Emergency/Disaster Debris Site Process Flow

Site Selection
(prior to emergency)

The Responsible Entity (RE) for a proposed site contacts their regional Specialist as part of disaster debris planning.

Specialist works with RE in selecting suitable sites. When potential site has been selected, RE completes Page 1 of the Site Selection Evaluation Form, creates a map outlining the site area, and submits the documents to the Specialist.

Specialist conducts evaluation of site, completes Page 2 of the Site Selection Evaluation Sheet, and submits to Compliance Officer (CO) with map.

CO completes package and submits to the Natural Heritage Program (NHP) and State Historic Preservation Office (SHPO) to assess the Site for sensitive characteristics.

Negative response received from either NHP or SHPO

Specialist contacted by CO and informed of issues.

Specialist informs RE of issues

New sites selected

Positive response received from NHP and SHPO

CO adds Site to central database and assigns DS ID number, then e-mails completed Site package to Specialist and supervisor with summary of results. **DS number may be required for FEMA reimbursement.**

Specialist e-mails a Conditional Approval letter and the completed Site package to RE, and copies supervisor, CO, and County EM contact.

Activation
(post-emergency)

RE notifies Specialist of need to activate a DS. Specialist notifies CO via e-mail of site activation – include DS name and number and copy RE, County EM contact, and supervisor.

CO activates site in database, posts site on Section webpage for public access, and sends e-mail response to Specialist, supervisor, RE, and County EM contact to confirm activation, include link to webpage, and note that RE must stop work and contact SHPO if any buried cultural materials are encountered, and that the site must be cleaned up within 6 months.

RE utilizes the site for 6 months. Specialist may conduct inspections during this time.

Deactivation
(within 6 months)

Site restored to former (or improved) state after 6 months with final inspection by Specialist. Inspection form with review of site closure sent via e-mail to RE, CO, and supervisor. Include activation date on form.

CO updates the database, removes the site from the Section webpage. Site remains in database for future activation, unless site conditions change. If site is no longer available for use, specialist will notify CO to archive the site in database.

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