Note: This template is to be used as a guideline in developing your Emergency Action Plan. There are several notes throughout the template, indicating where specific information is needed, or where supplemental information can be added. The draft will be reviewed by Dam Bureau staff before final approval.

Areas in yellow include instructions to the dam owner to assist in development of an EAP, or indicate where information is necessary. **Please delete, or unshade, as appropriate, when you have completed your EAP.**

**EMERGENCY ACTION PLAN**

**\_\_\_\_\_\_\_\_\_\_\_Dam**

**\_\_\_\_\_\_\_\_\_\_\_\_, NH**

**Dam #\_\_\_\_\_\_\_**

**(High Hazard or Significant Hazard? Dam**)

Last Updated 10/06/2022

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###### SECTION 2

###### General Responsibilities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dam in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, New Hampshire is owned and operated by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Emergency Action Plan (EAP) for this dam has been developed under guidelines outlined in the NHDES-WD administrative rules, section Env-Wr 505. This section was established to ensure notification of local emergency response personnel in the event that a potentially hazardous situation develops at the dam.

Each person making calls as indicated on the Notification Flowchart is responsible for completing the appropriate Notification Checklist, in Section 3. These checklists should be completed during testing, and during any actual emergency incident. Additional copies are available by contacting the \_\_\_\_\_\_\_\_\_\_\_\_ (refer to Appendix D for more information regarding the testing of the plan.)

If an actual or potentially hazardous situation exists at the dam, personnel are requested to start the notification process as shown in the detailed notification procedures and flow charts included in this report. A flood inundation map is also included in Appendix C to assist local authorities in the development of an evacuation plan in the case of dam failure.

Table 2-1 provides a reference for the responsibilities of each agency or person shown on the notification flowchart during an emergency situation at this dam.

**NOTE: DAM OWNER MAY SUBSTITUTE RESPONSIBILITIES SPECIFIC TO THIS SITE,**

**OR ADD ADDITIONAL INFORMATION.**

**TABLE 2-1**

**NOTE: DAM OWNER MAY SUBSTITUTE RESPONSIBILITIES SPECIFIC TO THIS SITE, OR ADD ADDITIONAL INFORMATION.**

| Person or Agency | Responsibility |
| --- | --- |
| Dam Monitor | Monitor and operate the dam, phone or radio 911 if an emergency situation is developing or has developed. Initiate testing of the notification procedures. |
| 911 Dispatch | Contacts the primary police and fire dispatches to alert them of the emergency situation. Participate in testing of the notification procedures. |
| \_\_\_\_\_\_\_\_\_\_Police Department | Insert general responsibilities. Participate in testing of the notification procedures. |
| \_\_\_\_\_\_\_\_\_\_\_\_Fire Department | Contacts the town emergency Management Director. Insert general responsibilities. Participate in testing of the notification procedures. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency  Management Director | Aid in town emergency response. Participate in testing of the notification procedures. |
| NHDOT Traffic Management Center  (TMC) | TMC personnel will alert the District \_\_\_ office of the emergency situation. Participate in testing of the notification procedures. |
| NHDOT District \_\_\_\_ | District \_\_ highway personnel will close all impacted state highways and provide for detours as necessary. Participate in testing of the notification procedures. |
| NH State Police | NH State Police will contact the HSEM, NHDES (after hours use the NHDES call sheet) and NHDOT (TMC). The State Police may also aid in road closures. Participate in testing of the notification procedures. |
| NH Department of Safety Homeland Security & Emergency Management | Provide help or assistance to local communities as necessary. Participate in testing of the notification procedures. |

Any questions concerning actions to be taken or notifications to be made should be addressed to:

|  |
| --- |
| (insert dam owner or other responsible person, and address) |

###### SECTION 3 Notification Checklists

**DAM MONITOR**

***Notification Checklist***

***(to be filled out during any emergency condition notification,***

***and during testing of the EAP)***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Monitor’s Name:*** |  | |  |
| ***Date:*** | ***Time:*** | |  |
| ***Check if: Actual Emergency* \_\_\_\_\_\_\_**  **Remember to use clear terms such as:**  **“Evacuation MAY become necessary, if dam’s condition worsens”**  **or**  **“Evacuation should begin immediately”** | | ***EAP Test \_\_\_\_\_\_\_*** | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ***PARTY CONTACTED*** | ***TIME*** | ***PERSON CONTACTED*** |
| 1 . 911 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION 3 Notification Checklists

\_\_\_(fill in name of agency)\_\_\_\_

**Notification Checklist**

***Copy this form, and make a form for each agency\* making calls in accordance with flowchart.***

***\* NH State Police, NH911, and NH DOT (TMC), Dispatch use different procedures, so they do not need a checklist set up in this EAP.***

***(to be filled out during any emergency notification incident,***

***and during testing of the EAP)***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Dispatcher’s Name:*** |  |  | |
| ***Date:*** | ***Time:*** | ***Call Received from:*** | |
| ***Check if: Actual Emergency* \_\_\_\_\_\_\_**  **Remember to use clear terms such as:**  **“Evacuation MAY become necessary, if dam’s condition worsens”**  **or**  **“Evacuation should begin immediately”** | | | ***EAP Test \_\_\_\_\_\_\_*** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ***PARTY CONTACTED*** | ***TIME*** | ***PERSON CONTACTED*** |
| 1. |  |  |
| 2. |  |  |

Return completed checklist to:

***Insert name and address of dam owner***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### SECTION 4

###### Preventive Actions

**Insert summary of dam operations and monitoring program. Some items to consider including in your actions are outlined below. This section should be specific to your dam.**

The **following concerns must be addressed in the EAP, as required by Env-Wr 505.06.**

**1. Indicate actions which the monitor shall take to correct a malfunction of the dam.**

**2. Identify the means, materials and equipment needed to make emergency repairs to the structure.**

**3. Identify the necessary training and equipment including alternative power sources to operate the structure.**

**4. Include a list of preventive and mitigative action measures to be undertaken during emergency situations.**

|  |  |  |  |
| --- | --- | --- | --- |
| SAMPLE INSPECTION CHECKLIST | | | |
| Name of Dam | Inspected by: | | Date: |
| Item | | **Comments** | |
| **SPILLWAY**  General Condition Cracks?  Leaning?  Seepage? | |  | |
| **GATES/ STOPLOG BAYS**  General Condition  Gate mechanism condition | |  | |
| **EMBANKMENT CREST**  Visual Settlement?  Misalignment?  Cracking? | |  | |
| **EMBANKMENT UPSTREAM SLOPE**  Erosion? Condition of Ground Cover?  Longitudinal/Vertical Cracks?  Settlement, depressions, bulges?  Trees, shrubs, other woody vegetation?  Adequate riprap protection? Other comments | |  | |
| **EMBANKMENT DOWNSTREAM SLOPE**  Erosion? Condition of Ground Cover?  Longitudinal/Vertical Cracks?  Settlements, depressions, bulges?  Soft spots or boggy areas?  Movement at or beyond toe?  Boils at Toe? Other comments | |  | |
| **SEEPAGE**  Location:  Does seepage contain fine soil particles?  Approximate amount (hint: garden hose full blast = approximately 5 gallons per minute.) | |  | |
| **ABUTMENT CONTACTS**  General Condition  Cracks?  Leaning? | |  | |
| **OTHER COMMENTS** | | | |

Insert diagram of dam (can be used to locate deficiencies found during inspection)

###### APPENDICES

|  |  |
| --- | --- |
| Appendix A | Project Description |
| Appendix B | Impact of Breach |
| Appendix C | Inundation Map |
| Appendix D | Training and Testing |
| Appendix E | Local Evacuation Procedure |
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###### APPENDIX A

###### Project Description

**BASIC DATA**

|  |  |  |
| --- | --- | --- |
| **DESCRIPTION** | **DATA** | **COMMENT** |
| Pond Area | \_\_\_\_\_\_\_acres | Water level at the spillway |
| Drainage Area | \_\_\_\_\_\_\_ sq. mi. |  |
| Maximum Storage | \_\_\_\_\_\_\_ ac-ft. | (Storage with Pond Level at Top of dam) |
| Spillway Freeboard | \_ ft | Distance from the spillway crest to the top of the dam |
| Dam Height | \_\_ ft | Lowest Elevation at Downstream Side to Top of dam |
| 100-yr Storm: |  |  |
| Discharge Capacity: |  |  |

If you are having problems finding some of this information, the Dam Bureau can assist you.

###### Appendix B

###### Impact of Breach

**(Narrative description of areas and roads inundated. Include the height of floodwave at critical areas, if a breach analysis was required for this dam.)**

###### Appendix C

###### Inundation Map

The map on the following page is for use only in emergency planning. The actual inundation area may vary, depending on the conditions existing at the time of dam failure, and the degree of failure.

The map represents the approximate limits of the area inundated by a failure of the dam. All structures in and near the inundation area may not be represented on this map.

###### APPENDIX D

###### Training and Testing

D.1 Training

The dam is monitored by: **(Include name and address, and telephone numbers.)**

**\_\_\_**

|  |
| --- |
| (include name, address and telephone numbers.) |

Include a description of the type of training the monitor has received, or experience with this dam, other dams, or in a related field. Also indicate how the monitor will communicate with the local community during emergency situations.

D.2 Testing

Once every four years for significant hazard dams, and once every two years for high hazard dams, the owner shall conduct or arrange to have conducted a test of the emergency notification procedure. The owner or designee will initiate the test by calling 9-1-1, and indicating **“This is a test of the Emergency Action Plan for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dam , in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”**

Each person responsible for making calls, as indicated on the Notification Flowchart, will make contacts as indicated, stressing that this is a test of the procedures. Each person is requested to complete the appropriate checklist, included in Section 3, and return it to:

|  |
| --- |
| (insert name and address of person to collect forms) |

The owner is responsible for monitoring the test and collect a copy of the notification checklists noting any large discrepancy in the times calls were received by the different organizations/agencies. The results of the test shall be reported to the NHDES Dam Bureau. If the test indicates that changes are necessary to ensure proper and complete notifications, the owner will update the notification flowchart, as necessary, and mail updated pages to all EAP holders.

###### APPENDIX E

###### Local Evacuation Procedure

Insert local evacuation procedure from the Town(s) of \_\_\_\_\_\_\_, if available. If not available, please refer to Section 2 in this document.

###### APPENDIX F

###### Posting of the Plan

All persons and agencies listed below have been issued a copy of the EAP, and shall be provided with an up-to-date copy of the plan.

|  |  |
| --- | --- |
| NH Department of Environmental Services (NHDES)  Attn: Dam Bureau  29 Hazen Drive  PO Box 95  Concord, NH 03301-0095  603-271-3406, 603-724-5630 (cell)  NH Dept of Safety Homeland Security and Emergency Management (HSEM)  Attn: Operations  33 Hazen Drive  Concord, NH 03305  1-800-852-3792, 271-2231    NH Dept. of Transportation,  Transportation Management Center (TMC)  110 Smokey Bear Boulevard  Concord, NH 03301  Ph 271-6862 Fax 271-8626  Email TMC@dot.state.nh.us  *(****Copy of the flowchart only.)***  NH Bureau of Emergency Communications (911)  Attn: Operations Supervisor  110 Smokey Bear Boulevard  Concord, NH 03301  *(****Copy of the flowchart only.)***  NH Dept. of Safety - State Police  Headquarters/Communications  33 Hazen Drive  Concord, NH 033051  1-800-852-3411  NH DOT District #\_\_\_\_  (Call NHDES if you need help finding out the appropriate DOT District, and address | Insert names and addresses of local authorities receiving copy of plan, including, but not limited to:  Police Departments  Fire Departments  Police and Fire Dispatchers |

###### APPENDIX G

###### Documentation

The following sheets include signed Acknowledgment Forms and any letters relative to

implementation of the Emergency Action Plan.

**ACKNOWLEDGMENT FORM**

I have received the latest copy of the Emergency Action Plan for the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dam in \_\_\_\_\_\_\_\_\_\_\_\_, NH. (NH Dam No. \_\_\_\_\_\_),

dated\_\_\_\_\_\_\_\_\_\_, and acknowledge the role of this agency in the event of an emergency

and during testing of the plan.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_

Representing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Agency)

Please return to:

|  |
| --- |
| (insert dam owner’s name and address) |

###### APPENDIX H

###### Record of Changes and Additions

The following chart shows pages which have been updated or added.

|  |  |  |
| --- | --- | --- |
| **Page Number** | **Date of Revision** | **Reason for Change** |
|  |  |  |
|  |  |  |
|  |  |  |
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