

EMERGENCY ACTION PLAN

TEMPLATE INSTRUCTIONS

This document should be utilized in conjunction with the Emergency Action Plan (EAP) Template developed by the Georgia Safe Dams Program (GSDP). This document provides instructions and covers most questions associated with filling out the EAP Template. Certain fields within the EAP Template will auto populate once the first field is completed. In the following directions these fields are only covered the first time they appear in the EAP Template. The Safe Dams Program expects one EAP document per dam, not per owner. The EAP document should be treated as a living document that requires periodic updates to ensure all information is correct. If possible, please provide an electronic PDF copy of your EAP to the local Emergency Management Agency and the Safe Dams Program. **The EAP template requires the use of Microsoft Word 2007 or newer.** If an older version of Microsoft word is utilized the built-in functions of the template that make it easier to use will not function properly. If you have any trouble developing your EAP please contact your technical representative (engineer) or for additional assistance please contact GSDP at (404) 463-2461.

EAP Template


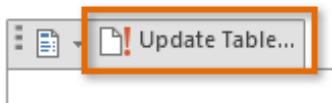
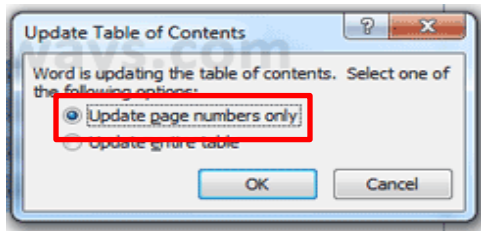
1. On the opening page, begin by clicking on “*Type Name of Dam Here*” and type the GSDP dam name.
2. Click on “*Type Lake Name Here*” and type the name of the lake on which the dam resides.
3. Click on “*Type State ID Here i.e. 123-123-12345*” and type the State identification number.
4. Click on “*Type NID Here i.e. GA12345*” and type the National ID associated with the dam.
5. Click on “*Type County Here*” and type the corresponding county in which the dam resides.
6. Click on the picture icon “  ” to add the corresponding picture. The left picture box should show the general location of the dam in relation to the entire state. The right picture box should show the exact location of the dam in relation to the local city/county. If you do not have these photos already available, you can use programs such as Google Earth or Bing Maps to obtain these images.
7. Click on “*Click here to enter a date*” and click on the small down arrow to show the drop down calendar. Choose the date in which the current version was developed or the date in which a document revision was performed.
8. Click on “*Type Owner/Operator & Affiliation Here*” and insert the name of the owner/operator and their affiliation to the dam. The line above the box is for their signature to ensure they received and understand the EAP document.
9. Click on “*Type the County or City Here*” and insert the local Emergency Management Agencies’ location. I.e. “Fulton County” Emergency Management Agency. The line above the box is for their signature to ensure they received and understand the EAP document.

Table of Contents

The *Table of Contents* page should be updated once the entire document has been filled out. To update the *Table of Contents*, place your mouse over the current text in the Table of Contents and click. A small icon appears on the top left (as shown on the following page).



Click on the “Update Table” icon and select “*update page numbers only*” from the pop-up box.



If you have added any sections into the EAP document, you will need to choose the correct corresponding header style and choose “Update entire table” to ensure they are added into the Table of Contents section.

Basic EAP Data

Potential Impacted Area

Click on “*describe homes, businesses, and roads in the downstream evacuation area*”. In this box describe all homes, businesses, and roads that will be impacted by the failure of the dam. You do not need to add all information for each structure, but provide a general overview of the structures that would be inundated by a dam failure.

Dam Description

This section should be filled out in its entirety. Click on each box that says “*Click to type*” and enter the corresponding information. All numbers should be recorded to the tenths place, I.e. 10.0 ft. If a particular section is not necessary, I.e. Additional Owners, it should be highlighted and deleted. Conversion Factor: 1 sq. mile = 640 acres.

Directions to dam

Click on the shaded text box and enter directions to the dam. These directions should start from downtown Atlanta, Georgia. The directions should incorporate alternative routes avoiding roads that may be affected by flooding.

Directions/Additional Information for Appurtenant Structures

Click on the shaded text box and enter any directions/additional information required for access or specific directions to perform operations needed during an emergency situation. I.e. if you have a low-level lake drain, but the operator wheel is located in the maintenance shed and not on the valve stem. These directions need to be specific so that others can perform remedial actions required during an emergency event.

EAP Overview

This information must be provided in all EAPs. **Do not change/alter this page in any way.**

Summary of EAP Process

This information must be provided in all EAPs. **Do not change/alter this page in any way.**

Roles and Responsibilities

1. Click on “*Insert Owner/Operator Name Here*” and type the name of the owner/operator of the dam.
2. Click on “*Insert Name Here*” and type the name of the individual that will be the EAP Coordinator. This can be either the owner/operator or an associate of the dam. They will be in charge of coordinating all EAP actions as listed.
3. Click on “*Insert Local Emergency Management Agency*” and type the Emergency Management Agency that will be assisting in an emergency situation. If multiple Agencies are required add them here and separate using commas.
4. Click on “*Insert Engineer Name Here*” and type the name of the engineer that will be assisting in an emergency situation. This does not mean you have to have an engineer retained at all times, but a technical representative that is knowledgeable with the dam and its appurtenant structures is crucial in mitigating damages during an emergency situation.
5. Lastly, if there are any other responsible parties involved in the implementation of the EAP, they will need to be added to this page. Click on “*Other Responsible Parties*” and list the parties name and list the specific details and responsibilities associated with the party.

Step 1: Event Detection and Level Determination

This information must be provided in all EAPs. **Do not change/alter this page in any way.**

Examples of Emergency Situations

Click on “*Insert description of any previously identified conditions. The Georgia Safe Dams Program’s Biannual Inspection report or the most recent engineer’s inspection are both good sources for this information. I.e. There has been a small seepage area near the downstream toe on the north side of the release channel. This was first noticed in the 1990s, but has not changed since that time*” and add any information pertaining to pre-existing conditions associated with the dam.

Emergency Level Determination and Emergency Level Index

This section has particular examples listed, but only certain ones will apply to your dam. You should examine this section and tailor it to your dam and its particular components. I.e. if you have a concrete dam, then certain conditions and corresponding levels will need to be changed to what is appropriate for your dam. Utilize your technical representative to help develop this section.

Step 2: Notifications and Communication

1. Click on “*Insert Number of Miles*” and add the distance, in miles, relative to the closest city.
2. Click on “*Insert Direction Here I.e. south*” and insert the direction in which the dam resides relative to the closest city.
3. Click on “*Insert City Name*” and type the name of the closest city to the dam.
4. Click on “*Insert area to be impacted I.e. low-lying portion of Rock Creek*” and add the area noted in the inundation mapping that would need to be evacuated during an emergency situation.

5. Click on “*Insert Local Police Department*” and add the name of the local police department that will respond during an emergency situation. If multiple police departments are required then add them here and separate using commas.
6. Repeat steps 1-4 for the remaining two notification scripts.

Notification Flow Charts

The following sections should be utilized to gain an understanding of what is required for the notification flow charts. These charts will vary for each dam depending on the dam’s complexity. Make sure you are utilizing the correct regional office contact information for any state agency that will be listed in the EAP document. For the Georgia Department of Transportation contact information you will need to look up the corresponding area office that would respond during an emergency situation. To determine the correct contact information utilize the following website: <http://www.dot.ga.gov/AboutGDOT/Districts>. Once the webpage has loaded you will need to choose your county from the drop down list. You should contact the main office for the area and ensure the contact information for an emergency situation is correct the area that will be affected during an emergency situation. For the National Weather Service contact information make sure you are choosing the correct district office. To determine the correct district office utilize this website: <http://www.weather.gov/srh/>. Once on the site click the tab that says “Weather Forecast Offices” and find the corresponding Forecast Office for your county. This is accomplished by clicking on the map and seeing which counties are part of that forecast office.

Emergency Level 1 Notifications

This page represents the minimum notifications required for a level 1 emergency event. Click on each “*Insert Number Here*” box and add the contact phone numbers associated with the personnel listed. Include a primary and secondary phone number for each person.

Emergency Level 2 Notifications

This page represents the minimum notifications required for a level 2 emergency event. Click on each “*Insert Number Here*” box and add the contact phone numbers associated with the personnel listed. Include a primary and secondary phone number for each person. If an additional technical representative is required add their name, affiliation, and phone numbers into the corresponding notification box.

Emergency Level 3 Notifications

This page represents the minimum notifications required for a level 3 emergency event. Click on each “*Insert Number Here*” box and add the contact phone numbers associated with the personnel listed. Include a primary and secondary phone number for each person. If an additional technical representative is required add their name, affiliation, and phone numbers into the corresponding notification box.

Emergency Services Contacts

This page will serve as an additional resource for any and all contacts associated with the EAP document. The required sections have been added into the table. Each section must be filled

out in its entirety, if the information is available. If additional contact sections are necessary, right click in the table and from the menu choose insert. From the insert drop down list choose insert rows below. If a particular section is not necessary, highlight the entire row, right click, and choose delete cells.

Step 3: Remedial Actions

This information must be provided in all EAPs. **Do not change or alter this section.**

Step 4: Termination

This information must be provided in all EAPs. **Do not change or alter this section.**

Maintenance – EAP Review and Revision

Click on “*Insert Location Here*” and add the location that the periodic test will be held at.

Record of Holders of Control Copies

This section should be utilized to document the distribution of the EAP document. All recipients of the EAP document must be listed in the table.

1. Click on “*Insert Owner or Organization*” box and type the organization/owner associated with the dam.
2. Click on “*Insert Address Here*” box and add the corresponding address.
3. Click on “*Insert Name Here*” box and add the name of the person in charge of holding the control copy of the EAP for the corresponding organization.
4. Repeat steps for each control copy distributed.

Record of Revisions and Updates

This page should be utilized when a change has occurred that requires the EAP to be revised. The table should be filled out in its entirety each time a revision occurs. To update table:

1. Click on “*Insert Revision Number*” and type the version number that corresponds to the current revised version of the EAP.
2. Click on “*Insert Date Here*” and choose from the drop down menu the date in which the revision occurred.
3. Click on “*Insert a detailed description of the changes made to the EAP*” and add a detailed description of any and all changes made during the revision.
4. Click on “*Insert Name Here*” and type the name of the person who performed the edits to the EAP document.

Concurrences

This page reflects the acknowledgement that those responsible for particular tasks have read and understand their responsibility with implementing the EAP. The required signatures for all EAPs have been listed. If additional signatures are required, utilize the bottom two signature blocks. Print their name and title below their signature if these sections are utilized.

1. Click on “*Insert Owner or Organization*” and add the owner/organization who owns the dam.

2. Click on “*Insert Affiliation Here*” and add how they are associated with the dam. I.e. John Doe, Property Owner.
3. Click on “*Insert Name Here*” and add the name of the local sheriff that will be responding during an emergency event. If the sheriff is not signing personally, change the title to reflect.
4. Click on “*Choose a County*” and choose the corresponding county that the sheriff is in charge of.
5. Click on “*Insert EMA District Name Here*” and add the name of the district office that the local EMA Agency is a part of.
6. Click on “*Insert Name Here*” and type the name of the Chief of Police for the local police department.
7. Click on “*Insert Local Police Department Here*” and add the title of the local police department that will be responding during an emergency situation.

Lastly, ensure all parties have received a copy of the EAP and have signed each copy to acknowledge their role in an emergency situation.

Appendices – Forms, Glossary, Maps, and Supporting Data.

This page does not require any action, unless additional appendices were added. If you add an extra appendix, utilize this page to add it into the list. Additionally, you will need to choose the heading style 2 when writing its heading to ensure it makes it into the Table of Contents page.

Appendix A-1 Contact Checklist

This page does not require any additions.

Appendix A-2 Unusual or Emergency Event Log Form

This page does not require any additions.

Appendix A-3 Dam Emergency Situation Report Form

1. Click on “*Insert Dam Location Here*” and type the city name in which the dam resides.
2. Click on “*Insert Stream/River Here*” and add the name of the stream/river that flows into the reservoir. If there is not a tributary that flows into the reservoir delete this box and corresponding label.

Appendix A-4 Glossary of Terms

This information must be provided in all EAPs. Do not change or alter this section in any way unless you have added terms in the EAP document that are not in the glossary.


Appendix B-1 Resources Available

This page should be utilized to list all available resources/contractors located near the dam. Type the resource that will be requested in the blue highlighted box and type the corresponding contractor’s name, address, and contact number in the white box below. Some recommended resources have been placed in the blue boxes to help with particular resources that could be utilized during an emergency situation.


Appendix B-2 Inundation Maps

This section is for the inundation mapping developed to determine downstream structures that would be impacted during an emergency situation. This mapping should include multiple scenarios to ensure all necessary parties have been included in the EAP notification/evacuation protocols. Since the majority of inundation mapping is done on 11x18 design sheets, it is acceptable to fold the maps and place them in folders within this section.

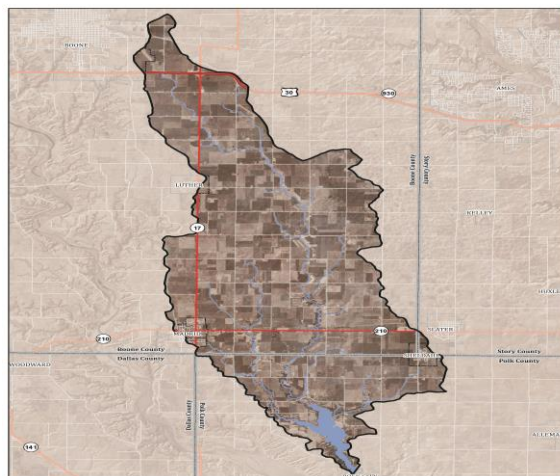
Appendix B-3 Location and Vicinity Maps

This section is for location and vicinity maps pertaining to the area immediately around the dam. Click the picture icon “  ” and choose the corresponding maps to insert them into this section. If multiple maps are needed, utilize the insert picture function of Microsoft Word. This can be found under the insert tab at the top of the document window.


Appendix B-4 Drainage Area Map

This section should contain a map of the drainage area that contributes to the dam’s reservoir. Only larger than average drainage areas (greater than 3.0 square miles) are requested to provide the drainage area map. Click on the picture icon “  “ and choose the corresponding map to insert them into this section. An example of a drainage area map can be found below.

Example:



Appendix B-5 Evacuation Map

This section should contain evacuation maps for multiple scenarios in case roads are closed due to flooding or other issues related to the emergency event. Click on the picture icon “  “ and choose the corresponding map to insert it into this section. If multiple maps are needed, utilize the insert picture function of Microsoft Word. This can be found under the insert tab at the top of the document window.

Appendix B-6 Residents/Businesses/Highways at Risk

This section will contain all businesses, houses, and roads that will be impacted during an emergency situation. List all required details for each identified structure.


1. Click on “*Insert Number Here*” and add the amount of houses that will be inundated during a dam failure situation.

2. Click on “*Insert Number Here*” and type the amount of businesses that will be inundated during a dam failure situation.
3. Click on “*Insert Number Here*” and insert the amount of roads that will be inundated during a dam failure situation.
4. Click on “*Insert Location of Identified Structures Relative to the Dam*” and add the location of the identified structures in relation to the location of the dam.
5. To complete the table follow the example on the next page:


House/ business/ road no.*	Resident/business/ road	Address	Phone no.	Distance downstream from dam (ft)	Travel time** (hr)	Max water depth above first floor (ft)
1	John Doe	1234 Jow Schmoe Rd., Atlanta, GA. 30334	678-123-1234	100	0.5	15
1	John Pizzeria	1245 Jow Schmoe Rd., Atlanta, GA. 30334	678-456-7789	250	0.75	10
2	Jane Doe	1256 Jow Schmoe Rd., Atlanta, GA. 30334	770-561-8912	300	1.0	8
1	Jow Schmoe Highway			500	1.0	15

6. Once the chart has been completed in its entirety, click on “*Insert Name Here*” directly below the chart and type the name of who performed the breach inundation mapping.
7. Click on “*Insert Date Performed Here*” and choose the corresponding date in which the breach inundation mapping was performed.
8. Click on each “_____” and add the corresponding information pertaining to the breach inundation mapping. This information must be provided by the technical representative that performed the breach inundation analysis.

Appendix B-7 Plan View of Dam

This appendix should be utilized to show a plan view of the dam and its appurtenant structures. Click on the picture icon “” and choose the corresponding file to insert it into this section. Since the majority of these are done on 11x7 design sheets, it is acceptable to fold the plan view sheet and place it in a folder within this section.

Appendix B-8 Profile of Principal Spillway

This appendix should be utilized to show a profile view of the dam’s principal spillway. Click on the picture icon “” and choose the corresponding file to insert it into this section. Since the majority of these are done on 11x18 design sheets, it is acceptable to fold the profile view sheet and place it in a folder within this section.

Appendix B-9 Reservoir Elevation-Area-Volume and Spillway Capacity Data

This section should contain the reservoirs water elevation and the corresponding reservoir surface area, reservoir storage, and spillway discharge. This information is important when determining the quantity of water that will be discharged from the reservoir during certain storm

events. It is helpful for determining if downstream residents will experience high amounts of water flow during certain rainfall events.

Appendix B-10 National Inventory of Dam (NID) Data

This section should contain all pertinent data for the dam. Each required dam attribute has a specific line and box that should be filled. All numbers should be reported to the tenths place, I.e. 10.0 ft. If information is not known please contact your technical representative or for additional assistance please contact GSDP at (404) 463-2461.