**Emergency Action Plan (EAP)**

***Type Name of Dam Here* Dam**

**(*Type Lake Name Here*)**

**Georgia ID: *Type State ID Here i.e. 123-123-12345***

**National Inventory of Dams (NID): *Type NID Here i.e. GA12345***

***Type County Here* County, Georgia**





Revision Date: *Click here to enter a date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Type Owner/Operator & Affiliation Here Local EMA Director, Type the County or City Here, GA*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Date Date*

Copy of \_\_\_

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# Basic EAP Data

**Purpose**

The purpose of this plan is to prescribe procedures to be followed in the event of an emergency associated with the *Type Name of Dam Here* Dam, which is caused by an unusually large flood, earthquake, a malfunction (hydraulic or structural) of the spillway, malicious human activity such as sabotage, vandalism, or terrorism, or failure of the dam.

This Emergency Action Plan (EAP) defines responsibilities and procedures to:

* Identify unusual and unlikely conditions that may endanger the dam.
* Initiate remedial actions to prevent a dam failure or minimize the downstream impacts of a dam failure.
* Initiate emergency actions to warn downstream residents of impending or actual failure of the dam.

**Potential Impacted Area**

See *Evacuation Map* tab (Appendix B–5) and *People at Risk* tab (Appendix B–6) for the locations and contact information of the following residents and businesses that may be flooded if the dam should fail and the estimated time for the flood wave to travel from the dam to these locations:

*(Describe homes, businesses, and roads in the downstream evacuation area)*

**Dam Description**

Height: *Click to type* ft. Drainage Area: *Click to type* sq. milesYear Built: *Click to type* Hazard Classification: *Choose Hazard Category*

Dam Operator: *Click to type* Major Property Owner: *Click to type*  
Latitude: *Click to type* Longitude: *Click to type* National Inventory of Dams No.: *Type NID Here*

Dam Designer: *Click to type* Additional Property Owner: *Click to type*

See detailed design data in *Appendix B* tab.

**Directions to dam** (See *Location and Vicinity Map*; Appendix B–3.)

*Insert directions to the dam starting from downtown Atlanta. Be sure to include alternative routes in case roads are closed due to flooding or other unforeseen causes. Additionally, include any specific directions needed to access all parts of the dam. I.e. keys, gates, and fences.*

**Directions/Additional Information for Appurtenant Structures**

*Insert directions for dam components that require specific directions to access/operate. I.e. Lake Dave has a low-level drain with a hand operated wheel to open the valve, but the wheel is not kept on the structure. To access this wheel enter the shed located to the left of the dam at the crest, key required. The wheel is kept in the small locked wooden box in the back left corner of the shed. To unlock the box, use the key hanging on the left wall when you enter the shed. When you are finished with the hand wheel returned to the designed location for storage.*

# EAP Overview

|  |  |
| --- | --- |
| **Step 1** | **Event Detection**  **Event Level Determination** |
| **Step 2** | Event Level 1  **Notification Chart**  Event Level 3  **Notification Chart**  Event Level 2  **Notification Chart** |
| **Step 3** | **Re-Evaluate**  **Re-Evaluate**  **Re-Evaluate**  Event Level 3  **Remedial**  **Action**  Event Level 2  **Remedial**  **Action**  Event Level 1  **Remedial**  **Action** |
| **Step 4** | **Termination & Follow-Up** |

Red Line (Dashed) = Event Escalated Green Line (Dashed) = Event De-Escalated

# Summary of EAP Process

There are four steps that must be followed anytime an unusual or emergency event is detected at *Type Name of Dam Here* Dam. The steps are:

**Step 1 - Event Detection and Level Determination**

During the initial step, an unusual event or emergency event is detected at the dam and classified by theEAP Coordinator into one of the following event levels:

Event Level 1, GREEN: Unusual Event, slowly developing

Event Level 2, YELLOW: Emergency Event, potential dam failure situation, rapidly developing

Event Level 3, RED: Urgent!! Emergency Event, Dam failure imminent or is in progress

**Step 2 - Notification and Communication**

After the event level has been determined, notifications are made in accordance with the appropriate notification flow chart provided in STEP 2 of this EAP.

**Step 3 - Remedial Actions**

After the initial notifications are made, the EAP Coordinator should confer withthe site Engineer and the Georgia Safe Dams Program to develop and execute appropriate preventative actions. During this step of the EAP, there is a continuous process of taking actions, assessing the status of the situation, and keeping others informed through the communication channels established during the initial notifications. The EAP may go through multiple event levels during Steps 2 and 3 as the situation either improves or worsens.

**Step 4 - Termination and Follow-up**

Once the event has ended or been resolved, termination and follow-up procedures should be followed as outlined in Step 4 of this EAP. EAP operations can only be terminated after completing operations under Event Level 3 or Level 1. If Event Level 2 is declared, the operations must be reclassified to Event Level 1 or Level 3 before terminating the EAP operations.

## Roles and Responsibilities

**Dam Owner (*Insert Owner/Operator Name Here*)**

• As soon as an emergency event is observed or reported, immediately determine the emergency level (see *Emergency Levels* tab).

– Level 1: unusual event, slowly developing

– Level 2: potential dam failure situation, rapidly developing

– Level 3: dam failure appears imminent or is in progress

• Immediately notify the individuals in the order shown on the notification chart based on the determined emergency level (see *Notification Charts* tab).

• If under a Level 2 or Level 3 emergency, provide updates of the situation to the Emergency Management Agency to assist them in making timely and accurate decisions regarding warnings and evacuations.

• Provide leadership to assure the EAP is reviewed and updated annually and copies of the revised EAP are distributed to all who received copies of the original EAP.

**EAP Coordinator (*Insert Name Here*)**

• Owner may designate responsibilities above to an EAP coordinator, if not; the owner is the EAP Coordinator.

**Local Emergency Management (*Insert Local Emergency Management Agency*)**

• Serve as the primary contact person responsible for coordination of all emergency actions.

* EAP preparation - Coordinate with local responders and dispatchers to ensure each has an opportunity for input into the EAP and each has a copy and is aware of their responsibilities.

• During an event, maintain communication with Georgia Safe Dams Program.

• Assist owners in preparation of *Emergency access Routes Map*

• Maintain communication with media when necessary.

• When a Level 2 situation occurs:

– Prepare response personnel for possible evacuations that may be needed if a Level 3 situation develops.

– Alert the public as appropriate.

• When a Level 3 situation develops:

– Alert the public.

– Immediately close roads and evacuate people within and possibly adjacent to the inundation area.

• Participate in an annual review and update of the EAP.

* Coordinate with the dam owner and the Georgia Safe Dams Program to determine when to terminate the emergency.

**Dam Operator’s Technical Representatives (*Insert Engineer Name Here* – *Insert Affiliation Here*)**

• If time permits, advises the dam operator of the emergency level determination.

• If time permits, advises the dam operator of remedial actions to take if an event occurs.

**Georgia Safe Dams Program**

* Provide technical assistance to the EAP Coordinator as needed.

***Other Responsible Parties***

## Step 1: Event Detection and Level Determination

**Event Detection**

Routine surveillance, observation, and/or instrumentation readings at the site will be the normal methods of detecting potential emergency situations. Unusual or emergency events may be detected by:

• Observations at or near the dam

• Evaluation of instrumentation data (if applicable)

• Earthquakes felt or reported in the vicinity of the dam

• Forewarning of conditions that may cause an unusual event or emergency event at the dam (for example, a severe weather or flash flood forecast)

**Emergency Level Definitions**

**Level 1, GREEN Unusual Event - Slowly developing**

This classification indicates a situation is developing, but has not yet threatened the operation or structural integrity of the dam. The Owner’s technical representative (*Insert Engineer Name Here*), if applicable, AND the Georgia Safe Dams Program should be contacted to investigate the situation and recommend remedial actions. The condition of the dam should be closely monitored, especially during storm events, to detect any development of a potential or imminent dam failure situation.

**Level 2, YELLOW Emergency - Potential dam failure situation, rapidly developing**

This classification indicates that a situation is developing that could lead to dam failure, but there is not an immediate threat of dam failure. The EAP Coordinator should closely monitor the condition of the dam and periodically report the status of the situation to the Georgia Safe Dams Program, *Insert Local Emergency Management Agency*, and *Insert Engineer Name Here*, the dam’s technical representative. A reasonable amount of time is available for analysis before deciding on evacuation of downstream residents. If the dam condition worsens and failure becomes imminent, the *Insert Local Emergency Management Agency* must be notified immediately of the change in the emergency level to allow sufficient time to evacuate the people at risk downstream. If time permits, the Owner’s technical representative (*Insert Engineer Name Here*) and the Georgia Safe Dams Program should be contacted to evaluate the situation and recommend remedial actions to prevent failure of the dam. The dam operator should initiate remedial measures, only after contacting the Georgia Safe Dams Program and technical representative, to prevent further degradation of the dam utilizing local resources that may be available. (See Appendix B-1)

**Level 3, RED Emergency – Urgent!! Dam failure is imminent or is in progress**

This is an extremely urgent situation when a dam failure is occurring or is about to occur and likely cannot be prevented. Flash flooding will occur downstream of the dam. The dam owner WILL contact 911 and an order for evacuation of residents in potential inundation areas shall be issued by the *Insert Local Emergency Management Agency*.

See the following pages for guidance in determining the proper emergency level for various situations.

### Examples of Emergency Situations

The following are examples of conditions that usually constitute an emergency situation that may occur at a dam. Adverse or unusual conditions that can cause the failure of a dam are typically related to aging or design and construction oversights. Extreme weather events that exceed the original designed conditions can cause significant flow through the auxiliary spillway or even overtopping of the embankment. However, accidental or intentional damage to the dam may also result in emergency conditions. The conditions have been grouped to identify the most likely emergency-level condition. The groupings are provided as **guidance only**. Not all emergency conditions may be listed, and the dam owner/operator is urged to use conservative judgment in determining whether a specific condition should be defined as an emergency situation at the dam.

**Pre-existing conditions on this dam**: *Insert description of any previously identified conditions. The Georgia Safe Dams Program’s Biennial 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.*

**Emergency/Auxiliary Spillway Flows**

**Emergency Level 1 – Potential downstream flooding situation; slowly developing:**

1. Reservoir water surface elevation at auxiliary spillway crest or spillway is flowing with no active erosion.

**Emergency Level 2 - Potential dam failure situation; rapidly developing:**

1. Spillway flowing with active gully erosion or flow that could result in flooding of people downstream if the reservoir level continues to rise.

**Emergency Level 3 - Urgent; dam failure appears imminent or is in progress:**

1. Significant erosion or headcutting of the spillway is occurring at a rapid rate, and a breach of the spillway appears imminent.

**Embankment Overtopping**

**Emergency Level 2 – Potential dam overtopping situation; rapidly developing:**

1. The reservoir level is rising and approaching the crest of the dam and could begin overtopping if sufficient freeboard does not exist.

**Emergency Level 3 - Urgent; dam failure appears imminent or is in progress:**

1. The reservoir level has exceeded the top of the dam, and flow is going over the crest of the embankment.

**Seepage and Sinkholes**

**Emergency Level 1 – Potential seepage increases; slowly developing:**

1. New or increased areas of wet or muddy soils are present on the downstream slope, abutment, and/or toe of the dam, and there is an easily detectable and unusual increase in volume of downstream seepage.

**Emergency Level 2 - Potential dam failure situation; rapidly developing:**

1. Cloudy seepage or soil deposits are observed at seepage exit points or from internal drain outlet pipes.

2. Significant new or enlarging sinkhole(s) near the dam or settlement of the dam is observed.

3. Reservoir level is falling without an apparent cause.

4. The following known dam defects are or will soon be inundated by a rise in the reservoir:

• Sinkhole(s) located on the upstream slope, crest, abutment, and/or foundation of the dam; or

• Transverse cracks extending through the dam, abutments, or foundation.

**Emergency Level 3 - Urgent; dam failure appears imminent or is in progress:**

1. Rapidly increasing cloudy seepage or soil deposits at seepage exit points to the extent that failure appears imminent or is in progress.

2. Water flowing out of holes in the downstream slope, abutment, and/or foundation of the dam to the extent that failure appears imminent or is in progress.

3. Whirlpools or other evidence exists indicating that the reservoir is draining rapidly through the dam or foundation.

4. Rapidly enlarging sinkhole(s) are forming on the dam or abutments to the extent that failure appears imminent or is in progress.

5. Rapidly increasing flow through crack(s) eroding materials to the extent that failure appears imminent or is in progress.

**Embankment Movement and Cracking**

**Emergency Level 3 - Urgent; dam failure appears imminent or is in progress:**

1. Sudden or rapidly proceeding slides, settlement, or cracking of the embankment crest, slopes, abutments, and/or foundation, and breaching of the dam appears imminent or is in progress.

### Emergency Level Determination & Emergency Level Index

|  |  |  |
| --- | --- | --- |
| **Event** | **Condition** | **Emergency level** |
| Unexpected Failure | Dam unexpectedly and without warning begins to fail | **3** |
| Auxiliary spillway flow | Reservoir water surface elevation at auxiliary spillway crest or spillway is flowing with no active erosion | **1** |
| Spillway flowing with active gully erosion or flow that could result in flooding of people downstream if the reservoir level continues to rise | **2** |
| Spillway flowing with an advancing head cut that is threatening the control section or that is already flooding people downstream | **3** |
| Embankment overtopping | Reservoir level is at the top of dam. Insufficient freeboard available. | **2** |
| Water from the reservoir is flowing over the top of the dam | **3** |
| Seepage | New seepage areas in or near the dam, water flowing clear | **1** |
| New seepage areas with cloudy discharge or increasing flow rate | **2** |
| Seepage with a notable increase in flow (minimum a 25 % increase) | **3** |
| Sinkholes | Observation of sinkhole in reservoir area or on embankment | **2** |
| Rapidly enlarging sinkhole | **3** |
| Embankment cracking | New cracks in the embankment greater than ¼-inch wide without seepage | **1** |
| Embankment movement | Visual movement/slippage of the embankment slope | **2** |
| Sudden or rapidly proceeding slides of the embankment slopes | **3** |
| Instruments | Instrumentation readings beyond predetermined values | **1** |
| Earthquake | Measurable earthquake felt/reported near the dam and dam appears to be stable | **1** |
| Earthquake resulting in visible damage to the dam or appurtenances | **3** |
| Security threat | Reported bomb threat, Unverified | **1** |
| Verified bomb threat that, if carried out, could result in damage to the dam or appurtenances | **2** |
| Detonated bomb that has resulted in damage to the dam or appurtenances | **3** |
| Suspected Cyber-attack of pertinent control systems | **3** |
| Sabotage/ vandalism | Damage to or modification to the dam or appurtenances; little or no impacts to the functioning of the dam | **1** |
| Damage to dam or appurtenances that has resulted in seepage flow | **2** |
| Damage to dam or appurtenances that has resulted in uncontrolled water release | **3** |
| Blocked Pipes | Debris is blocking a spillway pipe, causing lake level to rise | **1** |

After the EAP Coordinator/Owner has determined the event level:

*See STEP 2:* GREEN, YELLOW & RED Notification flowcharts.

*See STEP 3*: Remedial Actions once the emergency level has been determined.

## Step 2: Notifications and Communication

**Notification**

After the emergency level has been determined, the following contacts listed on the notification charts for the appropriate emergency level shall be notified immediately.

**Communication**

**Emergency Level 1 - Nonemergency, unusual event; slowly developing:**

*Insert Name Here* should contact the Georgia Safe Dams Program and/or *Insert Engineer Name Here* of *Insert Affiliation Here*, if applicable. Describe the situation, and request technical assistance regarding the next steps to take.

**Emergency Level 2 - Emergency event, potential dam failure situation; rapidly developing:**

The following message may be used to help describe the emergency situation to the emergency management personnel:

*“This is* **Identify yourself; name and position** *.*

*We have an emergency condition at Type Name of Dam Here Dam, located* *Insert Number of Miles miles* *Insert Direction Here I.e. south of* *Insert City Name.*

*We have activated the Emergency Action Plan for this dam and are currently under Emergency Level 2.*

*We are implementing predetermined actions to respond to a rapidly developing situation that could result in dam failure.*

*Please prepare to evacuate the area along Insert area to be impacted I.e. low-lying portion of Rock Creek.*

*Reference the evacuation map in your copy of the Emergency Action Plan.*

*We will advise you when the situation is resolved or if the situation gets worse.*

*I can be contacted at the following number,* **primary telephone number** *. If you cannot reach me, please call the following alternative number,* **secondary telephone number** *.”*

**Emergency Level 3 - Urgent event; dam failure appears imminent or is in progress:**

The Emergency Management Agency (EMA) should be contacted immediately and the area evacuated (see *Evacuation Map* tab). The following actions should be taken:

1. Call 911. Be sure to say, “This is an emergency.” They will call other authorities and begin the evacuation. The following message may be used to help describe the emergency situation to the *Insert Local Police Department* or *Insert Local Emergency Management Agency*:

*“This is an emergency. This is* **Identify yourself; name and position** *.*

*Type Name of Dam Here Dam, located Insert Number of Miles miles Insert Direction Here I.e. south of Insert City Name., is failing. The downstream area must be evacuated immediately based on the inundation mapping. Repeat,* *Type Name of Dam Here Dam, is failing; evacuate the area along Insert area to be impacted I.e. low-lying portion of Rock Creek.*

*We have activated the Emergency Action Plan for this dam and are currently under Emergency Level 3. Reference the evacuation map in your copy of the Emergency Action Plan.*

*I can be contacted at the following number,* **primary telephone number** *. If you cannot reach me, please call the following alternative number,* **secondary telephone number** *.”*

2. Do whatever is necessary to bring anyone in immediate danger (anyone on the dam, downstream from the dam, boating on the reservoir, or evacuees) to safety if directed by the EMA.

3. Keep in frequent contact with the EMA and emergency services to keep them up-to-date on the condition of the dam. They will tell you how you can help with the emergency procedures.

4. If all means of communication are lost: (1) try to find out why, (2) try to get to another radio or telephone that works, or (3) get someone else to try to re-establish communications. If these means fail, handle the immediate problems as well as you can, and periodically try to re-establish contact with the local police department and emergency services.

The following prescripted message may be used as a guide for the local police department or the emergency services personnel to communicate the status of the emergency with the public:

*Attention: This is an emergency message from the Insert Local Emergency Management Agency , Listen carefully. Your life may depend on immediate action.*

*Type Name of Dam Here Dam, located Insert Number of Miles miles Insert Direction Here I.e. south of Insert City Name., is failing. The downstream area must be evacuated immediately. Repeat, Type Name of Dam Here Dam, is failing.*

*If you are in or near this area, proceed immediately to high ground away from the flood wave. Do not travel on Insert impacted roads and direction I.e. Highway 12 south of Atlanta or return to your home to recover your possessions. You cannot outrun or drive away from the flood wave. Proceed immediately to high ground.*

Repeat message.

**Emergency Level 1 Notifications**

**Nonemergency**

**unusual event; slowly developing**

**Georgia Safe Dams Program**

Tom Woosley

(Program Director)

(404) 651-8488 (Office)

Safe Dams Program Main Office

(404) 463-2461

**After Office Hours:**

Georgia Emergency Management Agency

1-800-TRYGEMA

See *Emer. Services Contacts* for contact information for back-ups to the persons shown above and other emergency personnel.

**EAP Coordinator**

*Insert Name Here*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

**Event Observer**

**Note:**

1, 2, etc., denotes call sequence

**Legend:**

Calls by operator

Second level calls

(1)

(2)

**Dam Operator’s**

**Technical Reps.**

*Insert Engineer Name*

*Insert Affiliation Here*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

**Emergency Level 2 Notifications**

**Emergency event, potential dam failure**

**situation; rapidly developing**

**National Weather Service**

*Insert Number Here*

**Georgia Department of Transportation**

*Insert Number Here*

**GA State Patrol Dispatch**

*Insert Number Here*

**Local Emergency Management Agency**

*Insert Local Emergency Management Agency*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

**Call 911**

*Insert Additional Technical Reps.*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

**Residents at Risk**

Appendix B-6

**Georgia Safe Dams Program**

Tom Woosley

(Program Director)

(404) 651-8488 (Office)

Safe Dams Program

Main Office

(404) 463-2461

**After Office Hours:**

Georgia Emergency Management Agency

1-800-TRYGEMA

See *Emer. Services Contacts* for contact information for back-ups to the persons shown above and other emergency personnel.

(3)

**Dam Operator’s**

**Technical Reps.**

*Insert Engineer Name*

*Insert Affiliation Here*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

EAP Coordinator must ensure all secondary calls have been made by the responsible personnel.

See *Communications* tab for prescripted messages.

**Event Observer**

(1)

(2)

**EAP Coordinator**

*Insert Name Here*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

**Note:**

1, 2, etc., denotes call sequence

**Legend:**

Calls by operator

Second level calls

**Emergency Level 3 Notifications**

**Urgent event, dam failure appears**

**imminent or i**s **in progress**

(3)

**Dam Operator’s**

**Technical Reps.**

*Insert Engineer Name*

*Insert Affiliation Here*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

*Insert Additional Technical Reps.*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

EAP Coordinator must ensure all secondary calls have been made by the responsible personnel.

See *Emer. Services Contacts* for contact information for back-ups to the persons shown above and other emergency personnel.

See *Communications* tab

for prescripted messages.

**Event Observer**

**EAP Coordinator**

*Insert Name Here*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

(2)

(1)

**National Weather Service**

*Insert Number Here*

**Georgia Department of Transportation**

*Insert Number Here*

**GA State Patrol Dispatch**

*Insert Number Here*

**Residents at Risk**

Appendix B-6

**Local Emergency Management Agency**

*Insert Local Emergency Management Agency*

*Insert Number Here* (Office)

*Insert Number Here* (Home)

*Insert Number Here* (Cell)

**Call 911**

**Georgia Safe Dams Program**

Tom Woosley

(Program Director)

(404) 651-8488 (Office)

**After Office Hours:**

Safe Dams Program

Main Office

(404) 463-2461

Georgia Emergency Management Agency

1-800-TRYGEMA

**Note:**

1, 2, etc., denotes call sequence

**Legend**

Calls by operator

Second level calls

### **Emergency Services Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agency / Organization** | **Principal contact** | **Address** | **Office telephone number** | **Alternate telephone numbers** |
| Owner | *Insert Owner/Operator Name Here* |  |  |  |
| Operator |  |  |  |  |
| Engineer | *Insert Engineer Name* |  |  |  |
| Landowner of Dam |  |  |  |  |
| County Sheriff |  |  |  |  |
| Georgia Safe Dams Program | Tom Woosley  Program Manager | 2 Martin Luther King Jr. Dr. SE Atlanta, GA 30334 | 404-651-8488 | 404-463-2461 |
| Local Emergency Management Agency |  |  |  |  |
| Local Police |  |  |  |  |
| Local Fire Department |  |  |  |  |
| National Weather Service |  |  |  |  |
| Georgia Department of Transportation |  |  |  |  |
| Georgia Highway Patrol |  |  |  |  |
| Local Radio Station |  |  |  |  |
| Local TV Station |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Back-up to primary contact

## Step 3: Remedial Actions

After the initial notifications are made, *Insert Name Here* should confer with *Insert Engineer Name*, the site engineer, and the Georgia Safe Dams Program to develop and execute appropriate preventative actions. Refer to *Appendix B-1: Resources Available* for emergency equipment access and local available contractors. During this step of the EAP, there is a continuous process of taking actions, assessing the status of the situation, and keeping others informed through communication channels established during the initial notifications. The EAP may go through multiple event levels during Steps 2 and 3 as the situation either improves or worsens.

## Step 4: Termination

When the emergency situation is over, the EAP operations must be terminated and follow-up procedures completed. EAP operations can only be terminated after completing operations under Event Level 3 or Level 1. If Event Level 2 is declared, the operations must be designated Event Level 3 or Level 1 before terminating the EAP operations.

***Termination responsibilities***

*Insert Local Emergency Management Agency*, in coordination with the Georgia Safe Dams Program and EAP Coordinator, is responsible for terminating the EAP operations and relaying this decision to all parties active in EAP operations. It is then the responsibility of each person to notify the same group of contacts that were notified during the original event notification process and inform them that the event has been terminated.

Prior to termination of an Emergency Level 3 event that has not caused actual dam failure, the Georgia Safe Dams technical representative will inspect the dam and/or require a state certified engineer to the inspect the dam and determine whether any damage has occurred that could potentially result in loss of life, injury, or property damage. If it is determined conditions do not pose a threat to human life or property, *Insert Local Emergency Management Agency* will be advised to terminate EAP operations as described above.

*Insert Name Here* shall assure that the *Dam Safety Emergency Situation Report* (Appendix A–3) is completed to document the emergency event and all actions taken. *Insert Name Here* shall distribute copies of the completed report to the Georgia Safe Dams Program.

# Maintenance—EAP Review and Revision

**EAP annual review**

*Insert Name Here* will review and, if needed, update the EAP at least once each year. The EAP annual review will include the following:

• Call all contacts on the three notification charts in the EAP to verify that the phone numbers and the contact personnel are current. The EAP will be revised if any of the contacts have changed.

• Contact the local law enforcement agency to verify the phone numbers and persons in the specified positions. In addition, *Insert Name Here* will ask if the person contacted knows where the EAP is kept and if responsibilities described in the EAP are understood.

• Call the locally available resources to verify that the phone numbers, addresses, and services are current.

• Confirm all hazard contact information listed in the document is correct.

**Revisions**

*Insert Name Here* is responsible for updating the EAP document. The EAP document held by the *Insert Name Here* is the master document. When revisions occur, *Insert Name Here* will provide the revised pages and a revised revision summary page to all the EAP document holders. The document holders are responsible for revising outdated copy of the respective document(s) whenever revisions are received. Outdated pages shall be immediately discarded to avoid any confusion with the revisions.

**EAP periodic test**

*Insert Name Here* will host and facilitate a periodic test of the EAP at least once every 5 years.

The periodic test will consist of a meeting, including a tabletop exercise, conducted at *Insert Location Here*. Attendance should include *Insert Name Here*, *Insert Name Here*, Georgia Safe Dams Program staff, *Insert Local Emergency Management Agency*, at least one representative of the local law enforcement agency, and others with key responsibilities listed in the EAP document. At the discretion of *Insert Name Here*, other organizations that may be involved with an unusual or emergency event at the dam are encouraged to participate. Before the tabletop exercise begins, meeting participants will visit the dam during the periodic test to familiarize themselves with the dam site.

The tabletop exercise will begin with the facilitator presenting a scenario of an unusual or emergency event at the dam. The scenario will be developed prior to the exercise. Once the scenario has been presented, the participants will discuss the responses and actions that they would take to address and resolve the scenario. The narrator will control the discussion, ensuring realistic responses and developing the scenario throughout the exercise. *Insert Name Here* should complete an event log as they would during an actual event.

After the tabletop exercise, the EAP will be reviewed and discussed. Mutual aid agreements and other emergency procedures can be discussed. *Insert Name Here* will prepare a written summary of the periodic test and revise the EAP, as necessary.

# Record of Holders of Control Copies

|  |  |  |
| --- | --- | --- |
| **Copy Number** | **Organization** | **Person receiving copy** |
| 1 | *Insert Owner or Organization*  *Insert Address Here* | *Insert Name Here* |
| 2 | *Insert Affiliation Here* *Insert Address Here* | *Insert Engineer Name* |
| 3 | Georgia Safe Dams Program 2 Martin Luther King Jr. Drive SE Suite 1362, Atlanta, GA 30334 | Tom Woosley |
| 4 | *Choose a county* County Sheriff’s Department *Insert Address Here* | *Insert Name Here* |
| 5 | *Insert Local Emergency Management Agency* *Insert Address Here* | *Insert Name Here* |
| 6 | *Insert Local Police Department* *Insert Address Here* | *Insert Name Here* |
| 7 | *Insert Affiliation Here* *Insert Address Here* | *Insert Name Here* |
| 8 | *Insert Affiliation Here*  *Insert Address Here* | *Insert Name Here* |

# Record of Revisions and Updates

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Number** | **Date** | **Revisions made** | **By whom** |
| *Insert Revision Number* | *Insert Date Here* | *Insert a detailed description of the changes made to the EAP* | *Insert Name Here* |

# Concurrences

By my signature, I acknowledge that I, or my representative, have reviewed this plan and concur with the tasks and responsibilities assigned herein for me and my organization.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Organization Date*

Printed name and title: *Insert Owner or Organization*, *Insert Affiliation Here*

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Organization Date*

Printed name and title: *Insert Name Here*, **Sheriff**, *Choose a county*

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Organization Date*

Printed name and title: *Insert Local Emergency Management Agency*, **Emergency Management Coordinator**, *Insert EMA District Name Here*

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Organization Date*

Printed name and title: *Insert Name Here*, **Chief of Police**, *Insert Local Police Department Here*

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Organization Date*

Printed name and title: *Insert Engineer Name*, *Insert Affiliation Here*

6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Organization Date*

Printed name and title: **Georgia Safe Dams Program Representative**

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Organization Date*

Printed name and title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Organization Date*

Printed name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendices—Forms, Glossary, Maps, and Supporting Data

**Appendix A**

A–1 Contact Checklist

A–2 Unusual or Emergency Event Log Form

A–3 Dam Emergency Situation Report Form

A–4 Glossary of Terms

**Appendix B**

B–1 Resources Available

B–2 Inundation Maps

B–3 Location and Vicinity Maps

B–4 Drainage Area Map

B–5 Evacuation Map

B–6 Residents/Businesses/Highways at Risk

B–7 Plan View of Dam

B–8 Profile of Principal Spillway

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

B–10 National Inventory of Dams (NID) Data

## Appendix A–1 - Contact Checklist

*Type Name of Dam Here* Dam

*Type County Here* County, Georgia Date:

The following contacts should be made immediately after the emergency level is determined. The person making the contacts should initial and record the time of the call and who was notified for each contact made. See the *Notification Charts* for critical contact information and *Emergency Services Contacts* for contact information for other possible emergency services.

Emergency Level 1 Person Time Contacted

Contacted Contacted by

\_\_\_ *Insert Name Here*

\_\_\_ *Insert Engineer Name*

\_\_\_ Georgia Safe Dams Program

Emergency Level 2 Person Time Contacted

Contacted Contacted by

\_\_\_\_ *Insert Name Here*

\_\_\_\_ *Insert Engineer Name*

\_\_\_\_ Georgia Safe Dams Program

\_\_\_\_ *Insert Local Emergency Management Agency*

Emergency Level 3 Person Time Contacted

Contacted Contacted by

\_\_\_\_ 911

\_\_\_\_ Georgia Safe Dams Program

\_\_\_\_ *Insert Name Here*

\_\_\_\_ *Insert Engineer Name*

## Appendix A–2 - Unusual or Emergency Event Log

(to be completed during the emergency)

Dam name: *Type Name of Dam Here* County: *Type County Here* County

Water Level Elevation: Freeboard:

When and how was the event detected?

Weather conditions:

General description of the emergency situation:

Emergency level determination: Made by:

**Actions and Event Progression**

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| --- | --- | --- | --- |
| **Date** | **Time** | **Action/event progression** | **Taken by** |
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Report prepared by: Date:

## Appendix A–3 - Dam Emergency Situation Report

(to be completed following the termination of the emergency)

Dam name: *Type Dam Name Here*

National Inventory of Dams (NID) No.: *Type NID Here i.e. GA12345*

Dam location: *Insert Dam Location Here* *Type County Here* County *Insert Stream/River Here*

*(City) (County) (Stream/River)*

Date:  Time:

Weather conditions:

General description of emergency situation:

Area(s) of dam affected:

Extent of dam damage:

Possible cause(s):

Effect on dam’s operation:

Initial reservoir elevation: Time:

Maximum reservoir elevation: Time:

Final reservoir elevation: Time:

Description of area flooded downstream/damages/injuries/loss of life:

Other data and comments:

Observer’s name and telephone number:

Report prepared by: Date:

## Appendix A–4 - Glossary of Terms

**Abutment** That part of the valley side against which the dam is constructed. The left and right abutments of dams are defined with the observer looking downstream from the dam.

**Acre-foot** A unit of volumetric measure that would cover 1 acre to a depth of 1 foot. One acre-foot is equal to 43,560 cubic feet or 325,850 gallons.

**Berm** A nearly horizontal step (bench) in the upstream or downstream sloping face of the dam.

**Boil** A disruption of the soil surface due to water discharging from below the surface. Eroded soil may be deposited in the form of a ring around the disruption.

**Breach** An opening through the dam that allows draining of the reservoir. A controlled breach is an intentionally constructed opening. An uncontrolled breach is an unintended failure of the dam.

**Conduit** A closed channel (round pipe or rectangular box) that conveys water through, around, or under the dam.

**Control section** A usually level segment in the profile of an open channel spillway above which water in the reservoir discharges through the spillway.

**Cross section** A slice through the dam showing elevation vertically and direction of natural water flow horizontally. Also, a slice through a spillway showing elevation vertically and left and right sides of the spillway looking downstream.

**Dam** An artificial barrier generally constructed across a watercourse for the purpose of impounding or diverting water.

**Dam failure** The uncontrolled release of a dam’s impounded water.

**Dam Operator** The person(s) or unit(s) of government with responsibility for the operation and maintenance of dam.

**Drain, toe or foundation,** A water collection system of sand and gravel and typically pipes along the

**or blanket** downstream portion of the dam to collect seepage and convey it to a safe outlet.

**Drainage area (watershed)** The geographic area on which rainfall flows into the dam.

**Drawdown** The lowering or releasing of the water level in a reservoir over time or the volume lowered or released over a particular period of time.

**Emergency** A condition that develops unexpectedly, endangers the structural integrity of the dam and/or downstream human life and property, and requires immediate action.

**Emergency Action Plan** A formal document identifying potential emergency conditions that may

**(EAP)** occur at the dam and specifying preplanned actions to minimize potential failure of the dam or minimize failure consequences including loss of life, property damage, and environmental impacts.

**Evacuation map** A map showing the geographic area downstream of a dam that should be evacuated if it is threatened to be flooded by a breach of the dam or other large discharge.

**Filter** The layers of sand and gravel in a drain that allow seepage through an embankment to discharge into the drain without eroding the embankment soil.

**Freeboard** Vertical distance between a stated water level in the reservoir and the top of dam.

**Gate, slide or sluice,** An operable, watertight valve to manage the discharge of water from the

**or regulating** dam.

**Groin** The area along the intersection of the face of a dam and the abutment.

**Height, dam** The vertical distance between the lowest point along the crest of the dam and the lowest point at the downstream toe, which usually occurs in the bed of the outlet channel.

**Hydrograph, inflow or** A graphical representation of either the flow rate or flow depth at a specific

**outflow, or breach** point above or below the dam over time for a specific flood occurrence.

**Incident Commander** The highest predetermined official available at the scene of an emergency situation.

**Instrumentation** An arrangement of devices installed into or near dams that provide measurements to evaluate the structural behavior and other performance parameters of the dam and appurtenant structures.

**Inundation area** The geographic area downstream of the dam that would be flooded by a breach of the dam or other large discharge.

**Notification** To immediately inform appropriate individuals, organizations, or agencies about a potentially emergency situation so they can initiate appropriate actions.

**Outlet works** An appurtenant structure that provides for controlled passage of normal

**(principal spillway)** water flows through the dam.

**Piping** The progressive destruction of an embankment or embankment foundation by internal erosion of the soil by seepage flows.

**Probable Maximum** The theoretically greatest precipitation or resulting flood that is

**Precipitation (PMP) or** meteorologically feasible for a given duration over a specific drainage area

**Flood (PMF)** at a particular geographical location.

**Reservoir** The body of water impounded or potentially impounded by the dam.

**Riprap** A layer of large rock, precast blocks, or other suitable material, generally placed on an embankment or along a watercourse as protection against wave action, erosion, or scour.

**Risk** A measure of the likelihood and severity of an adverse consequence.

**Seepage** The natural movement of water through the embankment, foundation, or abutments of the dam.

**Slide** The movement of a mass of earth down a slope on the embankment or abutment of the dam.

**Spillway (auxiliary** The appurtenant structure that provides the controlled conveyance of

**or emergency)** excess water through, over, or around the dam.

**Spillway capacity** The maximum discharge the spillway can safely convey with the reservoir at the maximum design elevation.

**Spillway crest** The lowest level at which reservoir water can flow into the spillway.

**Tailwater** The body of water immediately downstream of the embankment.

**Toe of dam** The junction of the upstream or downstream face of an embankment with the ground surface.

**Top of dam (crest of dam)** The elevation of the uppermost surface of an embankment which can safely impound water behind the dam.

## Appendix B–1 - Resources Available

Locally available equipment, labor, and materials:

|  |  |  |
| --- | --- | --- |
| **Heavy equipment service and rental** | **Sand and gravel supply** | **Ready-mix concrete supply** |
|  |  |  |
| **Pumps** | **Diving contractor** | **Sand bags** |
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## Appendix B–2 - Inundation Maps

## Appendix B–3 - Location and Vicinity Maps



## Appendix B–4 - Drainage Area Map



## Appendix B–5 - Evacuation Map



## Appendix B–6 - Residents/Businesses/Highways at Risk

A major flood caused by a sudden breach of the dam is estimated to inundate *Insert Number* homes, *Insert Number* businesses, and *Insert Number* roadways. These homes and businesses (marked on the evacuation map) are located *Insert Location of Identified Structures Relative to the Dam*.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)** |
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\* See Appendix B–4.

\*\* Estimated time for breach wave (peak) to travel from dam to downstream locations

**Basis for computation of evacuation area and flooding depths**

Breach inundation study completed by *Insert Name Here*, *Insert Date Performed Here*

Hydraulic model used: NRCS TR-20 (routing); NRCS TR-60 (peak discharge); NRCS TR-66 (hydrograph); HEC-RAS

Model assumptions:

 “Sunny Day” Breach (no inflow into the reservoir)

 Water surface elevation in reservoir prior to breach = \_\_\_\_\_\_\_ (top of dam)

 Total volume of breach hydrograph = \_\_\_\_\_\_ acre-ft

 Height of water at time of breach = \_\_\_\_\_\_ ft

 Peak breach discharge = \_\_\_\_\_\_\_ ft3/s

 Downstream area defined by field surveys consisting of \_\_\_\_\_\_\_ cross sections and \_\_\_\_\_\_\_ bridge openings

## Appendix B–7 - Plan View of Dam



## Appendix B–8 - Profile of Principal Spillway



## Appendix B–9 - Reservoir Elevation-area-volume and Spillway Capacity Data

**Dam Name Dam**

|  |  |  |  |
| --- | --- | --- | --- |
| **Elevation** | **Reservoir Surface Area (acre)** | **Reservoir Storage (acre-ft.)** | **Spillway Discharge**  **(ft3/s)** |
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| Principal Spillway Crest | | | |
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| Auxiliary Spillway Crest | | | |
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## Appendix B–10 - National Inventory of Dams (NID) Data

Dam name: **Dam Name**

State: **Georgia**

NID ID: **NID**

Longitude: **\_\_\_\_\_\_\_\_**

Latitude: **\_\_\_\_\_\_\_\_**

County: **\_\_\_\_\_\_\_\_**

Stream: **\_\_\_\_\_\_\_\_**

Operator: **\_\_\_\_\_\_\_\_**

Year constructed: **\_\_\_\_\_\_\_\_**

Max. storage: **\_\_\_\_\_acre-ft**

Normal storage: **\_\_\_\_\_ acre-ft**

Surface area: **\_\_\_ acre**

Drainage area: **\_\_\_ mi2**

O&M (Yes/No): **\_\_\_\_\_\_\_\_**

Dam height: **\_\_\_\_ ft**

Dam length: **\_\_\_\_\_ ft**

Dam volume: **\_\_\_\_\_ acre-ft**

Principal spillway type: **\_\_\_\_\_\_\_**

Principal spillway diameter/width:**\_\_\_ in/ft**

Auxiliary spillway type: **\_\_\_\_\_\_**

Auxiliary spillway diameter/width: **\_\_\_\_\_ ft/in**

**Incident Commander**

Sheriff

Henry Martin

407-555-XXXX (Office)

407-555-XXXX (Home)

Or

24-HOUR 911