ 20th Ave NW turn LEFT and go SB on 20th Ave NW				
@ NW 190th St turn RIGHT and go WB on NW 190th St				
Richmond Beach Saltwater Park - Ped Bridge over RR				
Richmond Beach Saltwater Park - E Soils				
@ 22nd Ave NW the road turns N, go NB on 22nd Ave NW				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ 23rd Ave NW turn LEFT (angle) and go NB on 23rd Ave NW				
@ NW 192nd PI turn LEFT and WB on NW 192nd PI				
@ NW Richmond Beach Dr turn RIGHT and go NB on NW Richmond Beach Dr				
Vehicle Bridge to 27th Ave NW				

Point Wells				
@ NW 205th St U-TURN and go SB on Richmond Beach Dr				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ NW 196th St turn LEFT and go EB on NW 196th St (Richmond Beach Rd)				

@ 20th Ave NW continue EB on Richmond Beach Rd				
END SEGMENT				
Notes:				

64 Segment D - 7 Minutes - Name(s)				
Segment begins @ Richmond Beach Rd & 20th Ave NW, go EB on Richmond Beach Rd				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ 20th Ave NW & NW Richmond Beach Rd go EB on NW Richmond Beach Rd				
@ 8th Ave NW, just prior to 8th, turn RIGHT onto NW Innis Arden Dr and go SB on NW Innis Arden Dr (this becomes 13th Ave NW which becomes NW 177th St)				

@ 14th Ave NW turn LEFT and go SB on 14th Ave NW				
@ NW 175th St turn LEFT and go EB on NW 175th St				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ 10th Ave NW turn LEFT and go NB on 10th Ave NW (10th Ave NW turns and becomes NW 180th St)				

@ 8th Ave NW turn LEFT and go NB to NW Richmond Beach Rd				
@ NW Richmond Beach Rd turn RIGHT and go EB on NW Richmond Beach Rd				
@ Fremont Ave N Turn RIGHT and go SB on Fremont Ave N				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ N 175th St turn LEFT and go EB on N 175th to Station 61 and turn in the findings from the Damage Assessment				
End @ Station 61 - 17525 Aurora Ave N				
ESTIMATED TIME TO COMPLETE: 28 MINUTES				
Notes:				

This page intentionally left blank

Appendix Table E-3 – Fire Station #64 Emergency Response Route				
65 Segment A - 7 Minutes - Name(s)				
Segment begins @ 145 NE 155th St, facing WB on NE 155th St				
Direction	NONE	MINIMAL	MODERATE	SEVERE
WB on NE 155th St, turn LEFT and go SB on 1st Ave NE				
I-5 Underpass - NE 155th St				
Aegis Assisted Living Facility				
@ NE 145th St turn LEFT and go EB on NE 145th St				
I-5 Overpass - NE 145th St				

@ I-5 U-TURN and go WB on NE 145th St				
@ Meridian Ave N turn RIGHT and go NB on Meridian Ave N				
Evergreen Elementary School				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ N 155th turn LEFT and go WB on N 155th St				
Parkwood Elementary School				

@ Wallingford Ave N turn RIGHT and go NB on Wallingford Ave N				
@ N 157th St turn RIGHT and go EB on N 157th St				
@ Meridian Ave N turn LEFT and go NB on Meridian Ave N				

Direction	NONE	MINIMAL	MODERATE	SEVERE
@ N 163rd turn RIGHT and go EB on N 163rd St, U-TURN back to Meridian Ave N				
Metro Bus Barn & Bus Tunnel under I-5				
@ Meridian Ave N turn RIGHT and go NB on Meridian Ave N				
Seattle City Light, Shoreline Electrical Substation				
Meridian Park Elementary School				

@ N 175th St turn RIGHT and go EB on N 175th St				
I-5 Overpass - NE 175th St				
END SEGMENT				
Notes:				
65 Segment B - 5 Minutes - Name(s)				
Segment begins @ Meridian Ave N & N 175th St, go EB on N 175th St				
Direction	NONE	MINIMAL	MODERATE	SEVERE

@ I-5 U-TURN and go WB on N 175th St				
I-5 Overpass - NE 175th St				
Shoreline City Hall				
@ Aurora Ave N turn LEFT and go SB on Aurora Ave N				
Arden Rehab and Healthcare Center				
@ Westminster Way N veer to the RIGHT and go SB on Westminster Way N				
Concrete Ped Overpass				

@ N 155th St turn LEFT and go EB on N 155th St				
Concrete Ped Overpass				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ Aurora Ave N turn RIGHT and go SB on Aurora Ave N				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ N 145th St turn RIGHT and go WB on N 145th St				

65 Segment C - 8 Minutes - Name(s)				
Segment begins @ Aurora Ave N & N 145th st, going WB on N 145th St				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ 3rd Ave NW turn RIGHT and U-TURN @ The Highlands guard shack back to N 145th St				
Water Storage Tank, Tower, Steel, 1 MG				
The Highlands Guard Shack				
@ N 145th St turn LEFT and go EB on N 145th St				

@ Greenwood Ave N turn LEFT and go NB (stay right, Greenwood Ave N becomes Westminster Way N)				
@ Dayton Ave N turn LEFT and go NB on Dayton Ave N				
Washington State DOT Control Center				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ N 160th St turn LEFT and go WB on N 160th St				
Highland Terrace Elementary School				

@ 1st Ave NW U-TURN and go EB back to Greenwood Ave N				
@ Greenwood Ave N turn LEFT and go NB on Greenwood Ave N				
@ Innis Arden Way turn LEFT and go WB on Innis Arden Way				
Shoreline Community College				

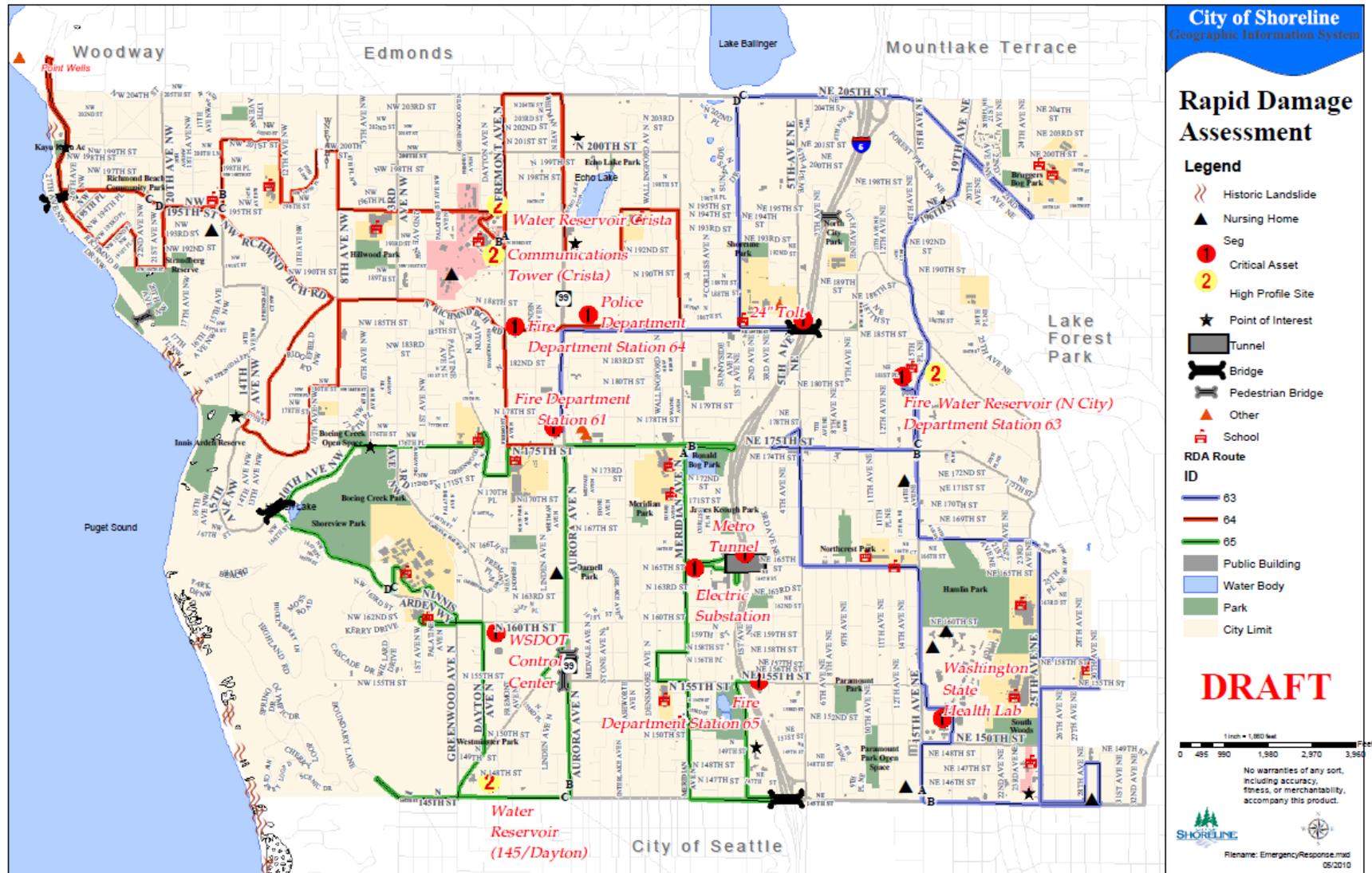
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ the main entrance to the Shoreline Community College turn RIGHT and pull through the campus back to Innis Arden Way (see map detail)				
END SEGMENT				
Notes:				

65 Segment D - 7 Minutes - Name(s)				
Segment begins @ Innis Arden Way @ the west Community College driveway, go WB on Innis Arden Way				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ Innis Arden Way turn RIGHT and go WB on Innis Arden Way				
@ 10th Ave NW turn RIGHT and go NB on 10th Ave NW				
Hidden Lake Vehicle Bridge				
@ NW 175th St turn RIGHT and go EB on NW 175th St				
Sinkhole location of 1996 NW 175th @ 6th Ave NW				

@ ST Lukes PI N turn LEFT and go NB on ST Lukes PI N				
St. Lukes Catholic School				
Dayton Ave Wall				
Direction	NONE	MINIMAL	MODERATE	SEVERE
@ Dayton Ave N turn RIGHT and go SB on Dayton Ave N				
@ N 172nd St turn LEFT and go EB on N 172nd ST				

@ Fremont Ave N turn LEFT and go NB on Fremont Ave N				
Shorewood High School				
@ N 175th St turn RIGHT and go WB to Station 61 and turn in the findings from the Damage Assessment				
Shoreline Fire Station HQ - EOC				

Rapid Damage Assessment – Emergency Response Routes



This page intentionally left blank

Appendix F Debris Sites

This page intentionally left blank

Appendix Table F – Department Site Inventory

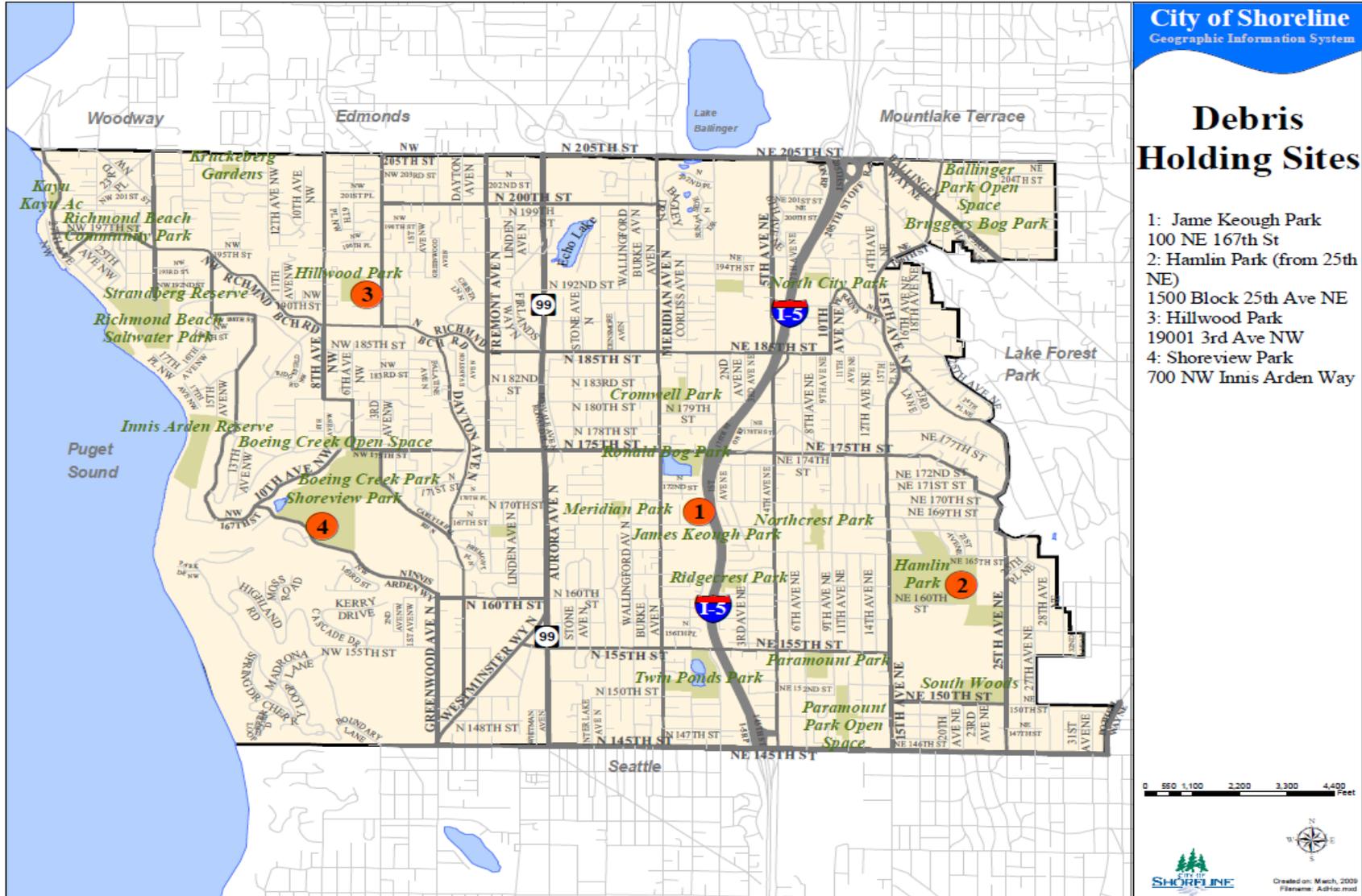
Debris Management Sites	Address	Staffing
Keough Park	2301 N. 167 th St.	Up to 2 supervisors At least 1 staff for each material collected. 3-4 staff and/or CERT volunteers as needed to assist with traffic control.
Jackson Park Golf Course (per Michael Mociulski City of Seattle 206 615-1149, 10/5/09)	1000 NE 135th St Seattle, WA 98125	This is a shared site with Seattle, and Shoreline will supply staff support according to Seattle's request.
Neighborhood Collection Sites	Address	Staffing
Hillwood Park	19001 3 rd Ave NW	At least 1 supervisor At least 1 staff for each material collected. 1-2 staff and/or CERT volunteers as needed to assist with traffic control.
Shoreview Park	700 NW Innis Arden Way	At least 1 supervisor At least 1 staff for each material collected. 1-2 staff and/or CERT volunteers as needed to assist with traffic control.
Hamlin Park (Inner backside)	1500 Block 25 th Ave NE	At least 1 supervisor At least 1 staff for each material collected. 1-2 staff and/or CERT volunteers as needed to assist with traffic control.

Note: Debris collection at Debris Management and Neighborhood Collection sites should follow applicable rules and regulations and site preparation guidelines described in Section 3 Applicable Rules and Regulations, Appendix F Operating Plan for both type of sites and Section 6: Debris Collection and Hauling Operations of the Management Plan.

* Attached is an aerial map of all collection sites within the City of Shoreline.

This page intentionally left blank

Debris Holding Sites



This page intentionally left blank

Figure 1 Keough Park Debris Management Site Inventory Investigation of Site Suitability

Site Name: Keough **Parcel Number (0066) 5727500066**
Site Address: 100 N 167th Street **Site Coordinates: N 47.751**
Estimated Property Size: 3.10 acres **W 122.330**

Site Owner: City of Shoreline
Ownership Type: Jurisdiction Property County Property Private Property
 Other (describe)
Owner Address: 17500 Midvale Ave N Shoreline WA 98133
Owner Phone: 206-801-2700
Owner Email:

Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	Park
Proposed Future Land Use	Park
Current Land use/Zoning	R6
Restoration Time Requirements	none
Proximity to School, Church, or Community Center	School within 1 mile
Property Topography	Flat
Environmental Considerations	None
Open Water or Wetlands	None
Proximity to Ground Water Wells (wellhead protection area)	Unknown
Within 100-year floodplain	No
Soil/Slope Integrity	Good; 10% paved
Surface Water Drainage	Okay
Suitable for use in wet weather	Can get wet
Prevailing Wind Direction	SW-NE
Brownfield Site	No
Superfund Site	No
Archeological or Historic Properties or Artifacts	No
Underground Utilities (water, wastewater, natural gas, electricity)	No
Noise Control Buffer	No
Adjacent to Airport/Airfield	No
Access to Electrical Service	No
Access to Water Service	No
Access to Sewer Service	No; Depending on condition of the site surface at the time of emergency, vactor trucks, vacu-booms, tarps and sawdust may be used to collect leachate for removal.
Existing Lighting	No
Traffic Ingress/Egress Capacity	Difficult; To use flagging, signage, cones and barricades to minimize traffic difficulties.
Transportation accessibility (topography, traffic congestion)	Residential Road
Capable of Accepting Heavy Trucks (site and neighboring roads)	Pour

Proximity to Major Roadway
 Fencing and Other Security Features
 All Weather Roads

Borders Interstate 5
 Gate Entrance and 3 sides of park
 Yes

Site Preparation Level of Effort	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
Suitability to Wet Weather	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
Ability to Serve Spatial Area	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Low

Recommended Uses for This Site:

<input checked="" type="checkbox"/> C&D, limited	<input checked="" type="checkbox"/> Vegetative	<input checked="" type="checkbox"/> White Goods
<input type="checkbox"/> Hazardous Waste	<input type="checkbox"/> Other (describe)	

Reduction Methods Acceptable for This Site:

<input checked="" type="checkbox"/> Open Burning	<input checked="" type="checkbox"/> Incineration
<input checked="" type="checkbox"/> Grinding	<input type="checkbox"/> Other (describe)

Site Map: Please indicate intended use areas, traffic management patterns, utilities, and any other elements that will involve or impact operation of the site.



List Jurisdictions that could utilize this site: City of Shoreline

Closest Recycling Facility Available to This Site: Shoreline Transfer Station

Closest Yard Waste/Composting Facility Available to This Site: Shoreline Transfer Station

Closest CDL Facility Available to This Site: CDL Recycle, 7201 E Marginal Way South Seattle

Closest Transfer Station Available to This Site: Shoreline Transfer Station

Closest Landfill Available to This Site: Cedar Hills, King County

Date of Site Survey:

List pictures or other observations taken during site visit: Attached

Potential Site Rating Primary Secondary Tertiary

Site Photographs:



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Entry to Site, Photo 1, Inside Entry Gate Looking East



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Entry to Site, Photo 3, Vehicle Access from Southwest Corner

Page 3 of 56



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Point A, Photo 6, Looking East

Page 9 of 56



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Point B, Photo 4, Looking Northwest

Page 16 of 56



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Point A, Photo 4, Looking North

Page 7 of 56



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Point D, Photo 1, Looking South



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Point G, Photo 1, Looking North



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Point B, Photo 5, Looking North

Page 17 of 56



Debris Management Site 1
James Keough Park
100 NE 167TH St
Shoreline, WA 98155
Point G, Photo 6, Gate to Transfer Station (#2)

Page 47 of 56

This page intentionally left blank

Figure 2 Jackson Park Golf Course Debris Management Site Inventory Investigation of Site Suitability

Investigation of Property Suitability

TEMPORARY DEBRIS STAGING AND REDUCTION (TDSR) SITE

DATE OF SITE INVESTIGATION: May 2, 2007

OWNERSHIP OF PROPERTY (CHECK ONE): Municipal Property County Property Private Property

Other Ownership (describe) _____

PROPERTY NAME: Jefferson Park Golf Course

PROPERTY OWNER'S NAME: Seattle Parks and Recreation Department

PROPERTY OWNER'S ADDRESS: _____

PROPERTY OWNER'S PHONE NUMBER: _____

PROPERTY OWNER'S EMAIL ADDRESS: _____

ESTIMATED PROPERTY SIZE: 104.489 ACRES SITE GPS COORDINATES: N 47.56695359890 W 122.30502775800

CHARACTERIZATION OF NEIGHBORING PROPERTIES	
EVALUATION FACTOR	COMMENTS
Property Current Land Use	Golf Course and Driving Range
Any proposed future land uses	No
Environmental issues	No
Proximity to Schools, Churches, Community Centers	No
Property topography	Flat on driving range, hilly on golf course
Open water sources	Periodic water traps
Ground water wells	No
Access to electricity/sewer/water	No
Soil integrity	Good
Surface water drainage	Good
Prevailing wind direction	N/A
Ingress/Egress	Good
Lighted area	Yes
Site security	None
Buffer Distance for Noise Control	Yes, heavy traffic area
Property Developed	N/A
Property Adjacent to Airport/Airfield	N/A
Site able to handle large volume of trucks	N/A

SITE PREPARATION: High _____ Medium _____ Low X

SUITABILITY TO WET WEATHER: High X Medium _____ Low _____

ABILITY TO SERVE A SPATIAL AREA: High X Medium _____ Low _____



ACCESSIBILITY TO MUNICIPALITIES (LIST MUNICIPALITIES LIKELY TO UTILIZE SITE):

SITE ACCEPTABILITY FOR WHAT TYPE OF REDUCTION METHOD (CHECK APPLICABLE METHOD(S)):

Open Burning _____
Air Curtain Incineration _____
Grinding X

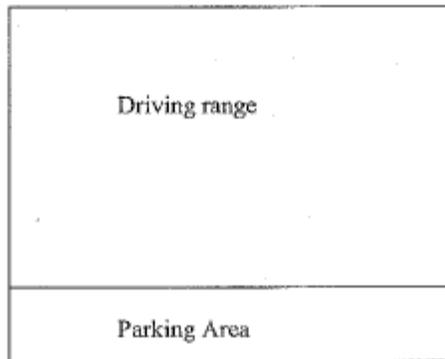
WILL THIS SITE BE RECOMMENDED FOR USE (YES/NO) AND EXPLAIN:

_____ C&D
 X Vegetative
_____ Both C&D and Vegetative
_____ White Goods
_____ Other (Describe _____)

LIST NUMBERS OF EACH PHOTOGRAPHS TAKEN OF THE PROPERTY: 113, 114

LIST THE CLOSEST LANDFILL AND APPROXIMATE DISTANCE FROM SITE:

SITE SKETCH: IDENTIFY MAJOR FEATURES OF SITE (ROADWAYS, BARRIERS TO USE, SPATIAL AREA). IF ONLY PORTION OF PROPERTY IS SUITABLE FOR USE, PLEASE IDENTIFY WHAT AREA(S) WILL BE USED AND WHAT AREAS WILL NOT.



This page intentionally left blank

Figure 3 Hillwood Park Debris Management Site Inventory Investigation of Site Suitability

Site Name: Hillwood Park **Parcel Number (9257) 0126039257**
Site Address: 19001 3rd Ave NW **Site Coordinates: N 47.767**
Estimated Property Size: 10.0 acres **W 122.363**

Site Owner: City of Shoreline
Ownership Type: Jurisdiction Property County Property Private Property
 Other (describe)
Owner Address: 17500 Midvale Ave N Shoreline WA 98133
Owner Phone: 206-801-2700
Owner Email:

Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	Park
Proposed Future Land Use	Park
Current Land use/Zoning	R6
Restoration Time Requirements	None
Proximity to School, Church, or Community Center	School Adjacent
Property Topography	Flat
Environmental Considerations	Wetland
Open Water or Wetlands	Yes
Proximity to Ground Water Wells (wellhead protection area)	Unknown
Within 100-year floodplain	No
Soil/Slope Integrity	Good
Surface Water Drainage	Yes
Suitable for use in wet weather	Difficult
Prevailing Wind Direction	SW-NE
Brownfield Site	No
Superfund Site	No
Archeological or Historic Properties or Artifacts	No
Underground Utilities (water, wastewater, natural gas, electricity)	Yes
Noise Control Buffer	No
Adjacent to Airport/Airfield	No
Access to Electrical Service	Yes
Access to Water Service	Yes
Access to Sewer Service	Yes
Existing Lighting	Yes
Traffic Ingress/Egress Capacity	Decent
Transportation accessibility (topography, traffic congestion)	Okay
Capable of Accepting Heavy Trucks (site and neighboring roads)	Moderate
Proximity to Major Roadway	1 mile from Aurora
Fencing and Other Security Features	Can be 80% secured

Site Preparation Level of Effort High Medium Low
Suitability to Wet Weather High Medium Low
Ability to Serve Spatial Area High Medium Low

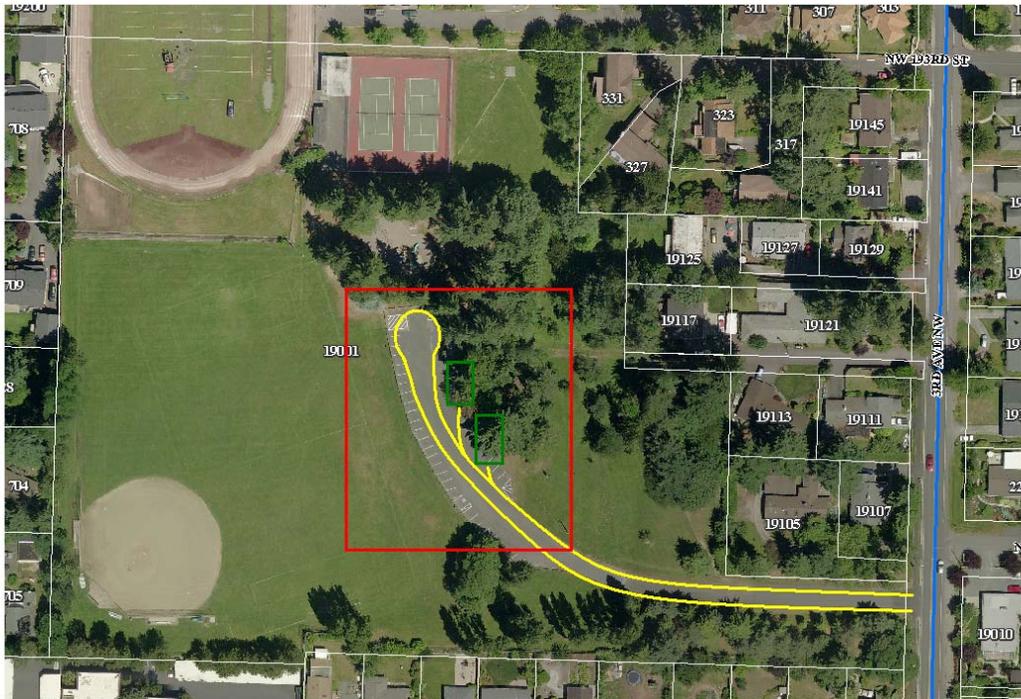
Recommended Uses for This Site:

- C&D, limited
- Hazardous Waste
- Vegetative
- Other (Municipal solid waste, putrecibles, solid, mud and sand)
- White Goods

Reduction Methods Acceptable for This Site:

- Open Burning
- Grinding
- Incineration
- Other (describe)

Site Map: Please indicate intended use areas, traffic management patterns, utilities, and any other elements that will involve or impact operation of the site.



Site Name - Hillwood Park
Address - 19001 3rd Ave NW

- Dumpster
- Ingress/Egress
- Drop site

List Jurisdictions that could utilize this site: City of Shoreline

Closest Recycling Facility Available to This Site: Shoreline Transfer Station

Closest Yard Waste/Composting Facility Available to This Site: Shoreline Transfer Station

Closest CDL Facility Available to This Site: CDL Recycle, 7201 E Marginal Way South Seattle

Closest Transfer Station Available to This Site: Shoreline Transfer Station

Closest Landfill Available to This Site: Cedar Hills, King County

Date of Site Survey:

List pictures or other observations taken during site visit: Attached

Potential Site Rating Primary Secondary Tertiary

This page intentionally left blank

Figure 4 Shoreview Park Debris Management Site Inventory Investigation of Site Suitability

Site Name: Shoreview Park **Parcel Number 1226039012 (9012)**
Site Address: 700 MW Innis Arden Way **Site Coordinates: N 47.750**
Estimated Property Size: 48.87 acres **W 122.366**

Site Owner:

Ownership Type: Jurisdiction Property County Property Private Property
 Other (describe)

Owner Address: 17500 Midvale Ave N Shoreline WA 98133

Owner Phone: 206-801-2700

Owner Email:

Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	Park
Proposed Future Land Use	Park
Current Land use/Zoning	R4
Restoration Time Requirements	None
Proximity to School, Church, or Community Center	West of College
Property Topography	Hilly – some flat
Environmental Considerations	Boeing Creek / Hidden Lake / Forests
Open Water or Wetlands	Hidden Lake / Creek
Proximity to Ground Water Wells (wellhead protection area)	Unknown
Within 100-year floodplain	No
Soil/Slope Integrity	Mixed in spots
Surface Water Drainage	Yes
Suitable for use in wet weather	Yes
Prevailing Wind Direction	SW – NE
Brownfield Site	No
Superfund Site	No
Archeological or Historic Properties or Artifacts	No
Underground Utilities (water, wastewater, natural gas, electricity)	Yes
Noise Control Buffer	No
Adjacent to Airport/Airfield	No
Access to Electrical Service	Yes
Access to Water Service	Yes
Access to Sewer Service	Yes
Existing Lighting	No
Traffic Ingress/Egress Capacity	Moderate
Transportation accessibility (topography, traffic congestion)	Moderate
Capable of Accepting Heavy Trucks (site and neighboring roads)	Moderate
Proximity to Major Roadway	1 mile from HWY 99
Fencing and Other Security Features	None

Site Preparation Level of Effort High Medium Low
Suitability to Wet Weather High Medium Low
Ability to Serve Spatial Area High Medium Low

Recommended Uses for This Site:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> C&D, limited | <input checked="" type="checkbox"/> Vegetative | <input type="checkbox"/> White Goods |
| <input type="checkbox"/> Hazardous Waste | <input checked="" type="checkbox"/> Other (Municipal solid waste, putrecibles, solid, mud and sand) | |

Reduction Methods Acceptable for This Site:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Open Burning | <input type="checkbox"/> Incineration |
| <input type="checkbox"/> Grinding | <input type="checkbox"/> Other (describe) |

Site Map: Please indicate intended use areas, traffic management patterns, utilities, and any other elements that will involve or impact operation of the site.



The site map is an aerial photograph of Shoreview Park. A red rectangle highlights a parking area containing two green rectangles representing dumpsters. Yellow lines show the ingress and egress paths leading from the parking area. A red line indicates a drop site. The map also shows a baseball field, tennis courts, and surrounding residential streets with house numbers like 911, 914, 908, 902, and 920. A blue line represents a waterway on the left side.

Site Name - Shoreview Park
Address - 700 Innis Arden Way

- Dumpster
- Ingress/Egress
- Drop site

List Jurisdictions that could utilize this site: City of Shoreline

Closest Recycling Facility Available to This Site: Shoreline Transfer Station

Closest Yard Waste/Composting Facility Available to This Site: Shoreline Transfer Station

Closest CDL Facility Available to This Site: CDL Recycle, 7201 E Marginal Way South Seattle

Closest Transfer Station Available to This Site: Shoreline Transfer Station

Closest Landfill Available to This Site: Cedar Hills, King County

Date of Site Survey:

List pictures or other observations taken during site visit: Attached

Potential Site Rating Primary Secondary Tertiary

This page intentionally left blank

Figure 5 Hamlin Park Debris Management Site Inventory Investigation of Site Suitability

Site Name: Hamlin Park (Inner Backside) **Parcel Number (9083) 1626049083**
Site Address: 1500 Block 25th Ave NE **Site Coordinates:** N 47.746
Estimated Property Size: 72.10 acres **W 122.309**

Site Owner: City of Shoreline
Ownership Type: Jurisdiction Property County Property Private Property
 Other (describe)
Owner Address: 17500 Midvale Ave N Shoreline WA 98133
Owner Phone: 206-801-2700
Owner Email:

Site and Neighboring Properties Characterization

Characteristic	Comments
Current Use	Park
Proposed Future Land Use	Park
Current Land use/Zoning	R6
Restoration Time Requirements	None
Proximity to School, Church, or Community Center	Adjacent
Property Topography	Some flat, some hills
Environmental Considerations	Wetland / Forest on site
Open Water or Wetlands	Yes
Proximity to Ground Water Wells (wellhead protection area)	Unknown
Within 100-year floodplain	No
Soil/Slope Integrity	Good over 90%
Surface Water Drainage	Yes
Suitable for use in wet weather	Yes
Prevailing Wind Direction	SW-NE
Brownfield Site	No
Superfund Site	No
Archeological or Historic Properties or Artifacts	No
Underground Utilities (water, wastewater, natural gas, electricity)	Yes
Noise Control Buffer	No
Adjacent to Airport/Airfield	No
Access to Electrical Service	Yes
Access to Water Service	Yes
Access to Sewer Service	Yes
Existing Lighting	Yes
Traffic Ingress/Egress Capacity	Yes
Transportation accessibility (topography, traffic congestion)	Good
Capable of Accepting Heavy Trucks (site and neighboring roads)	Yes
Proximity to Major Roadway	2 Miles from Interstate 5
Fencing and Other Security Features	None
Site Preparation Level of Effort	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
Suitability to Wet Weather	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
Ability to Serve Spatial Area	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low

Recommended Uses for This Site:

- | | | |
|--|--|--------------------------------------|
| <input checked="" type="checkbox"/> C&D, limited | <input checked="" type="checkbox"/> Vegetative | <input type="checkbox"/> White Goods |
| <input type="checkbox"/> Hazardous Waste | <input type="checkbox"/> Other (Municipal solid waste, putrecibles, solid, mud and sand) | |

Reduction Methods Acceptable for This Site:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Open Burning | <input type="checkbox"/> Incineration |
| <input type="checkbox"/> Grinding | <input type="checkbox"/> Other (describe) |

Site Map: Please indicate intended use areas, traffic management patterns, utilities, and any other elements that will involve or impact operation of the site.



List Jurisdictions that could utilize this site: City of Shoreline

Closest Recycling Facility Available to This Site: Shoreline Transfer Station

Closest Yard Waste/Composting Facility Available to This Site: Shoreline Transfer Station

Closest CDL Facility Available to This Site: CDL Recycle, 7201 E Marginal Way South Seattle

Closest Transfer Station Available to This Site: Shoreline Transfer Station

Closest Landfill Available to This Site: Cedar Hills, King County

Date of Site Survey:

List pictures or other observations taken during site visit: Attached

Potential Site Rating Primary Secondary Tertiary

This page intentionally left blank

Debris Management Site Operating Plan

1.1 Summary

The Debris Management Site (DMS) is located 2187 N 167TH St., Shoreline, at James Keough Park, approximately as shown on the Site Location Map, Figure 1. This park is adjacent to the King County Shoreline Recycling and Transfer Station, located at: 2300 N 165th St., Shoreline, separated by a chain link fence to allow ease of recycling and transfer of appropriate items when it can be arranged. The facility provides service to the regional area and may be a collection hub for neighborhood collection sites. This Plan of Operation provides a description of the procedures that the City of Shoreline will use to operate the site.

1.1.1 Operation Summary

The DMS consists of an unloading zone where debris collection vehicles may unload and sort debris. Separate areas are defined for debris storage, moderate risk waste, incineration, and grinding. There is an area where the public can back up to a curb at the edge of the unloading zone and deposit their debris for sorting. Debris is removed from the site by a hauler and transported to a permitted recycling or disposal site in King County.

1.1.2 Regulatory Compliance

The site is designed, whenever possible, to meet the applicable regulatory requirements of WAC Chapter 173-350-320 “Piles Used for Storage or Treatment” and 173-350-360 “Moderate Risk Waste Handling” (if moderate risk waste is handled). The following sections briefly outline the WAC requirements and how they have been addressed.

1.1.2.1 WAC 173-350-320 Piles Used for Storage or Treatment

This document will serve as the operating plan identified in WAC 173-350-320 “Piles Used for Storage or Treatment”. As defined in the WAC the City of Shoreline will “Develop, keep and abide by a plan of operation approved as part of the permitting process. The plan shall describe the facility's operation and shall convey to the site operating personnel that concept of operation intended by the designer. The plan of operation shall be available for inspection at the request of the health department. If necessary, the plan shall be modified with the approval, or at the direction of the Public Health Seattle King County, referred in the rest of this document as the health department. Each plan of operation shall include the following:”

- a. A description of the types of solid waste to be handled at the facility;
- b. A description of how solid wastes are to be handled on-site during the facility's life including:
 - i. The maximum amount of waste to be stored or treated in pile(s) at the facility;
 - ii. Methods of adding and removing waste from the pile and equipment used;
- c. A description of how equipment, structures and other systems are to be inspected and maintained, including the frequency of inspection and inspection logs;
- d. Safety and emergency plans;

- e. Forms to record weights or volumes; and
- f. Other such details to demonstrate that the facility will be operated in accordance with this subsection and as required by the health department.

1.1.2.1 WAC 173-350-360 Moderate Risk Waste Handling

Debris management sites accepting and handling moderate risk waste will use the guidance under WAC 173-350-360 “Moderate Risk Waste Handling” subsection (2) “Mobile Waste Systems and Collection Events”. WAC 173-350-360 subsection (2) specifies that: “In accordance with RCW 70.95.305, the operation of mobile systems and collection events are subject solely to the requirements of (a) through (n) of this subsection and are exempt from solid waste handling permitting. An owner or operator that does not comply with the terms and conditions of this subsection is required to obtain a permit from the health department and shall comply with the applicable requirements for a moderate risk waste handling facility. In addition, violations of the terms and conditions of this subsection may be subject to the penalty provisions of RCW 70.95.315. Owners and operators of mobile systems and collection events shall:

- a. Notify the department²⁰ and the health department of the intent to operate a mobile system or collection event at least thirty days prior to commencing operations. The notification shall include a description of the types and quantities of moderate risk waste (MRW) to be handled;²¹
- b. Manage mobile systems or collection events in compliance with the performance standards of WAC 173-350-040;
- c. Record the weights or gallons of each type of MRW collected, number of households and conditionally exempt small quantity generators served, and type of final disposition (e.g., reuse, recycled, treatment, energy recovery, or disposal). Records shall be maintained for a period of five years and will be made available to the department or City of Shoreline and the health department by request;
- d. Ensure that the MRW at a mobile system or collection event is handled in a manner that:
 - i. Prevents a spill or release of hazardous substances to the environment;
 - ii. Prevents exposure of the public to hazardous substances; and
 - iii. Results in delivery to a facility that meets the performance standards of WAC 173-350-040;
- e. Ensure that incompatible wastes are not allowed to come into contact with each other;
- f. Ensure that containers holding MRW remain closed except when adding or removing waste in order to prevent a release of MRW through evaporation or spillage if overturned;
- g. Ensure that containers holding MRW have legible labels and markings that identify the waste type;

²⁰ Activation of a debris management site will trigger local health department/district notification only and not the Washington Department of Ecology.

²¹ Due to the nature of disaster debris operations a thirty-day notification is not possible. Jurisdictions will notify their health department/district whenever a debris management site is activated.

- h. Ensure that containers holding MRW are maintained in good condition (e.g., no severe rusting or apparent structural defects);
- i. Ensure that personnel are familiar with the chemical nature of the materials and the appropriate mitigating action necessary in the event of fire, leak or spill;
- j. Control public access and prevent unauthorized entry;
- k. Prepare and submit a copy of an annual report to the department and the health department by April 1st on forms supplied by the department. The annual report shall detail the collection activities during the previous calendar year and shall include the following information:
 - i. Name of owner or operator, and locations of all collection sites;
 - ii. Calendar year covered by the report;
 - iii. Annual quantity and type of MRW, in pounds or gallons by waste type;
 - iv. Number of households and conditionally exempt small quantity generators (CESQGs) served;
 - v. Type of final disposition (e.g., reuse, recycled, treatment, energy recovery, or disposal); and
 - vi. Any additional information required by written notification of the department;
- l. Allow inspections by the department or health department at reasonable times;
- m. Notify the department and the health department of any failure to comply with the terms and conditions of this subsection within twenty-four hours; and
- n. Mobile collection systems using truck or trailers with concealed construction, permanently attached to a chassis may require a commercial coach insignia if subject to chapter 296-150C WAC, administered by the department of labor and industries.

2 GENERAL OPERATIONS

2.1 Hours

The Debris Management Site will be open from 8:00 a.m. – 5:00 p.m., Monday – Saturday. The site hours may be and could be revised to meet operational needs.

2.2 Staffing

The Debris Management Site will be staffed during normal business hours by one or more staff from the Public Works department and/or solid waste provider that will assume the role of Debris Site Supervisor and/or Debris Collection Supervisor. There will be additional staffing to manage each container or truck to observe and measure refuse loads, keep the site free of litter and debris, and manage other specialized debris operations depending on what debris is collected and processed at the site. The City will utilize staff, paid, contracted, or volunteers, as identified in Appendix B, to staff the site, supervise the site and/or monitor any contracts associated with site management. In addition to paid staff and contracted staff, the City has access to a cadre of Registered Volunteer Disaster Workers who are a part of the City's Community Emergency Response Team (CERT). They can be called in to assist with traffic flow if needed.

2.3 Vehicle Traffic

Debris hauling vehicles using the debris management site facility will enter and exit the site through the gate on 167th. Public vehicles will enter and exit using the gate on 167th.

2.4 Allowable Materials

It is expected that waste generated after an event will be primarily vegetation, construction, municipal solid waste and sediment. Each material will be separated into its own container. Staff will be trained in the safe separation of solid waste, and those that are not trained will be briefed on identifying allowable waste and unallowable waste (e.g. hazardous waste, moderate risk waste, white goods, etc.). The site supervisor will monitor City and contracted staff and coordinate collection activities. In the case of excessive materials, additional containers will be delivered to remove it. The following types of debris may be considered depending on the debris-causing event:

- Construction, Demolition, and Land-clearing debris
- Vegetative debris
- E-waste
- Municipal Solid Waste
- Putrescibles
- Solid, Mud, and Sand
- Vehicles and Vessels
- Non-hazardous White Goods

2.5 Site Operations

Debris will be transported to the site by debris hauling vehicles as well as citizens. Debris will be sorted on site, and segregated for disposal, reduction (grinding/shredding), or incineration. Segregated debris will be hauled to a permitted recycling/disposal facility. Figure 1 shows an operational site layout map for this site.



Figure 1 James Keough Park Operational Site Map

The maximum amount of debris allowable on site will be dictated by the number of containers on-site.

2.5.1 Debris Movement

Vehicles will unload debris into covered containers. Scavenging will not be permitted at the site. Customers are instructed to keep small children and animals in their vehicles when at the facility.

2.5.2 Cleaning

Site staff will be responsible for picking up debris and litter at the site, sweeping the concrete area and sweeping and raking spilled debris. Debris and spilled refuse will be cleaned up in order to maintain site cleanliness.

2.6 Debris Processing Activities

2.6.1 Recyclable Processing

Recyclable debris will be accepted and loaded into drop boxes labeled for each different recyclable material. Site staff will contact the hauler when the drop boxes are full for transport to a regional debris management site.

2.6.2 Construction, Demolition, and Land-clearing Debris Processing

Construction, demolition, and land clearing (CDL) debris will be accepted in a specific area or drop box containers identified for CDL debris. Site staff will contact the hauler when the drop boxes are full for transport to a regional debris management site.

2.6.3 Vegetative Debris Processing

Vegetative debris will be accepted in a specific area or drop box containers. Site staff will contact the hauler when the drop boxes are full for transport to a regional debris management site.

2.6.4 Electronic Waste Processing

Electronic waste debris will be accepted in a specific area or drop box containers. Site staff will contact the hauler when the drop boxes are full for transport to a regional debris management site.

2.6.5 Moderate Risk Waste Processing

Moderate risk waste (MRW) will be accepted at a designated MRW handling area by specifically trained site staff. MRW will be processed and stored on-site until it can be transported to a regional MRW processor.

2.6.6 Putrescible Debris Processing

Putrescible debris will be accepted in specific drop box containers. Site staff will contact the hauler when the drop boxes are full for transport to a regional debris management site.

2.6.7 White Goods Processing

White goods will be accepted and stored in specific area of the site. Site staff will contact a white goods processor if they have white goods for pickup and processing.

2.6.8 Debris Reduction

Several methods can be used to reduce the mass or volume of debris prior to final recycling or disposal.

2.6.8.1 Incineration

Curtain pit incineration, portable incinerators, and controlled incineration may all be used to reduce debris volume. Because of air quality concerns in the Region, incinerating debris is not generally considered a viable reduction strategy. The decision to use

incineration as a reduction strategy for some types of debris would be made by the Puget Sound Clean Air Agency.

2.6.8.2 Debris 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, and 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. The City of Shoreline using chipping and grinding to reduce the volume of vegetative debris must be careful to ensure that contaminants such as plastics, soil and 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.

2.7 Site Controls

The following strategies will be used to mitigate nuisance conditions at the site.

2.7.1 Site Access

Fences will be used to prevent unauthorized access to the site.

2.7.2 Vector Control

The use of covered containers or netting on open-top containers will control and minimize vectors from entering.

2.7.3 Bird Hazards

The use of covered containers or netting on open-top containers will control and minimize bird hazards.

2.7.4 Nuisance Odors

The use of covered containers or tarping open-top containers will control and minimize nuisance odors. Also a non-hazardous liquid formulation may be used to neutralize odors depending on availability.

2.7.5 Dust Control

Dust will be controlled by the use of a water tank to spray down dust clouds.

2.7.6 Storm water runoff

Earthen berms will be used as necessary to contain storm water on the site. Depending on condition of the site surface at the time of emergency, vector trucks, vacu-booms, tarps and sawdust may be used to collect leachate for removal.

2.8 Safety Plan

City of Shoreline has on file with the Department of Labor and Industries a recognized accident prevention program. The City of Shoreline *Operational Disaster Debris Management Plan* includes a detailed safety plan for disaster debris operations. All employees at the site will be incorporated into the framework and guidelines of the program. City of Shoreline's accident prevention program is in compliance with all OSHA and WISHA regulations. A City of Shoreline Safety Manual, MSDS book and Operations Plan will be kept at the site.

2.9 Training

The City of Shoreline *Operational Disaster Debris Management Plan* includes a detailed training plan for employees who participate in disaster debris operations. Site employees will undergo safety training to prepare them to respond to emergency situations and general safety guidelines. A designated facility safety officer will be responsible for scheduling training and ensuring that the debris management site is operated safely.

2.10 Emergency Plans and Procedures

The general types of emergency conditions that may occur include fire and explosions. A list of emergency phone numbers and contacts will be kept at the facility and updated annually.

The general response to an emergency is:

- Assess the conditions and the impact on public health and operation of the facility.
- Determine the immediate response required with regard to public health and safety considerations.
- Notify the appropriate personnel, utilities and regulatory agencies as soon as possible.
- Take corrective action to restore the facility to normal operation.

Emergency telephone numbers include:

- Shoreline Fire Department 911
- Shoreline Police Department Agency 911
- Public Health Seattle King County (206) 296-4600
- Department of Ecology (360) 407-6300

The nearest hospital is Northwest Hospital, which is located at 1550 N. 115th Seattle, Washington.

2.10.1 Fire

Immediate fire protection for the site will be provided by portable fire extinguishers. Staff will be familiar with the location of the fire extinguishers and trained in their use. All fire extinguishers will be inspected annually. Any smoldering debris found at the facility will be extinguished by portable fire extinguisher. The waste will then be turned over and allowed to cool. All debris must be completely extinguished before loading into the drop box containers to prevent a fire in the containers. In case of a major fire, the

public will be evacuated, all personnel will leave the area and the fire department will be notified. The site will be closed to all but emergency vehicles. The nearest fire station is located approximately 1.0 miles from the facility.

2.10.2 Explosions

The most likely source of explosion is reactive or explosive waste inadvertently disposed of by the public. This could include small amounts of hazardous wastes, containers of gasoline or other explosive liquid, fireworks or ammunition. To minimize the potential for these occurrences, waste coming into the site will be observed by site staff. If suspicious containers or materials are noted, the fire department will be contacted regarding proper removal and disposal.

If an explosion occurs at the debris management site facility, eliminating any possible ignition sources, such as vehicles and open flames, and evacuating the area will prevent the potential for further explosions and injury. Anyone injured by an explosion will be given first aid and the fire department or paramedics will be contacted immediately. The gates to the facility will be closed to all but emergency vehicles.

2.11 Hazardous Waste

Site staff is responsible for observing debris delivered to the site. If any suspicious debris is observed, the staff member will question the customer delivering the debris, and may refuse to accept the load.

If hazardous waste is found in the debris management site containers, access to the area will be restricted. Any flames or other potential sources of ignition will be removed from the area. Public Health Seattle King County and appropriate regulatory agencies including the Washington State Department of Ecology will be notified. A hazardous waste materials response team will be called to investigate the waste and determine how to remove it. Debris from private vehicles may contain some small amounts of household hazardous waste. Visual inspection of the materials cannot be expected to remove all quantities. However, large and substantial amounts of hazardous waste will be strictly prohibited from the debris management site unless the facility is configured to handle and process this type of waste.

2.12 Spill Control Plan

Liquid spills must be prevented from getting into storm drains. If a liquid spill is noticed at the site the following actions will be taken:

- Restrict access to the area by the public.
- Berm off the area with absorbent material, such as newspaper and cardboard that is available at the site, and prevent the liquid from reaching the storm water drains or runoff ditches.
- Call a hazardous materials response team to investigate the liquid and determine how to remove it
- If the liquid spilled is determined to be oil or hazardous material, notify the Washington State Department of Ecology at 1-425-649-7000 and the Public Health Seattle King County.

- If the liquid spilled is determined to be non-hazardous, dispose of wet absorbent material in the drop boxes.
- If necessary, clean the floor to remove any contaminants.

2.13 Closure

2.13.1 General

The debris management site will have a limited operational life based on the needs of the debris causing incident. The final disposition of the site facilities and closure of the site will depend on the pre-disaster use and the future use of the site. In general, sites will be returned to their pre-use condition. The following section presents a general closure plan for the facility.

2.13.2 Closure Procedure

- Any structures or machinery used to operate the site will be removed.
- New utilities installed as part of site development would be disconnected and the structures supporting them removed. This would include telephone and electricity.
- The debris management site area would be graded to a smooth surface. A topsoil mixture would be applied, and a natural vegetative mix would be seeded over the area, or the site would be paved and developed for its next use.
- As-built plans and a report detailing the closure procedures, signed by a professional engineer registered in the State of Washington would be submitted to the local health department/district. The report would detail the work performed for the closure, and the plan would identify the location of all demolition fill, abandoned underground structures and the final grades at the site.

3 FACILITY INSPECTIONS, RECORD KEEPING AND REPORTING

3.1 Inspections

City of Shoreline will conduct site inspections daily or as needed to maintain the facility in good operating order and identify items needing maintenance. An inspection sheet will be filled out for each inspection and will be kept on-site in a logbook.

3.2 Record keeping

Daily records will be kept of the amount and type of solid waste delivered to and removed from the site tracking the following factors:

- Waste delivered by the public will be documented by volume/weight.
- The number and type of vehicles coming to the site
- Address where each load of debris originated from

A Daily Site Activity Form should be included as an attachment to this document²².

²² A sample daily site activity log is included as attachment D to this document.

3.3 Reporting

A report will be prepared and submitted to the Public Health Seattle King County in accordance with WAC 173-350-320 following the closure of the site. If the site is operated longer than one year annual reports will be provided. The report will describe facility activities for the previous year and will contain the following minimum information:

- Facility name and address
- Calendar year reported
- Annual quantity and type of debris received

This page intentionally left blank

Neighborhood Collection Site Operating Plan

1.1 Summary

The Neighborhood Collection Sites (NCS) are located at three City of Shoreline owned parks geographically situated in various parts of the City to accommodate neighborhood collection. They are approximately shown on the Site Location Map, Figures 2, 3, and 4. The facilities provide service to the local residential population. This Plan of Operation provides a description of the procedures that City of Shoreline will use to operate the site.

1.1.1 Operation Summary

The NCS consists of: An asphalt unloading area with 50 cubic yard drop box containers. Customers drive up to a drop box and deposit their solid waste into the container. Full containers are picked up by a hauler and transported to a permitted disposal site in King County. The solid waste is dumped at the disposal site and the empty containers are returned to the drop box facility.

1.1.2 Regulatory Compliance

The NCS should meet the applicable regulatory requirements of WAC Chapter 173-350-310 “Intermediate Solid Waste Handling Facilities.” The following sections briefly outline the WAC requirements and how they have been addressed.

1.1.2.1 WAC 173-350-310 Intermediate Solid Waste Handling Facilities

This document will serve as the operating plan identified in WAC 173-350-310. As defined in the WAC “The plan shall describe the facility's operation and shall convey to site operating personnel the concept of operation intended by the designer. The plan of operation shall be available for inspection at the request of the Public Health Seattle King County. If necessary, the plan shall be modified with the approval, or at the direction of the Public Health Seattle King County, referred in the rest of this document as the health department. Each plan of operation shall include the following:”

- a. A description of the types of solid wastes to be handled at the facility; see section 2.4
- b. A description of how solid wastes are to be handled on-site; see section 2.6
- c. A description of the procedures used to ensure that dangerous waste and other unacceptable waste are not accepted at the facility; see section 2.11
- d. Safety and emergency plans; see section 2.8 and 2.10
- e. A description of how equipment, structures and other systems are to be inspected and maintained, including the frequency of inspection and inspection logs; see section 3.1
- f. For putrescibles wastes, an odor management plan describing the actions to be taken to control nuisance odors; not applicable as waste will be removed from the NCS daily.

- g. The forms used to record volumes or weights; see section 3.2
- h. Other such details to demonstrate that the facility will be operated in accordance with this subsection and as required by the City of Shoreline and the health department.

1.1.2.2 WAC 173-350-310 (5) (a) (ii) Operating Standards for Drop Box Facilities

Operations at this facility will meet the requirements of WAC 173-350-310 (5) (a) (ii) Operating Standards for Drop Box facilities:

- a. Be serviced as often as necessary to ensure adequate dumping capacity at all times. Storage of waste outside the drop boxes is prohibited;
- b. Be protective of human health and the environment;
- c. Control rodents, insects, and other vectors;
- d. Control litter;
- e. Prohibit scavenging;
- f. Control dust;
- g. For putrescible waste, control nuisance odors; and
- h. Have a sign that identifies the facility and shows at least the name of the site, and, if applicable, hours during which the site is open for public use, what materials the facility does not accept and other necessary information posted at the site entrance;

2 OPERATIONS

2.1 Hours

The NCS will be open from 8:00 a.m. - 5:00p.m., Monday - Saturday. The site hours may be and could be revised to meet operational needs.

2.2 Staffing

The NCS will be staffed by one or more staff from the Public Works department and/or solid waste provider that will assume the role of Debris Site Supervisor and/or Debris Collection Supervisor. There will be additional staffing to manage each container or truck responsible for observing and measuring refuse loads, keeping the site free of litter and debris, contacting the hauler when drop box containers are full and contacting the appropriate authorities in case of emergency. The City will utilize staff, paid, contracted, or volunteers, as identified in Appendix B, to staff the site, supervise the site and/or monitor any contracts associated with site management. In addition to paid staff and contracted staff, the City has access to a cadre of Registered Volunteer Disaster Workers who are a part of the City's Community Emergency Response Team (CERT). They can be called in to assist with traffic flow if needed.

2.3 Vehicle Traffic

All vehicles using the drop box facility will enter and exit the site through the gate or entry at each park location. Vehicles can enter or exit the drop box unloading area using an access ramp. Recycling boxes are located on a concrete pad north of the refuse unloading area.

2.4 Allowable Materials

It is expected that waste generated after an event will be primarily vegetation, construction, municipal solid waste and sediment. Each material will be separated into its own container. Staff will be trained in the safe separation of solid waste, and those that are not trained will be briefed on identifying allowable waste and unallowable waste (e.g. hazardous waste, moderate risk waste, white goods, etc.). The site supervisor will monitor City and contracted staff and coordinate collection activities. In the case of excessive materials, additional containers will be delivered to remove it. The following types of debris may be considered depending on the debris-causing event:

- Construction, Demolition, and Land-clearing debris
- Vegetative debris
- Municipal Solid Waste
- Putrescibles
- Solid, Mud, and Sand

2.5 Site Operations

Debris will be transported to the site by citizens and unloaded by citizens and site staff into two 50 cubic yard containers that will be located at the unloading area. When full open-top containers are ready to be emptied they will be covered by a screen and emptied at a permitted facility. The maximum amount of debris allowable on-site will be dictated by the number of containers on-site. No debris will be left at the site overnight.

2.5.1 Debris Movement

Vehicles will drive into the unloading area and dump debris into the drop box containers. Scavenging will not be permitted at the site. Customers are instructed to keep small children and animals in their vehicles when at the facility.

2.5.2 Cleaning

Site staff will be responsible for picking up debris and litter at the site, sweeping the concrete area and sweeping and raking spilled debris. Debris and spilled refuse will be placed in the drop box containers.

2.6 Site Controls

The following strategies will be used to mitigate nuisance conditions at the site.

2.6.1 Site Access

Fences will be used to prevent unauthorized access to the site.

2.6.2 Vector Control

Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No formal vector or pest controls beyond removing the waste on a daily basis and maintaining the NCS site in a clean & sanitary condition are anticipated.

2.6.3 Bird Hazards

No bird hazards are anticipated for this NCS site. Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No bird controls beyond removing the waste on a daily basis and maintaining the NCS site in a clean & sanitary condition are anticipated.

2.6.4 Nuisance Odors

Waste will be removed from the NCS on a daily basis. NCS site grounds will be kept clean by operating personnel. No nuisance odors are anticipated as all waste will be removed by the end of each day and the site will be maintained in a clean & sanitary condition.

2.6.5 Storm water runoff

Storm water impacts from this temporary NCS site are not anticipated as the drop boxes & waste unloading activities will be located on an impervious surface area and wastes will be immediately loaded into the drop boxes. Spilled waste at this temporary NCS site will be swept up or otherwise picked up on an ongoing basis during site operations and all wastes will be removed by the end of each day. Also, spill kits will be on hand to control spills and pads and/or socks to cover up storm drains and prevent any hazardous runoff from entering drains.

2.7 Safety Plan

City of Shoreline has on file with the Department of Labor and Industries a recognized accident prevention program. The City of Shoreline *Operational Disaster Debris Management Plan* includes a detailed safety plan for disaster debris operations. City of Shoreline's accident prevention program is in compliance with all OSHA and WISHA regulations. A City of Shoreline Safety Manual and Operations Plan will be kept at the site.

2.8 Training

The City of Shoreline *Operational Disaster Debris Management Plan* includes a detailed training plan for employees who participate in disaster debris operations.

2.9 Emergency Plans and Procedures

The general types of emergency conditions that may occur include fire and explosions. A list of emergency phone numbers and contacts will be kept at the facility and updated annually.

The general response to an emergency is:

- Assess the conditions and the impact on public health and operation of the facility.
- Determine the immediate response required with regard to public health and safety considerations.
- Notify the appropriate personnel, utilities and regulatory agencies as soon as possible.
- Take corrective action to restore the facility to normal operation.

Emergency telephone numbers include:

- Shoreline Fire Department 911

- Shoreline Police Department Agency 911
- Public Health Seattle King County (206) 296-4600
- Department of Ecology (360) 407-6300

The nearest hospital is Northwest Hospital, which is located at 1550 N. 115th Seattle, Washington.

2.9.1 Fire

Immediate fire protection for the site will be provided by portable fire extinguishers. Staff will be familiar with the location of the fire extinguishers and trained in their use. All fire extinguishers will be inspected annually. Any smoldering debris found at the facility will be extinguished by portable fire extinguisher. The waste will then be turned over and allowed to cool. All debris must be completely extinguished before loading into the drop box containers to prevent a fire in the containers. In case of a major fire, the public will be evacuated, all personnel will leave the area and the local fire department will be notified. The site will be closed to all emergency vehicles. The nearest fire station is located approximately 1 - 2 miles from the drop box facilities.

2.9.2 Explosions

The most likely source of explosion is reactive or explosive waste inadvertently disposed of by the public. This could include small amounts of hazardous wastes, containers of gasoline or other explosive liquid, fireworks or ammunition. To minimize the potential for these occurrences, waste coming into the site will be observed by site staff. If suspicious containers or materials are noted, the local fire department will be contacted regarding proper removal and disposal.

If an explosion occurs at the drop box facility, eliminating any possible ignition sources, such as vehicles and open flames, and evacuating the area will prevent the potential for further explosions and injury. Anyone injured by an explosion will be given first aid and the fire department or paramedics will be contacted immediately. The gates to the facility will be closed to all but emergency vehicles.

2.10 Hazardous Waste

No hazardous waste, whether HHW or regulated business waste should be handled through the NCS site. Residents or businesses that bring hazardous waste to the NCS will be directed to take the material to one of the fixed moderate risk waste (MRW) collection facilities or other suitable debris management sites. If hazardous waste is found in the drop box containers, access to the area will be restricted. Any flames or other potential sources of ignition will be removed from the area. Public Health Seattle King County and appropriate regulatory agencies will be notified. A hazardous waste materials response team will be called to investigate the waste and determine how to remove it.

Debris from private vehicles may contain some small amounts of household hazardous waste. Visual inspection of the materials cannot be expected to remove all quantities. However, large and substantial amounts of hazardous waste will be strictly prohibited from the neighborhood collection facility unless the facility is configured to handle and process this type of waste.

2.11 Spill Control Plan

The NCS will not accept liquids or barrels that may contain liquids. Liquid spills must be prevented from getting into storm drains. If a liquid spill is noticed at the site the following actions will be taken:

- Restrict access to the area by the public.
- Berm off the area with absorbent material, such as absorbent pads, newspaper and cardboard that is available at the site, and prevent the liquid from reaching the storm water drains or runoff ditches.
- Call a hazardous materials response team to investigate the liquid and determine how to remove it
- If the liquid spilled is determined to be oil or hazardous material, notify the Washington State Department of Ecology at 1-425-649-7000 and the Public Health Seattle King
- If the liquid spilled is determined to be non-hazardous, dispose of wet absorbent material in the drop boxes.
- If necessary, clean the floor to remove any contaminants.

2.12 Closure

2.12.1 General

The NCS will have a limited operational life based on the needs of the debris causing incident. The final disposition of the site facilities and closure of the site will depend on the pre-disaster use and the future use of the site. In general sites will be returned to their pre-use condition. The following section presents a general closure plan for the facility.

2.12.2 Closure Procedure

- Any structures or machinery used to operate the site will be removed.
- All waste will be removed from the site.
- New utilities installed as part of site development would be disconnected and the structures supporting them removed. This would include telephone and electricity.
- The drop box area would be graded to a smooth surface or pre-existing contours. For unpaved portions of the site that were disturbed, a topsoil mixture would be applied, and a natural vegetative mix would be seeded over the area. Alternatively the site could be paved and/or developed for its next use.
- Paved surfaces will be swept clean / returned to pre-existing conditions. Storm water catch basins shall be inspected and cleaned of accumulated debris if necessary.

3 FACILITY INSPECTIONS, RECORD KEEPING AND REPORTING

3.1 Inspections

City of Shoreline will conduct site inspections daily / weekly during the life of this NCS to maintain the facility in good operating order and identify items needing maintenance. An inspection sheet will be filled out for each inspection and will be kept on site in a logbook.

3.2 Record keeping

Daily records will be kept of the amount and type of solid waste delivered to and removed from the site tracking the following factors:

- Waste delivered by the public will be documented by volume/weight.
- The number and type of vehicles coming to the site
- Address where each load of debris originated from

A Daily Site Activity Form should be included as an attachment to this document²³.

3.3 Reporting

A report will be prepared and submitted to the Public Health Seattle King County in accordance with WAC 173-350-310 following the closure of the site. If the site is operated longer than one year annual reports will be provided. The report will describe facility activities for the previous year and will contain the following minimum information:

- Facility name and address
- Calendar year reported
- Annual quantity and type of debris received

²³ A sample daily site activity log is included as attachment D to this document.

Debris Tracking Form

City of Shoreline Daily Site Activity Log							
Site Name:				Site Type: Neighborhood Collection site / Debris Mgmt. Site			
Site Location:				Date:			
Time	Vehicle Type: Public or Private	Vehicle # (public/Contract) or License # (private)	Debris weight or volume	Empty Vehicle Weight (if volume recorded by weight)	Location debris originated from	Eligible (Y/N)	Comments

Appendix G Daily Operational Report for Debris Tracking

This page intentionally left blank

**CITY OF SHORELINE
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	

CITY OF SHORELINE

Truck Placard

Company Name

Truck Number

Truck Weight

Weighed by and Date

This page intentionally left blank

Appendix H Sample Contracts for Debris Removal

This page intentionally left blank

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 the city/county of _____, hereinafter called the ENTITY, 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 ENTITY shall have ten (10) calendar days to approve or disapprove the pay request. The ENTITY 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 ENTITY 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 ENTITY 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 ENTITY, 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 ENTITY. 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 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 on-site questions.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

ENTITY (City, County, Town, Etc.)

_____ Seal CONTRACTOR
(Include Address, City, State)

by _____
the Principal of the Firm

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 jurisdiction of _____, hereinafter called the ENTITY, 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 ENTITY 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 prices 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 ENTITY shall have ten (10) calendar days to approve or disapprove the pay request. The ENTITY 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 ENTITY 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 ENTITY 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 ENTITY in writing. The CONTRACTOR and the ENTITY 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 ENTITY 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 ENTITY. 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 ENTITY 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 ENTITY. The ENTITY 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 ENTITY 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 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.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

ENTITY (City, County, Town, Etc.)

_____ Seal CONTRACTOR
(Include Address, City, State)

by _____
the Principal of the Firm

This page intentionally left blank

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 jurisdiction of _____, hereinafter called the ENTITY, 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 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 ENTITY.

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 ENTITY 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	Demob. 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 ENTITY 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. Additionally, 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 ENTITY's 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 ENTITY. A representative will be designated by the ENTITY 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 ENTITY 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 ENTITY. The ENTITY 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 ENTITY 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 100% of the contract amount, if required by the specifications, 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:

ENTITY (City, County, Town, Etc.)

_____ Seal CONTRACTOR
(Include Address, City, State)

by _____
the Principal of the Firm

This page intentionally left blank

**Appendix I City of Shoreline Emergency
Contracting and Procurement**

This page intentionally left blank

City of Shoreline Purchasing Policy Updates March 19, 2007

(The City of Shoreline’s Finance Purchasing Handbook is located on the Finance Portal)

Council recently approved changes to the Purchasing Policies. Ordinance No. 446 which took effect on April 2, 2007.

A summary of the changes are listed below.

1. 2.60.030 Definitions

Nonprofessional services was updated.

- Removed 'public works projects' and replace with 'services required to pay prevailing wages'. This section was updated as there are some services which are not a public works process but prevailing wages apply. Examples: Janitorial and Street Sweeping.

2. 2.60.040 D. Amendments and Change Orders

This section was changed to clarify when council authorization is required for change orders.

- If Council has authorized an amendment to the amount of a contract, the City Manager has administrative authority for additional change orders up to \$50,000 or to extend the termination date. Council may expand or limit this administrative authority on a case by case basis when it authorizes a contract amendment.

Example: Original contract amount approved by council is \$75,000. This comes with an administrative authority of change orders up to \$50,000. The department uses all \$50,000 of the change order limit. The department goes back to Council to increase the total contract amount to \$150,000 (original \$75,000 + \$50,000 change orders + plus an additional \$25,000). Council approves the new contract total of \$150,000. This new contract amount now comes with an administrative authority of another \$50,000 in change orders.

NOTE: If the department asks Council for more than \$50,000 in change orders or if Council limits the \$50,000 to a lesser amount, the approved amount will be the change order limit.

Does Not Apply to Scope Changes: If Council originally approved the scope of work, Council approval is required to change the scope of work, regardless if the contract is still within the original contract amount or within the administrative authority for additional change orders.

3. 2.60.070 Services

Contracts \$3,000 or less in a calendar year do not require a contract.

- *Does not apply to service contracts if prevailing wages are required.*
- *Does not apply to vendors used throughout the City where the aggregate cost exceeds \$3,000 in a calendar year.*
- *No contract increase allowed over \$3,000.*

This section has been expanded to allow for administrative approval of a broader range of minor contracts. These services are characterized by competitive market rates with no individualized instruction or scope of work needed by a vendor. Examples include repair and ordinary maintenance without prevailing wages, title reports, printing, and messenger/process service.

Department Responsibility:

- Throughout the City, departments need to be careful not to create separate \$3,000 contracts with the same vendor for the same services such as retreat functions, consulting reviews, etc., as the yearly total with the vendor may exceed \$3,000.
- Departments are required to verify a vendor’s yearly spent amount prior to authorizing any work. If you need assistance, contact Purchasing at extension 2188.
- Contracts in excess of \$3,000 in a calendar year will either need an on-call contract or an individual project contract.
- This type of contract is limited to \$3,000 in a calendar year. No change orders or amendments will be allowed past \$3,000.
- If your work requires a scope of work, liability coverage (certificate of insurance), risk exposure to the City, or you are required to sign a written agreement, you must use the City services contract template.

Waiver Allowed for All Service Contracts

The adopted purchasing policies allow the City Manager to waive the Request for Qualification (RFQ) process for architectural and engineering services. This section was updated to allow the City Manager to wave the Request for Proposal (RFP) process on all services as long as the request meets the following requirements:

- i. It is deemed in the best interest of the city to expedite the acquisition of services; or
- ii. It can be demonstrated that specialized expertise, experience or skill is needed for a successful outcome and outweighs potentially lower price proposals; or
- iii. A consultant has previously provided satisfactory service to the city related to the specific project, and has the qualifications to perform the scope of work.

Department Responsibility:

- Waivers are only used to select the consultant, bypassing the formal RFP process.
- Waiver to select the consultant must be obtained from the City Manager prior to beginning contract negotiation.
- Council approval is still required to award any contract over \$50,000. The waiver is only for the selection process.

This page intentionally left blank

Emergency Support Function #7 Resource Support

ESF COORDINATOR: Finance Director

LEAD AGENCY: Finance Department
Human Resources Department

SUPPORT AGENCIES: *All City Departments*
Emergency Operations Center
City of Shoreline Registered Volunteers
Washington Chapter of Volunteers Active in Disasters
Zone 1 Emergency Coordination Center
King County Emergency Coordination Center

I. INTRODUCTION

A. Purpose

The purpose of ESF 7 – Administrative Resource Support is to assist the City of Shoreline (City), Emergency Operations Center (EOC), City Departments, and other organizations requiring administrative resource support prior to, during and/or after a disaster or emergency situation.

B. Scope

Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunication, contracting services, transportation services (in accordance with ESF #1 – Transportation), security services, and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

C. Policies

1. All activities within ESF #7 – Resource Support will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Plan (NRP) and will utilize the Incident Command System (ICS).
2. Primary resource support responsibilities will be coordinated by the Finance Department (Finance) and the Human Resources Department (HR).
3. ESF #7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.
4. Support departments furnish resources to help meet ESF#7 requirements, including procurement personnel necessary to establish operations effectively at the EOC.
5. In accordance with RCW 38.52.990 (9), in responding to a disaster, the Mayor or designee is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the State of Washington to the maximum extent practicable and the officers and personnel of all such departments, offices and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
6. As a signatory to the King County Regional Disaster Plan (RDP), the City will conduct activities in accordance with the RDP whenever possible.
7. Departments will utilize their personnel to the maximum extent possible; including use of personnel not assigned emergency responsibilities. The Human Resources Department is responsible for human resource activities within the City and as such, may assist other departments to identify and designate employees and emergency workers to assist in disaster response and recovery. It may be necessary to hire temporary employees to meet staffing requirements.

8. City departments retain the responsibility for the day-to-day supervision of their work force; however, they should coordinate their personnel needs with the Human Resources Department. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or “out of class” and shall be compensated in accordance with existing compensation policies. All requirements of the Fair Labor Standards Act (FLSA) shall apply.

II. CONCEPT OF OPERATIONS

A. General

1. The City may not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards during a disaster.
2. City departments and support agencies will perform tasks and expend resources under their own authorities in coordination with the EOC, including implementation of mutual aid agreements, as applicable, in addition to tasks received under the authority of this plan.

B. Organization

1. The primary determination of resource needs is made by operational elements at the field level and coordinated through the EOC. Requests for resources flow upward and are tracked at the EOC. City resources will provide the primary source of personnel, equipment, materials, and supplies. Support that cannot be provided from City resources will be secured through direct procurement, donations, or mutual aid.
2. Resource requirements beyond the capacity of the City will be coordinated through the Zone 1 Emergency Coordination Center (Zone 1 ECC) and the King County Emergency Coordination Center (KC ECC). Requests will be handled on a case by case basis and allocation will depend on availability of both the resource and a means of delivery.
3. The EOC will have available, or have immediate access to, resource and vendor lists for the most commonly used or anticipated resources to combat a given hazard.
4. Each City department shall develop and maintain a list of department resources and local contractors/suppliers from which to obtain resources.

Pre-existing inventories of the community's resources and procedures regarding their use contributes significantly to the successful and efficient response to and recovery from major emergencies.

5. The HR Director or designee will designate an EOC representative to coordinate personnel needs, maintain liaison with volunteer organizations, and provide information to assist the City's employees with obtaining disaster assistance.
6. The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship, whenever possible.
7. Additional personnel resources may be available through agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance will be coordinated with the EOC.
8. To the maximum extent possible, the continued operation of a free market economy using existing distribution systems will be utilized.
9. Mandatory controls on the allocation, utilization or conservation of resources can be used when necessary for the continued protection of public health, safety and welfare. Whenever possible, voluntary controls are preferred.
10. A Base may be established to coordinate and administer logistical functions of an incident. Per ICS, there will be only one Base per incident.
11. A Staging area will be identified by EOC and field personnel to provide a location for the assembly and assignment of resources. There may be more than one staging area based on the needs of the incident.
12. Volunteers will become an important resource in the event of a disaster. All Registered Volunteer Emergency Workers (VEW) must report to the staging area for assignments. Any person wanting to volunteer, who is not already registered with the City as a VEW, must report to the staging area for temporary registration and assignment. A Representative of the City's HR Department will be in the field to register temporary VEWs and activate VEWs as instructed by the Incident Commander (IC) or the EOC. If no staging area is established, then this function will be managed from the EOC.
13. During a disaster, the HR Department will assist with recruiting and registering temporary VEWs per WAC 118-04-080. The Emergency Management Coordinator will assist with the responsibility of coordinating VEWs.

- 14. Prior to a disaster, the HR Department, in coordination with the Emergency Management Coordinator, will be responsible for registering VEWs utilizing the guidelines provided in WAC 118-04-080. Volunteers will be registered as VEWs and provided identification cards which will include a classification (in accordance with WAC 118.100) appropriate to their qualifications (Appendix 1 - Emergency Worker Guidelines).**

- 15. It may become necessary for the city to distribute large quantities of needed items to their citizens after a disaster. Examples of this maybe ice, water, and food. This will be coordinated with the KCECC and the Logistics Section of the Washington State Department of Emergency Management. A Point of Distribution (POD) will need to be identified, staffed, and set up. The City’s EMC and available staff will assist with coordination of the establishing and staffing of the POD.**

 - a. If at all possible PODS should be pre-determined in the City to make the set up more efficient.**

C. Actions

See Finance Department and HR Department Standard Operating Procedures.

III. RESPONSIBILITIES

A. Lead Agency

1. Finance Department

- a. Provide, direct, and coordinate ESF #7 operations.
- b. Locate and procure resources for the EOC and field operations to support emergency response and recovery or to promote public safety;
- c. Coordinate the transfer of excess personal property and assist in its disposal when requested;
- d. In coordination with the Logistics' Chief, the Finance Department will locate and coordinate the use of available space for incident management activities;
- e. Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.
- f. Procure required stock from vendors or suppliers when City resources are unavailable or have been expended
- g. Coordinate the procurement of communications equipment and services
- h. Provide support to the EOC for all ESF #7 Resource Support activities
- i. Provide for the procurement of contractors services when necessary
- j. Estimate the cost of providing resources, record purchases and track expenditures.

2. Human Resources Department

- a. Provide technical personnel to assist in the identification and recruitment of individuals with specialized occupations needed to support incident response and recovery operations.
- b. Coordinate human resource activities including during a disaster including, but not limited to; hiring temporary workers and registering temporary emergency workers.
- c. Prior to a disaster, coordinate the VEW program within the City, including the registration process and background investigation, in accordance with WAC 118.
- d. Develop a pool of personnel resources to be utilized by the EOC and field personnel.
- e. During a disaster, complete Form EMD-078 Emergency Worker Daily Activity Report (Appendix 4).
- f. Maintain a supply of VEW registration materials, such as registration cards, identification forms and VEW guidelines.
- g. Provide a representative to the EOC, as needed, to monitor human resources and volunteer status.
- h. Develop a process for the completion and tracking of claims for injuries or invoices (for gas, equipment, etc) of volunteers, for submission to King County ECC, WA EMD, and/or FEMA.
- i. Maintain emergency contact numbers for city employees and their designated contact utilizing the Employee Emergency Contact Form (Appendix 5).

B. Support Agencies

1. Emergency Operations Center

- a. Coordinate requests for resources through the Zone 1 ECC and/or KC ECC.
- b. Coordinate resources with other jurisdictions through mutual aid agreements.
- c. During a disaster, contract with vendors to improve the response and recovery efforts within the City.
- d. Coordinate the allocation, utilization and/or conservation of

resources.

- e. Ensure that information is recorded and maintained for future use in submitting claims for assistance and processing invoices for payment
- f. Evaluate situations in which volunteers, that are already trained and registered (i.e. CERT members, RACES/ ARES members), can be utilized.
- g. If additional volunteers are needed, coordinate with the Public Information Officer (PIO) to advertise for volunteers that have the necessary skills and with Human Resources to ensure all application and record check requirements are completed.
- h. Assist Human Resources to develop procedures for the coordination of spontaneous volunteers. The procedures will include processes for determining an individual's skills and abilities and evaluating these abilities to provide for future needs. In addition, the procedures will include processes for communicating with spontaneous volunteers after an event in order to recruit them into the City's VEW Program for future events.
- i. Contact the Washington Chapter of Volunteers Active in Disasters to assist with the recruitment of volunteer resources, if additional resources are needed.
- j. Coordinate with the State of Washington Department of Emergency Management if a Point of Distribution (POD) is opened for mass distribution of supplies.

2. All Departments

- a. Develop departmental resource management standard operating procedures.
- b. Coordinate resources with other agencies and volunteers in order to maintain adequate reserves.
- c. Identify resource distribution and storage areas.
- d. Estimate costs of providing resources.

- e. Assess impact of emergency on available resources and identify repair, maintenance and replenishment needs.
- f. Develop procedures to utilize all City staff for emergency assignments, noting essential and non-essential employee categories, and identify staff that could be released to assist other departments.

3. Zone 1 ECC

- a. Establish protocols and procedures for resource sharing for jurisdictions and organizations within Zone 1
- b. Provide staff to the Zone 1 ECC when the Regional Disaster Plan has been activated by a jurisdiction within Zone 1
- c. Establish coordination between and among the jurisdictional EOCs within the Zone
- d. Receive, process and coordinate incoming requests for additional resources from jurisdictions within Zone 1.
- e. Coordinate with King County ECC and all jurisdictions in Zone 1 for the dissemination of incoming resources to insure equitable distribution of resources.

4. King County ECC

- a. Receive, process and coordinate incoming requests for additional resources from jurisdictions within Zone 1.
- b. Coordinate the dissemination of incoming resources with all jurisdictions within the County to insure equitable distribution of resources.
- c. Submit and coordinate requests for additional resources to the WA EMD.

5. State of Washington Department of Emergency Management

- a. Assist with the logistics of establishing a Point of Distribution if needed.

IV. APPENDICES

- A. Volunteer Emergency Worker Registration Guidelines
- B. Volunteer Emergency Worker Registration Card
- C. Volunteer Emergency Worker Identification Card
- D. Form EMD-078 Emergency Worker Daily Activity Report
- E. Employee Emergency Contact Form

V. *REFERENCES*

- A. RCW 38.52 Emergency Management
- B. WAC 118 Emergency Management

Appendix J Right of Entry Permit for Debris Removal

This page intentionally left blank

ROE No. _____

GPS Location:

Longitude _____

Latitude _____

CITY OF SHORELINE
Right-of-Entry on Private Property for Debris Removal

Property Address/Description _____

Name (Owner or Tenant) _____

City _____

Right of Entry

I certify that I am the owner, or an owner's authorized agent, of the property described above. I grant, freely and without coercion, the right of access and entry to said property to the United States Government, including but not limited to the US Army Corps of Engineers and the Federal Emergency Management Agency (FEMA), the State of Washington, Shoreline, and each of their agencies, agents, contractors, and subcontractors, for the purpose of removing and/or clearing any or all storm-generated debris from the above-described property.

Hold Harmless

I understand that this permit is not an obligation upon the government to perform debris removal. I agree to indemnify and hold harmless the United States Government, the US Army Corps of Engineers, FEMA, the State of Washington, Shoreline, and any of their agencies, agents, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities. I will mark any sewer lines, septic tanks, water lines, and utilities located on the described property.

Duplication of Benefits

Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that Federal law (42 United States Code 5155 et seq.) requires me to reimburse the Federal government, through the City of Shoreline, the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to the City of Shoreline. If I have received payment, or when I receive payment, for debris removal from my insurance company, or any other source, I agree to notify and send payment and proof/statement of loss to the City of Shoreline for final recovery by FEMA. I understand that all disaster related funding, including that for debris removal from private property, is subject to audit. (I/We) acknowledge(s) that information submitted will be shared with other government agencies,

federal and nonfederal, and contractors, their subcontractors and employees for purposes of disaster relief management and for the objectives of this right of entry.

By signing this document, (I/we) certify that (I/we) (am/are) the owner of this property and /or that (I/we) (am/are) authorized to sign this right of entry.

For the consideration and purposes set forth herein, I hereby acknowledge by my dated signature below.

Signed this _____ day of _____, 200__.

(All owners must sign)

Print Name: _____

Print Name: _____

Signature: _____

Signature _____

Print Name: _____

Signature: _____

Mailing Address (if different from municipal address listed above):

Current Telephone Number(s)

Name of Insurance Company: _____

Policy Number: _____

Please do not remove the following items:

Appendix K Mutual Aid Agreement

This page intentionally left blank

Shoreline Emergency Management Mutual Aid Agreement

This Shoreline Emergency Management Mutual Aid Agreement, hereinafter referred to as the “Agreement,” is made and entered into by public and private organizations (hereafter “Subscribing Organizations”) within or neighboring the corporate limits of the City of Shoreline, Washington. This Agreement endeavors to provide a timely emergency response and recovery through cooperation, coordination and sharing of resources and expertise during an emergency.

WHEREAS it is desirable that the resources and facilities of the state, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public and private agencies be made available to prevent and combat the effects of emergencies and disasters which may result from such situations as volcanic eruption, flood, fire, earthquake, tsunamis, or other natural, technological hazards, or human-related emergencies;

WHEREAS Subscribing Organizations have expressed mutual interest in establishing a local agreement that facilitates and encourages sharing of equipment, supplies, personnel and facilities during emergencies and disasters;

WHEREAS Subscribing Organizations have traditionally assisted each other in times of emergencies, based on goodwill, without any formal basis or agreement;

WHEREAS Subscribing Organizations have expressed an interest in ensuring that local resources are made available to meet local needs in an emergency before being made available to the other sub-regional, regional or state needs under the terms of the Regional Disaster Plan for Public and Private Organizations in King County.

WHEREAS Subscribing Organizations are encouraged to participate in the Regional Disaster Plan for Public and Private Organizations in King County.

WHEREAS Subscribing Organizations have developed and maintained an emergency operations plan that guides the reporting, response, recovery, and mitigation to an emergency related to their operations and responsibilities.

WHEREAS RCW 38.52.070 provides the City of Shoreline with broad emergency authority to coordinate response, recovery and mitigation activities within the City of Shoreline to protect life and property.

WHEREAS Subscribing Organizations have expressed a mutual interest to cooperatively develop plans, policies and procedures to provide a timely, orderly and effective response to an emergency in a proactive manner.

NOW, THEREFORE, the subscribers agree to the terms set forth below.

1. Definitions

- A. “Agreement” means this Mutual Aid Agreement and any identical agreements executed in counterparts which bind the executing Subscribing Organizations to its terms and conditions to provide and receive Emergency Assistance.
- B. “Assistance Costs” means any labor, material and equipment costs that are incurred by Lending Organization (as defined below) in providing any asset, service or assistance requested. For further information on costs, see Section 9.
- C. “Borrowing Organization” means a Subscribing Organization which has adopted, signed and subscribed to this Agreement and has made a request for Emergency Assistance and has received commitment(s) to deliver Emergency Assistance pursuant to the terms of this Agreement.
- D. “Emergency” includes, but is not limited to, a human-caused or natural event or circumstance, within the area of operation of any Subscribing Organization, causing or threatening loss of life, damage to natural resources, injury to person or property, human suffering or financial loss, such as: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, acts of terrorism or sabotage; said event being or is likely to be beyond the capacity of the affected Subscribing Organization, in terms of personnel, equipment, materials, supplies or facilities, thereby requiring Emergency Assistance.
- E. “Emergency Assistance” means the availability of employees, services, equipment, materials, or supplies offered during an Emergency by Lending Organization and accepted by Borrowing Organization to assist in maintaining or restoring normal services when such services have been disrupted in an emergency where coordination and facilitating resource sharing with other Subscribing Organization is necessary or advisable, as determined by the requesting organization.
- F. “Emergency Contacts” are the persons, in a line of succession, listed on Exhibit A of the Shoreline Emergency Management Mutual Aid Agreement executed and submitted by each Subscribing Organization. The list includes names, addresses and 24-hour phone numbers of the Emergency Contacts of each Subscribing Organization. The people listed as Emergency Contacts will have (or can quickly get) the authority of the Subscribing Organization to commit its available equipment, services and personnel for the organization. Each Subscribing Organization shall provide the phone number of a dispatch office staffed 24 hours a day that is capable of contacting the Emergency Contacts.
- G. “Emergency Operations Center” (EOC) serves as the single coordinating point for response and recovery during an emergency. The Incident Command Post when established serves as the tactical, on-scene command and control element

for incident response. The EOC performs unified command, control and resources coordination between Subscribing Organizations, Regional Disaster Plan Zone 1, County, State and Federal agencies.

- H. “Emergency Management Council” acts in an advisory capacity to the City Manager and Emergency Management Coordinator, established under Shoreline Municipal Code 2.50. The Council also acts to resolve disputes between Subscribing Organizations. The Emergency Management Council serves as the local organization pursuant to RCW 38.52.070 and is established in SMC 2.50.040.
- I. “Lending Organization” means a Subscribing Organization which has signed this Mutual Aid Agreement and has agreed to deliver Emergency Assistance to another Subscribing Organization pursuant to the terms and conditions of this Agreement.
- J. “Subscribing Organization” means the executive governing authority of any member of the Shoreline Emergency Council as established in SMC 2.50.040 that chooses to sign this Agreement and that chooses to subscribe to and sign onto the Regional Disaster Plan for Public and Private Organizations in King County for Public and Private Organizations in King County.

2. Term of Agreement and Termination

- A. This Agreement is effective upon execution by two or more Subscribing Organizations and shall remain in effect until terminated by all parties. A Subscribing Organization opting to terminate its participation in this Agreement shall provide a written notice of termination 180 days in advance of the termination date by notification to the City Manager, City of Shoreline, 17544 Midvale Avenue N., Shoreline, Washington 98133.
- B. The City Manager shall notify the Emergency Management Council of the termination and the Emergency Management Council shall notify all Subscribing Organizations of the termination. Any terminating Subscribing Organization shall remain liable for all obligations incurred during its period of participation, until the obligation is satisfied.
- C. In the event an emergency impacts a large geographical area that activates either federal or state emergency laws, this Agreement shall remain in effect until or unless this Agreement conflicts with such federal and state laws.

3. Agreement Activation

- A. The Agreement is activated when the City’s Emergency Operations Center (“EOC”) is activated by the City Manager or designee, based on anticipated or present events that require the coordination of resources to provide an effective response and recovery to protect human life, property or natural resources.

- B. Parties to this Agreement may request activation of the EOC by communicating with the City Manager or designee.
- C. The EOC will function using the Incident Command System to coordinate community emergencies.
- D. Once activated, the Emergency Operations Center will be managed by the Shoreline Emergency Management Coordinator. The head of each Section will be a City of Shoreline employee appointed by the City Manager.

EOC SECTION	Purpose
Finance/Administration	The Finance and Administration Section shall have oversight of all contracts and financial obligations.
Logistics	The Logistics Section is responsible for acquiring and coordinating the availability and sharing of all local resources made available by the Subscribing Organizations.
Planning	The Planning Section plans for resources and identifies the need for resources, as requested by participating bodies.
Operations	The Operations Section shall deploy resources.

4. Responsibilities of Subscribing Organizations

- A. Upon executing the Agreement, each Subscribing Organization agrees to:
 - 1) Provide in Exhibit A to this Agreement the organization’s information of the individual(s) serving as the single point of contact for resource sharing and as the organization’s representative during meetings convened under this Agreement (hereafter “Emergency Contacts”). The Emergency Contacts are also responsible for taking the initiative to obtain and communicate decisions and discussion items of any meeting convened under this Agreement. This information shall be updated on an annual basis.
 - 2) Maintain a copy of the City of Shoreline’s Comprehensive Emergency Management Plan (“CEMP”), a signed copy of this Agreement and a list of Subscribing Organizations who have executed this Agreement. The City shall distribute the list to all Subscribing Organizations.
 - 3) Provide in Exhibit B to this Agreement a list of resources, equipment and services that may be available during emergencies, and update this list on an annual basis; provided that each Subscribing Organization may determine that certain resources, equipment and services are unavailable in the event of EOC activation.
 - 4) Participate in scheduled meetings to coordinate operational and implementation issues.
- B. Upon activation of the EOC, each party agrees, on a voluntary basis, to provide emergency assistance in the form of resources, such as equipment, supplies and

personnel, or the direct provision of services to other Subscribing Organizations to assist in the prevention and combating of emergencies or disasters. The furnishing of services and resources shall be at the discretion of the Lending Organization and, with proper notice, any Subscribing Organization may withdraw resources it has provided at any time without incurring any liability.

- C. No Subscribing Organization shall be liable to another Subscribing Organization for, or be considered to be in breach of or default, under this Agreement on account of any delay in or failure to perform any obligation under this Agreement, except to make payment as specified in Section 9.

5. Requests for Emergency Assistance

- A. For better coordination of resources, all requests for emergency assistance should be submitted to the City of Shoreline Emergency Operations Center. All requests should provide the following information: a description of the problem, an estimate of the resources needed to support, control and repair the problem, and the potential for damage should the problem not be fixed. The Emergency Operations Center will direct all communications regarding requests for emergency assistance to the designated Emergency Contact Points.

Upon receipt of a request for resources, all Subscribing Organizations will make diligent efforts to respond to the request for resources as rapidly as possible, including any notification(s) that requested resources are not available.

If any Subscribing Organization receives a request for assistance from a non-Subscribing Organization, that request shall be coordinated through the Emergency Operations Center.

6. Loans of Equipment and Supplies

- A. Upon receiving a request for equipment or supplies, a Subscribing Organization may release the equipment or supplies directly to the Borrowing Organization. Although the Lending Organization shall endeavor to provide equipment in good working order, all equipment is provided “as is,” with no representations or warranties as to its fitness for particular purpose. At the option of the Lending Organization, loaned equipment may be loaned with an operator.
- B. Equipment shall be used only by properly trained and supervised operators. The Borrowing Organization will take proper precaution in its operation, storage and maintenance of Lending Organization’s equipment.
- C. Borrowing Organization shall, at its own expense, supply all fuel, lubrication and maintenance for loaned equipment.

- D. Loaned equipment shall be returned to Lending Organization upon release by Borrowing Organization or immediately upon Borrowing Organization's receipt of an oral or written request from Lending Organization for the return of the equipment. When notified to return the equipment to a Lending Organization, Borrowing Organization shall make every effort to return the equipment to Lending Organization's possession within 24 hours following notification. Subscribing Organizations recognize that resources on loan may not be immediately available for recall.
- E. Lending of equipment shall not constitute a dedication of the facilities or assets of such Subscribing Organization, or any portion thereof, to the public or to the other Subscribing Organization. Nothing in this Agreement shall be construed to give a Subscribing Organization any right of ownership, possession, use or control of the facilities or assets of the other Subscribing Organization.

7. Loans of Personnel

- A. Lending Organization may, at its option, make such employees as are willing to participate available to Borrowing Organization at Borrowing Organization's expense equal to Lending Organization's full cost, including employee's salary or hourly wages, callback or overtime costs, benefits and overhead, and consistent with Lending Organization's personnel union contracts, if any, or other conditions of employment.
- B. Costs to feed and house loaned personnel, if necessary, shall be chargeable to and paid by Borrowing Organization. Borrowing Organization is responsible for assuring such arrangements as may be necessary to provide for the safety, housing, meals and transportation to and from job sites/housing sites (if necessary) for loaned personnel.
- C. Time sheets and/or daily logs showing hours worked and equipment and materials used or provided by Lending Organization will be recorded on a shift-by-shift basis by Lending Organization and/or the loaned employee(s) and will be provided to Borrowing Organization as needed.
- D. All Subscribing Organizations' Emergency Contact Points or their designees shall develop planning details associated with being a Borrowing Organization or Lending Organization under the terms of this Agreement. Lending Organization personnel providing Emergency Assistance shall be under the administrative control of their agency supervisors but the organizational units will come under the operational control of the command structure of the Borrowing Organization.
- E. Lending Organization shall not be liable for cessation or slowdown of work if Lending Organization employees decline or are reluctant to perform any assigned tasks if said employees judge such task to be unsafe. A request for loaned personnel to direct the activities of others during a particular response operation does not relieve Borrowing Organization of any responsibility or create any liability on the part of Lending Organization for decisions and/or

consequences of the response operation. Loaned personnel may refuse to direct the activities of others without creating any liability on the part of Lending Organization.

- F. Any valid licenses relating to the skills required for the emergency work issued to Lending Organization personnel by Lending Organization or Lending Organization's state may be recognized by Borrowing Organization during the period of emergency and for purposes related to the emergency.
- G. When notified to return personnel to a Lending Organization, Borrowing Organization shall make every effort to release the personnel to Lending Organization immediately after notification.

8. Independent Contractor and/or Agency

- A. Lending Organization shall be and operate as an independent contractor of Borrowing Organization in the performance of any Emergency Assistance, meaning that employees of Lending Organization shall at all times, while performing Emergency Assistance, continue to be employees of Lending Organization and shall not be deemed employees of Borrowing Organization for any purpose.
- B. Lending Organization shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct or indirect compensation, benefits and related obligations with respect to its own employees. Each Subscribing Organization shall provide workers compensation in compliance with statutory requirements. The costs associated with borrowed personnel are subject to the reimbursement process outlined in Section 9.
- C. In no event shall Lending Organization or its officers, employees, agents or representatives be authorized (or represent that they are authorized) to make any representation, enter into any agreement, waive any right or incur any obligation in the name of, on behalf of or as agent for Borrowing Organization under or by virtue of this Agreement.

9. Payment for Emergency Assistance

- A. The Subscribing Organization receiving emergency assistance shall pay to Lending Organization all valid and invoiced Assistance Costs within 90 days of receipt of Lending Organization's invoice. Invoices shall clearly state the event, general location where services or assistance is provided, resources utilized, hours of service or assistance and the rate. Under all circumstances, Borrowing Organization remains responsible for ensuring that the amount and quality of all documentation is adequate to enable disaster reimbursement. The Lending Organization has the option to accept payment of cash or payment in kind for any supplies, personnel, equipment, or parts provided.
- B. Use of equipment, such as construction equipment, road barricades, vehicles, and tools, shall be invoiced at the Lending Organization's current equipment

rate. When no current rates have been established, the hourly operating costs will conform to an industry standard publication as selected by the Emergency Management Council or as mutually agreed between the Borrowing and Lending Organizations. Equipment and tool loans are subject to the following conditions:

- 1) Lending Organization's costs related to the transportation, handling and loading/unloading of equipment shall be chargeable to Borrowing Organization. Lending Organization shall provide copies of invoices for such charges where provided by outside sources and shall provide hourly accounting of charges for Lending Organization's employees who perform such services.
- 2) Without prejudice to a Lending Organization's right to indemnification under Section 10, in the event loaned equipment is lost or damaged while being dispatched to Borrowing Organization, or while in the custody and use of Borrowing Organization, or while being returned to Lending Organization, Borrowing Organization shall reimburse Lending Organization for the reasonable cost of repairing or replacing said damaged equipment. If the equipment cannot be repaired or replaced within a time period requested by Lending Organization, then Borrowing Organization shall reimburse Lending Organization for the cost of replacing such equipment with equipment which is of equal condition and capability. Any determinations of what constitutes "equal condition and capability" shall be at the discretion of Lending Organization. If Lending Organization must lease or rent a piece of equipment while Lending Organization's equipment is being repaired or replaced, Borrowing Organization shall reimburse Lending Organization for such costs. Borrowing Organization shall have the right of subrogation for all claims against persons other than Subscribing Organizations to this Agreement who may be responsible in whole or in part for damage to the equipment. Borrowing Organization shall not be liable for damage caused by the sole negligence of Lending Organization's employee(s) and/or operator(s).
- 3) Borrowing Organization shall reimburse Lending Organization in kind or at Lending Organization's actual replacement cost, plus handling charges, for use of partially consumed or non-returnable materials and supplies, as mutually agreed between Borrowing Organization and Lending Organization. Other reusable materials and supplies which are returned to Lending Organization in clean, damage-free condition shall not be charged to Borrowing Organization and no rental fee will be charged. Lending Organization shall determine whether items returned are "clean and damage-free," and items shall be treated as partially consumed or non-returnable materials and supplies if items are found to be damaged.

- 4) Lending Organization will provide shipping records for materials and equipment, and Borrowing Organization is responsible for any required documentation of use of material and equipment for state or federal reimbursement. The documentation will be presented to the Administration/Finance Section of the EOC.

10. Indemnification and Limitation of Liability

- A. *Indemnification.* Except as provided below to the fullest extent permitted by applicable law, Borrowing Organization releases and shall indemnify, hold harmless and defend each Lending Organization, its officers, employees and agents from and against any and all costs, including costs of defense, claims, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with providing Emergency Assistance to Borrowing Organization arising before, during or after performance of the Emergency Assistance and whether suffered by any of the Subscribing Organizations or any other person or entity. Borrowing Organization agrees that its obligation under this section extends to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, Borrowing Organization, by mutual negotiation, hereby waives, as respects any indemnitee only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW of the State of Washington and similar laws of other states.
- B. *Activities in Bad Faith or Beyond Scope.* Any Subscribing Organization shall not be required under this Agreement to indemnify, hold harmless and defend any other Subscribing Organization from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any Subscribing Organization's officers, employee or agents acting in bad faith or performing activities beyond the scope of their duties.
- C. *Liability for Participation.* In the event of any liability, claim, demand, action or proceeding, of whatever kind or nature arising out of rendering of Emergency Assistance through this Agreement, Borrowing Organization agrees to indemnify, hold harmless and defend, to the fullest extent of the law, each Subscribing Organization to this Agreement, whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand or other proceeding, is the execution and approval of this Agreement.
- D. *Delay or Failure to Respond.* No Subscribing Organization shall be liable to another Subscribing Organization under this Agreement due to any delay or failure to perform any obligation under this Agreement, except to make payment as specified in this Agreement. In addition, no Subscribing Organization shall be considered to be in breach or in default of this Agreement for delay or failure to perform any obligation, except for failure to make payment.

- E. *Subscribing Organization Litigation Procedures.* Each Lending Organization seeking to be released, indemnified, held harmless or defended under this Agreement with respect to any claim shall promptly notify Borrowing Organization of such claim and shall not settle such claim without the prior consent of Borrowing Organization, which consent shall not be unreasonably withheld. Such Subscribing Organization shall have the right to participate in the defense of said claim to the extent of its own interest. Subscribing Organization's personnel shall cooperate and participate in legal proceedings if so requested by Borrowing Organization and/or required by a court of competent jurisdiction.

11. Subrogation

- A. *Borrowing Organization's Waiver.* Borrowing Organization expressly waives any rights of subrogation against Lending Organization which it may have on account of or in connection with Lending Organization providing Emergency Assistance to Borrowing Organization under this Agreement.
- B. *Lending Organization's Reservation and Waiver.* Lending Organization expressly reserves its right to subrogation against Borrowing Organization to the extent Lending Organization incurs any self-insured, self-insured retention or deductible loss. Lending Organization expressly waives its rights to subrogation for all insured losses only to the extent Lending Organization's insurance policies, then in force, permit such waiver.

12. Modifications

No provision of this Agreement may be modified, altered or rescinded by any individual Subscribing Organization without two-thirds affirmative concurrence of the Subscribing Organizations. The Emergency Management Council will be the coordinating body for facilitating modifications of this Agreement.

13. Non-Exclusiveness and Other Agreements

This Agreement is not intended to be exclusive among the Subscribing Organizations. Any Subscribing Organization may enter into separate Emergency Assistance agreements with any other entity. No such separate agreement shall terminate any responsibility under this Agreement. To the extent that prior agreements between parties to this Agreement are inconsistent with this Agreement, all prior agreements for Emergency Assistance between the Subscribing Organizations hereto are hereby superseded.

14. Governmental Authority

This Agreement is subject to laws, rules, regulations, orders and other requirements, now or hereafter in effect, of all governmental authorities having jurisdiction over the emergencies covered by this Agreement, the Subscribing Organizations or either of them.

15. Partnership

This Agreement shall not be interpreted or construed to create an association, joint venture or partnership among the Subscribing Organizations or to impose any partnership obligation or liability upon any Subscribing Organization. Further, no Subscribing Organization shall have any undertaking for or on behalf of, or to act as or be an agent or representative of, or to otherwise bind any other Subscribing Organization.

16. No Third-Party Beneficiary

Nothing in this Agreement shall be construed to create any rights in or duties to any Third Party, nor any liability to or standard of care with reference to any Third Party. This Agreement shall not confer any right or remedy upon any person other than the Subscribing Organizations. This Agreement shall not release or discharge any obligation or liability of any Third Party to any Subscribing Organization.

17. Entire Agreement

This Agreement constitutes the entire agreement and supersedes any and all prior agreements of the parties with respect to the subject matters hereof.

18. Successors and Assignments

This Agreement is not transferable or assignable, in whole or in part, and any Subscribing Organization may terminate its participation in this Agreement subject to Section 2.

19. Governing Law

This Agreement shall be interpreted, construed and enforced in accordance with the laws of Washington State.

20. Dispute Resolution

Subscribing Organizations agree to make good faith efforts to resolve any disputes arising out of this Agreement through direct discussion. If a dispute cannot be settled through direct discussions, the Subscribing Organizations agree to next attempt to resolve the dispute through mediation prior to commencing any legal action. Actions arising out of this Agreement shall be brought in King County.

21. Tort Claims

It is not the intention of this Agreement to remove from any of the Subscribing Organizations any protection provided by any applicable Tort Claims Act. However, between Borrowing Organization and Lending Organization, Borrowing Organization retains full liability to Lending Organization for any claims brought against Lending Organization as described in other provisions of this Agreement.

22. Waiver of Rights

Any waiver at any time by any Subscribing Organization of its rights with respect to a default under this Agreement, or with respect to any other matter arising in connection with this Agreement, shall not constitute or be deemed a waiver with respect to any subsequent default or other matter arising in connection with this Agreement. Any delay short of the statutory period of limitations in asserting or enforcing any right shall not constitute or be deemed a waiver.

23. Survivability

The invalidity or unenforceability of any provisions of this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

24. Notices

Any notice, demand, information, report or item otherwise required, authorized or provided for in this Agreement shall be conveyed and facilitated by the Shoreline Emergency Management Council, care of the City Manager – City of Shoreline. The address is 17544 Midvale Avenue N., Shoreline, WA 98133.

Such notices, given in writing, shall be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and confirmed by telephone, or (iii) sent by United States Mail, postage prepaid, to the address above.

25. New Membership

A majority of Subscribing Organizations may agree to expand participation in this Agreement to agencies in addition to those member agencies of the Shoreline Emergency Council.

In witness thereof, the Subscribing Organization hereto has caused the Shoreline Emergency Management Mutual Aid Agreement to be executed by duly authorized representatives as of the date of their signature:

THE CITY OF SHORELINE

Approved as to form:

By: _____
City Manager

By: _____
City Attorney

ORGANIZATION:

Address:

Authorized Representative:

By: _____

Printed name

Signature

Title: _____

Date: _____

EXHIBIT A

SHORELINE EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT

EMERGENCY CONTACTS

Name of Subscribing Organization	
Emergency Contact Person(s)	
Address(es)	
24-hour Emergency Telephone Number(s)	
E-mail Address(es)	

EXHIBIT B

SHORELINE EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT

LIST OF RESOURCES, EQUIPMENT AND SERVICES
AVAILABLE DURING EMERGENCIES

Resources	
Equipment	
Services	

Appendix L Eligibility of Private Property Demolition and Debris Removal Costs

This page intentionally left blank

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
- 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 Shoreline followed local ordinances and state laws listed above by securing ownership.
- The City of Shoreline 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 Shoreline 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 the demolition of private structures. *The Right of Entry form included in Appendix J* of this document has a clause stating that a private property owner will re-pay the City of Shoreline the amount of insurance proceeds received for any debris removal or demolition work performed.

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 are recouped from the property owner.

Note: The information on this topic can also be found on the FEMA website:
http://www.fema.gov/government/grant/pa/9523_4.shtm