



## Dam Emergency Action Plan Updating Procedures Guidance

In accordance with Env-Wr 507.01, Emergency Action Plans (EAPs) for high hazard dams are to be tested, reviewed and updated accordingly, every two years. EAPs for significant hazard dams are to be tested, reviewed and updated every four years. If changes to the EAP become necessary before the review is due, they should be made immediately in accordance with Env-Wr 507.02. The following procedures will assist you in this process. It is recommended that you contact the Dam Bureau at (603) 271-3406 or [damsafety@des.nh.gov](mailto:damsafety@des.nh.gov) , prior to distributing updates to your EAP, to discuss the necessary changes.

### Reviewing and Updating

Before testing your EAP, you should review it to be certain that all emergency contact numbers are correct. This can be done by contacting each agency included in the notification checklist. Local emergency responders and dispatchers should be called individually.

The notification tree for state agencies and their appropriate telephone numbers can be viewed on the sample [Notification Flowchart](#). It is recommended that you view this sample to ensure that all contact numbers are correctly listed, and that your flowchart includes 911 as the primary contact.

If there are any changes necessary to your EAP, either as related to the notification procedures or other portions of the EAP (see “Document Template” below), all amended pages should be mailed out to holders of the EAP.

### Who Receives Copies?

See the [List of EAP Holders](#) (also included in the document template).

### Document Template

The department has developed an [EAP template](#) to ensure that all EAPs are in a uniform format in order to make the information more easily accessible in the case of an actual emergency. All EAPs should follow this format. You can use the template to prepare your EAP in the proper format during your next review.

### Notification Checklists

Every EAP should include [EAP Notification Checklist Form](#). These are to be used during testing, or during an actual emergency, so that individuals can record the times that they made contact with others as required by the notification flowchart.

### Procedure When No Updates Required

If you have reviewed your EAP, and there are no changes necessary, you may email the Dam Bureau ([damsafety@des.nh.gov](mailto:damsafety@des.nh.gov)) indicating so, or print out a [No Update Form](#) to mail a statement to the department. Then proceed with testing your EAP.