

APPENDIX G

STRUCTURE DEMOLITION, MOBILE HOME PARKS

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PRIVATE STRUCTURE DEMOLITION, MOBILE HOME PARKS

PRIVATE STRUCTURE DEMOLITION

1. Mission Definition. FEMA may task the Corps to remove damaged structures in order to remove potential threats to public health and safety.

2. Pre-disaster Planning.

a. Corps: The Corps should develop generic scopes-of-work for debris removal prior to natural disaster.

3. Documentation Checklist.

a. Real Estate Checklist:

___ Be in possession of a letter from the City/County setting forth nature of ownership/interest in "public" buildings to support their authority for demolition?

___ Have a copy of any/all ordinances which authorizes City/County to condemn "private" structures?

___ Have a copy of resolution by local government with appropriate authority required to support adoption/enactment of ordinances of other local laws required to condemn, demolish and remove public buildings.

___ Resolution that work requested of the U.S. Government is eligible and agrees to:

Provide without cost to the U.S. Government all lands, easements and Rights-of-Way necessary for the accomplishment of the approved work; and hold and save the U.S. Government free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work.

___ Designate/authorize a representative to provide the U.S. Government with Rights-of-Way?

___ Execute right-of-entry and hold-harmless agreements that have been signed by owner or renter with all appropriate?

___ Have list showing clear and complete description of structures designated for demolition. This list should include identification of related structures, trees, shrubs, fences and other items to remain.

Provide "written" notice to property owners of proposed demolition, and scope of demolition?

b. Engineering/Construction Checklist:

___ Give notice to property owners/renters to remove personal property in advance of demolition.

___ Document name of owner on title, complete address and legal description of property and include source of information.

___ Notify owner/renter of any and all site inspections

___ Verify that all personal property has been removed from public/private structure(s)

___ Verify that building is unoccupied immediately prior to demolition

___ Insure that property is properly posted

___ Insure that segregation, temporary storage removal and transportation of all HTW materials is made to a "permitted" facility prior to building demolition.

___ Photograph the property immediately prior "to" and immediately "after" demolition.

___ Locate, mark, turn off and cap water and sewer lines.

___ Locate (mark, if underground), and shut off electrical service and disconnect meters.

___ Locate, mark, shut off natural gas service disconnect meters and cap.

MOBILE HOME PARKS

1. Mission Definition. FEMA may task the Corps to remove debris from existing mobile home parks in order to provide for hookup and placement of FEMA temporary homes (trailers).

2. Pre-disaster Planning.

a. Corps: The Corps should develop generic scopes-of-work for debris removal prior to natural disaster.

b. Local Governments: City/County need to identify sites suitable for staging mobile home debris.

3. Post Disaster. FEMA/City/County need to prioritize mobile home parks for debris removal.

4. Special Coordination Issues.

a. Documentation Checklist:

- 1) ___ Have copy of city/county ordinance authorizing condemnation of mobile home parks.
- 2) ___ Have copy of resolution by local government with appropriate authority to condemn, demolish and remove mobile home park contents.
- 3) ___ Authority to enter all lands, easements and right-of-way necessary for accomplishment of approved work.
- 4) ___ Have documentation signed by mobile home park owner which will hold and save U.S. Government free from damages due to requested work, and shall indemnify the Federal Government against any claims arising from such work.
- 5) ___ Have list of mobile home parks with names of owners, complete address and legal description of the property, any limits of debris clearance to occur within the park, plats of mobile home park and any known information about existing utilities.

b. Inspection Checklist (prior to contract issuance):

- 1) ___ Insure that mobile home park will be vacated prior to NTP date for debris removal of that site.

- 2) ____ Describe extent of debris removal within mobile home park, number of trailers, estimate quantities, specify any structures other than mobile homes to be removed and identify any structures to stay intact.
- 3) ____ Locate and estimate the HTW within the park and ensure that appropriate procedures are established for separation and removal of such materials prior to debris removal.
- 4) ____ Decide during initial inspections as to feasibility of using existing utilities. Identify extent of repair required and determine if full replacement of utilities is required to provide service to temporary housing.

c. Inspection (Immediately prior to contract NTP):

____ Post property in accordance with local regulation after owner has been given opportunity to remove personal property.

____ Insure that contract scope of work reflects findings of field inspection.

d. Utilities:

Engineering/Construction

____ Cap utility mains into park.

____ Flag septic tank locations prior to debris removal and protect during debris removal.