

Emergency Action Plan Blank Formatting Template (Remove this page from EAP)

The purpose of this Emergency Action Plan (EAP) Blank Formatting Template is to assist dam owners throughout California with formatting their EAPs in a structure that includes required components. This document was crafted by the California Governor’s Office of Emergency Services, Dam Safety Planning Division based upon the Federal Emergency Management Agency’s Federal Guidelines for Dam Safety: Emergency Action Planning for Dams (FEMA 64/July 2013).

It is the dam owner’s responsibility to satisfy the EAP requirements listed in Government Code Section 8589.5. This template serves as a guide only and is not required. Each dam, agency, and dam owner may have unique needs to be addressed in the EAP, therefore, dam owners may tailor this template as necessary.

The Cal OES Dam Safety Planning Division is available to assist dam owners/operators and emergency managers with completing their EAPs. Please contact the division at [eap@caloes.ca.gov](mailto:eap@caloes.ca.gov).

Submit completed EAPs with approved inundation maps to:

ATTN: Dam Safety Planning Division

California Governor’s Office of Emergency Services

3650 Schriever Avenue

Mather, CA 95655

Electronic submissions can be emailed to [eap@caloes.ca.gov](mailto:eap@caloes.ca.gov).

More information is available at the following website: [www.caloes.ca.gov/dams](http://www.caloes.ca.gov/dams).

For information on dam inundation mapping, please refer to the Department of Water Resources (DWR), Division of Safety of Dams (DSOD) webpage: <https://www.water.ca.gov/Programs/All-Programs/Division-of-Safety-of-Dams>.

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Emergency Action Plan (EAP)

**<Name of Dam>**

|  |
| --- |
| *Dam Image* |

*<Address, City,> California*

*(<Latitude, Longitude)>)*

*<County>, California*

*<State Hazard> Hazard Classification*

**Dam Owner:** <Dam owner name>

DSOD <North/Central/South> Region

DSOD No. <DSOD No>

NID No. <NID No>

FERC No. <FERC No>

**Copy \_\_ of \_\_\_**

**Date Prepared:** <Prepared>

**Date Revised:** <Revised>

**Prepared By:** < Name, Title>

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Dam Contact Information

**<Dam Name>**

**Physical Address**: <Address>

**Mailing Address:** <Address>

**Latitude and Longitude:** <Lat, Long>

**Dam Owner Representative:**

<Name>

<title>

*<Phone*>

*<Email>*

**Dam Operator**

<Name>

<title>

*<Phone*>

*<Email>*

**EAP Coordinator:**

<Name>

<title>

*<Phone*>

*<Email>*

**24 Hour Emergency Contact**

<Name>

<title>

*<Phone*>

*<Email>*

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# Key Dam Information

| **Dam Information** | | |
| --- | --- | --- |
| **Name:** | | |
| **Owner:** | | |
| **Physical Address:** | | |
| **Lat:** | | **Long:** |
| **DSOD #:** | **NID#:** | **FERC #:** |
| **Nearest City or Populated Area:** | | |
| **Nearest or Affected Highway:** | | |
| **Dams Purpose:** | | |
| **DSOD Region:** | | **Hazard Classification:** |

|  |  |
| --- | --- |
| Dam Data | |
| **Type:** | **Year Constructed:** |
| **DSOD Identified CAS:** | **Type of CAS:** |
| **Height (ft):** | **Length/Width:** |
| **Spillway Elev. (ft):** | **Free Board:** |
| **Spillway Type:** | **Storage Capacity (Ac ft.):** |
| **Channel capacity at first population/infrastructure impact:** | |
| **Estimated Evacuation (check one):**  <10 10-100 100-1000  >1000 | |

|  |
| --- |
| Directions to the Dam |
|  |

|  |
| --- |
| Downstream Impacts |
|  |

|  |
| --- |
| Incident History |
|  |

PART I: EAP INFORMATION

# Section 1: Introduction

## 1.1 Purpose

<Information>

## 1.2 Planning Team

<Information>

# Section 2: Summary of EAP Responsibilities

## 2.1 Dam Owner Responsibilities

<Information>

## 2.2 Local Public Safety Agencies

<Information>

# Section 3: Notification Flowcharts

<Information>

## 3.1 Notification Flowchart

<Information>

**Notification Flowchart**

## 3.2 Contact Table

<Information>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organization | Title | Phone #1 | Phone #2 | Email Address | Address |
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# Section 4: Project Description

<Information>

Insert Image of a Vicinity Map

Insert Simple Drawing

Insert Storage capacity curves & Spillway curves

# Section 5: EAP Response Process

## 5.1 Incident Detection, Evaluation, and Emergency Level Determination

<Information>

### Evaluation

<Information>

### Determining Emergency Level

<Information>

<Information>

### High Flow Operations

<Information>

### Non-Failure Emergency

<Information>

### Potential Failure

<Information>

### Imminent Failure

<Information>

## 5.2 Notification and Communication

<Information>

## 5.3 Emergency Actions

<Information>

## 5.4 Termination

<Information>

## 5.5 Follow-up

<Information>

# Section 6: General Responsibilities

## 6.1 Dam Owner Responsibilities

<Information>

## 6.2 Notification and Communication Responsibilities

<Information>

## 6.3 Evacuation

<Information>

## 6.4 Monitoring, Security, Termination and Follow-Up Responsibilities

<Information>

## 6.5 EAP Coordinator Responsibilities

<Information>

# Section 7: Preparedness

## 7.1 Surveillance and Monitoring

<Information>

## 7.2 Evaluation of Detection and Response Timing

<Information>

## 7.3 Access to the Site

<Information>

## 7.4 Response during Periods of Darkness

<Information>

## 7.5 Response during Weekends and Holidays

<Information>

## 7.6 Response during Adverse Weather

<Information>

## 7.7 Alternative Sources of Power

<Information>

## 7.8 Emergency Supplies and Information

<Information>

## 7.9 Stockpiling Materials and Equipment

<Information>

|  |  |
| --- | --- |
| Equipment | Quantity |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |

## 7.10 Coordination of Information

* <Information>

## 7.11 Training and Exercise

<Information>

**EAP Training**

<Information>

**Exercise**

<Information>

## 7.12 Alternative Systems of Communication

<Information>

## 7.13 Public Awareness and Communication

<Information>

# Section 8: Plan Maintenance

## 8.1 Plan Review

<Information>

## 8.2 Distribution

<Information>

PART II: Inundation Maps

(Inundation Maps of the Santa Luisa Dam are not included in this copy of the EAP; but dam must include inundation maps for their dams and any critical appurtenant structures, following DSOD regulations on mapping)

## DSOD Map Approval Letter

Insert DSOD Map Approval Letter

PART III: Appendices

# Appendix A: EAP Status Report (for Non-FERC dams)

**EAP Status Report for (Name of Dam), DSOD No.**

**Annual EAP Review Performed**:

**Annual Update Sent to Plan Holders:**

**Annual Notification Exercise:**

**Prepared by:**

Mail or email this document, or something similar, to the Cal OES Dam Safety Planning Division:

ATTN: Dam Safety Planning Division

California Governor’s Office of Emergency Services

3650 Schriever Avenue

Mather, CA 95655

OR to send it electronically to the Division at [eap@caloes.ca.gov](mailto:eap@caloes.ca.gov).

# Appendix B: Record of EAP Revisions After Official Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Revision # | Date | Sections Reviewed or Revisions Made | By Whom |
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# Appendix C: Record of Plan Holders

|  |  |  |
| --- | --- | --- |
| Copy Number | Organization | Person Receiving Copy |
| 1 |  |  |
| 2 |  |  |
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# Appendix D: Contact Log

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dam Name:** | | | | **Date:** | | | |
| **NID #:** | | | | **DSOD Dam #:** | | | |
| **FERC #:** | | | | **County:** | | | |
| **DSOD Region:** | | | | **Incident/Exercise:** | | | |
| **Emergency Level (Select One):** | | | | | | | |
| High Flow | Non-Failure | | Potential | | | Imminent | |
| After determining the emergency level, immediately contact the following agencies/entities. The person making the contact should initial and record the time of the call and who was contacted at each agency/entity. | | | | | | | |
| **Agency/Entity** | | **Person Contacted** | | | **Contact Time** | | **Contacted By** |
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# Appendix E: Emergency Incident Log

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| --- | --- | --- | --- |
| Name: | | Job Title: | |
| Incident Start Date: | | Incident Start Time: | |
| Incident Description: | | | |
| Initial Incident Level: | | | |
| Incident Detection: | | | |
| When did you detect or learn about the incident? |  | | |
| How did you detect or learn about the incident? |  | | |
| LOG ALL NOTIFICATION AND ACTIVITY IN THE TABLE BELOW | | | |
| Date | Time | Action/Incident Progression | Action Taken By |
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# Appendix F: Emergency Termination Log

|  |  |
| --- | --- |
| Dam Name: | County: |
| Dam Location: | Stream/River: |
| Date/Time: | |
| Weather Conditions: | |
| General Description of Emergency Situation: | |
| Area(s) of Dam Affected: | |
| Extent of Damage to Dam and Possible Causes: | |
| Effect on Dam Operation: | |
| Initial Reservoir Elevation/Time:  Maximum Reservoir Elevation/Time:  Final Reservoir Elevation/Time: | |
| Description of Area Flooded Downstream/Damage/Loss of Life: | |
| Justification for Termination of Dam Safety Emergency: | |
| Other Data and Comments: | |
| Report Prepared By (Printed Name and Signature):  Date: | |

# Appendix G: After Action Report (AAR) Template

**Background**

**Event Details**

Type of Event:

Location:

Incident Period:

Brief Description of Event:

**Response Activities**

**Summary of Successes**

**Summary of Recommended Improvements**

**Organizations Contributing to this Report**

# Appendix H: Cal OES Warning Center Dam Incident Report

**DAM INCIDENT – CALIFORNIA STATE WARNING CENTER**

(will be used during notification to the CSWC)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EVENT  TYPE: | DRILL | ACTUAL EVENT | | |
| **DATE:** |  | | **TIME:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CALLER INFORMATION | | | | | | | | | | | |
| **NAME/AGENCY:** | | | | | | **PHONE #:** | | | |  | |
| **ALTERNATE CONTACT:** | | | | | | **PHONE #:** | | | |  | |
| **DAM INFORMATION** | | | | | | | | | | | |
| **DAM NAME:** | | | | | | **DSOD DAM #:** | | | | **FERC:** | |
| **DSOD HAZARD CLASSIFICATION:** | | | | | | | | | | | |
| **LOCATION OF DAM** | | | | | | | | | | | |
| **DSOD REGION:** | **NORTHERN** | | **CENTRAL** | | | | **SOUTHERN** | | | | |
| **PHYSICAL ADDRESS:** | | | | | | | | | | | |
| **LATITUDE:** | | | | | | | | **LONGITUDE:** | | | |
| **COUNTY:** | | | | | | | | **DOWNSTREAM JURISDICTIONS:** | | | |
| **NEAREST CITY OR POPULATED AREA:** | | | | | | | | | | | |
| **NEAREST OR AFFECTED HIGHWAY OR CROSS ROADS:** | | | | | | | | | | | |
| **RIVER OR CREEK THAT FLOWS INTO RESERVOIR:** | | | | | | | | | | | |
| **SITUATION** | | | | | | | | | | | |
| **ACTIVATION OF EAP:** | | Yes | | No | | | | | | | |
| **EMERGENCY LEVEL:** | | High Flow | | | Non-Failure | | | | Potential Failure | | Imminent Failure |
| **EMERGENCY TYPE:** | | | | | | | | | | | |
| ☐ Earthquake | | | | | ☐ Sand Boils | | | | | | |
| ☐ Embankment Cracking or Settlement | | | | | ☐ Security Threats | | | | | | |
| ☐ Embankment Movement | | | | | ☐ Seepage, Springs, Piping | | | | | | |
| ☐ Erosion of Spillway | | | | | ☐ Sinkholes | | | | | | |
| ☐ Instrumentation Reading (Abnormal) | | | | | ☐ Storm Event | | | | | | |
| ☐ Outlet System Failure | | | | | ☐ Other: List Below | | | | | | |
| ☐ Sabotage/Vandalism | | | | |  | | | | | | |
| **OTHER:** | | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| RESERVOIR LEVEL: | ☐ Full | | | ☐ Partially Full | ☐ Empty |
|  | | **Approximate % Full (Acre-Feet):** | | | |
| **WHEN/HOW EVENT WAS DETECTED:** | |  | | | |
| **OBSERVER IN POSITION:** | | Yes | No | | |
| **ADDITIONAL DETAILS:** | |  | | | |

# Appendix I: Outreach Documentation Page

The following people/agencies received a copy of the EAP. Any feedback received from the people/agencies who participated in the planning process for the Emergency Action Plan for the Santa Luisa Dam was incorporated into the EAP:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title/Organization | Outreach/Feedback | Date |
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# Appendix J: Guidance for Emergency Levels

|  |  |  |
| --- | --- | --- |
| **Event** | **Situation** | **Emergency level** |
|  |  | Non-failure |
|  | High Flow |
|  | Potential failure |
|  | Imminent failure |
|  |  | Non-failure |
|  | High Flow |
|  | Potential failure |
|  | Imminent failure |
|  |  | Non-failure |
|  | High Flow |
|  | Potential failure |
|  | Imminent failure |
|  |  | Non-failure |
|  | High Flow |
|  | Potential failure |
|  | Imminent failure |
|  |  | Non-failure |
|  | High Flow |
|  | Potential failure |
|  | Imminent failure |

# Appendix K: Possible Remediation Actions

| **Event** | **Possible Remediation Actions** |
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# Appendix L: Notification Messages

## Appendix L.1: High Flow Operations Notification Message

<Information>

## Appendix L.2: Non-Failure Emergency Notification Message

<Information>

## Appendix L.3: Potential Failure Notification Message

<Information>

## Appendix L.4: Imminent Failure Notification Messages

<Information>

# Appendix M: Vendor Contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Primary/ Secondary | Title/Organization | Phone Number | Address | Time or Distance to Dam |
| **Items** | | | | |
| Primary Contact |  |  |  |  |
| Secondary Contact |  |  |  |  |
| **Items** | | | | |
| Primary Contact |  |  |  |  |
| Secondary Contact |  |  |  |  |
| **Items** | | | | |
| Primary Contact |  |  |  |  |
| Secondary Contact |  |  |  |  |
| **Items** | | | | |
| Primary Contact |  |  |  |  |
| Secondary Contact |  |  |  |  |
| **Items** | | | | |
| Primary Contact |  |  |  |  |
| Secondary Contact |  |  |  |  |
| **Items** | | | | |
| Primary Contact |  |  |  |  |
| Secondary Contact |  |  |  |  |

# Appendix N: Exercises

**Annual Call-Down Drill**

<Information>

# Appendix O: Acronym List

|  |  |
| --- | --- |
| Acronym | Meaning |
|  |  |
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