

Emergency Action Plan Checklist (new November 2020)

The purpose of this Emergency Action Plan (EAP) Checklist is to assist dam owners on essential elements to include in their EAP. This document was crafted by the California Governor’s Office of Emergency Services, Dam Safety Planning Division based upon the legislative mandate and 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. Each dam, agency, and dam owner may have unique needs to be addressed in the EAP, therefore, dam owners may tailor the EAP as necessary provided it meets California legislative requirements, which adheres to FEMA 64.

The Cal OES Dam Safety Planning Division is available to assist dam owners, operators, and their representatives with completing their EAPs. Please contact the Division at eap@caloes.ca.gov.

Submit completed EAPs with approved inundation maps to:

Joanne Brandani

Chief, 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.

Additional information can be found on our website at [www.caloes.ca.gov/dams](http://www.caloes.ca.gov/dams).

Information on inundation mapping can be found on Department of Water Resources, Division of Safety of Dams (DSOD) website at <https://www.water.ca.gov/Programs/All-Programs/Division-of-Safety-of-Dams>.

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| **Quartz Dam... DamEmergency Action Plan (EAP)**for |
| <Name of Dam> (<Other names associated with this facility, if applicable>)*<County>, California*(Insert photo of dam) |
| **Dam Owner:** **<Name of Owner>**  |
| DSOD <North/Central/South> RegionDSOD Dam No. <DSOD No> National Inventory of Dams (NID) No. <NID No> Federal Energy Regulatory Commission (FERC) No. <FERC No>  |
| **Copy of \_\_\_\_\_­­­­**  |



|  |
| --- |
| Date Prepared: <Prepared> Date Revised: <Revised> |
| Dam Contact Information**Dam Name** Physical Address:Latitude and Longitude to the fourth decimal place:**Dam Owner** (or designated representative) NameTitleEmailMailing Address**Dam Operator** NameTitleEmailPhone**EAP Coordinator** NameTitleEmailPhone**24 Hour Emergency Contact**NameEmailPhone |
| **Prepared By:** Name, Title, Contact Information |

Table of Contents

PART I: EAP INFORMATION

Section 1: Introductionx

1.1 EAP Purposex

1.2 Planning Team x

Section 2: Summary of EAP Responsibilitiesx

2.1 Dam Owner’s Responsibilitiesx

2.2 Impacted Jurisdictions’/Public Safety Agencies’ Responsibilitiesx

Section 3: Notification Flowchartsx

Section 4: Project Descriptionx

Section 5: EAP Response Processx

5.1 Step 1: Incident Detection, Evaluation, and Emergency Level Determinationx

5.2 Step 2: Notification and Communicationx

5.3 Step 3: Emergency Actionsx

5.4 Step 4: Termination and Follow-upx

Section 6: General Responsibilitiesx

6.1 Dam Owner Responsibilitiesx

6.2 Notification and Communication Responsibilitiesx

6.3 Evacuation Responsibilitiesx

6.4 Monitoring, Security, Termination, and Follow-up Responsibilitiesx

6.5 EAP Coordinator Responsibilitiesx

Section 7: Preparednessx

7.1 Surveillance and Monitoringx

7.2 Evaluation of Detection and Response Timingx

7.3 Access to the Sitex

7.4 Response during Periods of Darknessx

7.5 Response during Weekends and Holidaysx

7.6 Response during Adverse Weatherx

7.7 Alternative Sources of Powerx

7.8 Emergency Supplies and Informationx

7.9 Stockpiling Materials and Equipmentx

7.10 Coordination of Informationx

7.11 Training and Exercisex

7.12 Alternative Systems of Communicationx

7.13 Public Awareness and Communicationx

Section 8: Plan Maintenancex

8.1 Plan Reviewx

8.2 Distributionx

PART II: INUNDATION MAPS

Section 9: Approved Inundation Map(s)x

9.1 DSOD Inundation Map Approval Letter x

PART III: APPENDICES

Appendix A: EAP Status Reportx

Appendix B: Record of EAP Revisionsx

Appendix C: Record of Plan Holdersx

Appendix D: Contact Logx

Appendix E: Emergency Incident Logx

Appendix F: Emergency Termination Logx

Appendix G: After Action Reportx

Appendix H: Cal OES Warning Center Dam Incident Reportx

Appendix I: Signature Pagex

Appendix J: Acronym Listx

PART 1: EAP INFORMATION

Section 1: Introduction

* 1. **EAP Purpose:**
* Document the purpose of the EAP to address:
* Life/property safety
* Identification/detection
* Notification
* Mitigating actions
* Responsibilities

*(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-5)*

* 1. **Planning Team/Consultation**
* Include all impacted local public safety agencies in the plan development process.
	+ Outreach includes contacting each agency during the EAP development process to provide them the opportunity to review the EAP and provide feedback.
	+ Outreach/consultation efforts must be documented in the EAP.

For each impacted jurisdiction, agencies shall include, but are not limited to:

* County Office of Emergency Services/Emergency Management Agency
* County Sheriff’s Department
* County Fire Department/Fire Authority
* City Office of Emergency Services/Emergency Management Agency or designated City Emergency Manager
* City Police Departments
* City Fire Departments
* Unincorporated Area Agencies, if applicable and serving in the capacity of law enforcement, fire, or OES.
* California Department of Water Resources, Division of Safety of Dams (DWR DSOD) – Regional Engineer
* California Department of Water Resources Flood Operations Center (DWR FOC)
* National Weather Service (NWS) - Area Office
* Cal OES California State Warning Center via Dam Safety Planning Division

Depending on the downstream impacted area, other agencies shall be part of the consultation during the EAP development process, to include:

* California Highway Patrol (CHP), coordinates interstate highway movements – Field Division
* Cal Trans, assesses damages to highway systems – District Office
* City/County Public Works Department, assesses damages and restores services
* Upstream/downstream dam owners, operational procedures for mitigating the effects of floods and dam safety emergencies

*(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-4)*

Section 2: Summary of EAP Responsibilities

* 1. **Dam Owner Responsibilities**
* Include a summary of the dam owner’s critical responsibilities for responding to an incident and implementing the EAP – must be clearly documented. Responsibilities include, but not limited to:
	+ Verifying and assessing emergency conditions
	+ Notifying emergency management agencies
	+ Taking corrective action
	+ Declaring termination of the emergency
	+ Updating the EAP on an annual basis

**NOTE:** Responsibilities should be broken down by role for dam personnel where applicable

*(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-3, II-10 to II-11, B-1, B-2)*

* 1. **Impacted Jurisdictions’/Public Safety Agencies’ Responsibilities**
* Identify the downstream impacted communities
* Identify the counties and cities within the inundation zone
* Identify the impacted public safety agencies and summarize their roles & responsibilities for responding to an incident and implementing the plan

*(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-3, B-1)*

Section 3: Notification Flowcharts

Notifications should be made once the dam owner has determined the emergency level (high flow, non-failure, potential failure or imminent failure). The information on the flowchart is critical for the timely notification of those responsible for taking emergency actions. One chart or a set of charts may be needed depending on the complexity of the hazards/emergency associated with the dam and the potentially affected downstream areas. Notifications should be made in accordance with the appropriate Notification Flow Chart and alternate/secondary contact table.

* Include a narrative that describes how to use the flowchart(s) and secondary contact table
* Identify who should be notified of an emergency incident at the dam and in what order
* Ensure the agencies listed on the notification flowcharts are notified in a timely manner for all four emergency levels:
	+ Non-Failure
	+ High Flow
	+ Potential Failure
	+ Imminent Failure
* Include the following contacts in the flowcharts:
	+ local public safety agencies (OES, law enforcement, and fire agencies) for all impacted counties and cities
	+ DWR DSOD
	+ DWR FOC
	+ NWS
	+ California State Warning Center
		- Reference the Cal OES Dam Incident Form when notifying CSWC
	+ Others, if applicable:
		- CHP
		- Cal Trans
		- Public Works
		- Residents on the dam property, if applicable
* Include a 24-hour contact number for all agencies listed on the notification flowcharts. If there is not a 24-hour contact, provide a secondary backup number for the agency.
* Minimize the number of calls made by each person to four or fewer.

**NOTE:** Critical responding public safety agencies should be on the flowchart and serve as plan holders

*(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-3 to II-5, C-1)*

Section 4: Project Description

The project description describes the dam in a narrative form. It should include, but is not limited to:

* Downstream hazard classification as determined by DWR DSOD
* Whether DWR DSOD has determined any critical appurtenant structure(s)(CAS) is/are part of the dam project/structure
	+ Number and description of the CAS(s)
	+ Describe the impacts of CAS failures
* Key facts and figures of the dam
* Year built
* Purpose of the dam
* Location and access
* Prior incidents
* Other relevant information
* Description of Dam features
* Storage capacity curves
* Spillway description and curves
* Other outlets
* Downstream channel capability at first population
* Consequences of the dam failure and/or uncontrolled releases:
* Downstream impacts
* Communities, critical infrastructure, and jurisdictions affected by the inundation
* Downstream channel capacity at first population and infrastructure impact
* Upstream/downstream dams and impacts to them
* Jurisdictions affected by flooding/response
* Include a vicinity map
	+ Clearly identify roads around or near the dam
* Include a simple drawing or satellite/aerial image of the dam with its features labeled (i.e., dam, reservoir, spillway, outlet, etc.)

*(FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-5 to II-6)*

Section 5: EAP Response Process

There are generally four emergency response steps that should be followed when an unusual or emergency incident is detected at a dam.

* 1. **Step 1: Incident Detection, Evaluation, and Emergency Level Determination**

Unusual condition or incident are unique to each and must be detected and confirmed in a timely manner.

* Measures for detecting existing or potential failures
* Description of monitoring equipment such as water level sensors, gauges, and early warning systems at the dam
* Monitoring and instrumentation systems
* Process for analyzing and confirming incoming data
* Procedures for dam operators’ observations or by others including the general public
* Include a definition of all four emergency levels - High Flow, Non-Failure, Potential Failure, and Imminent Failure (FEMA 64, pgs. II-7/8)
* Clear guidelines and decision criteria to help the dam owner determine the appropriate emergency level for potential, unusual, and emergency conditions that could occur at the dam (FEMA P64, Appendix D)

*(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-6 to II-7, D-1)*

* 1. **Step 2: Notification and Communication**
* Procedures on how to use the notification flowcharts and alternate contact table(s), and Cal OES Warning Center Dam Incident Report
* Emergency notification information and message templates/scripts for all emergency levels. The messages should be clear, use non-technical terms, identify the emergency level, and specify which actions to take (FEMA P64, Appendix F)

(FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-9, F-1 to F-3)

* 1. **Step 3: Emergency Actions**
* Emergency actions that the dam owner can take to protect the dam and minimize impacts to life, property, and the environment.
* Develop tables that include specific actions for minimizing the impacts of dam incidents (FEMA P64, Appendix G)

(FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-9, G-1 to G-4)

* 1. **Step 4: Termination and Follow-up**
* Explain the process to follow and the criteria for determining the incident at the dam has been resolved
* Dam Emergency Termination Log to document conditions and decisions (FEMA P64, Appendix I)
* Document the expected termination steps for dam incidents and emergencies
* Document follow-up procedures to include coordination with all flowchart entities to analyze and evaluate the dam incident or emergency
* Include notifying all flowchart entities of the termination as a step in the process
* Process for follow-up and how the plan was used and what lessons were learned from the incident and EAP implementation, such as After-Action Report
* significant actions taken by each participant
* improvements for future emergencies
* strengths and deficiencies found in the incident management process, materials, equipment, staffing levels, and leaders
* corrective actions identified and a planned course of action to implement recommendations

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-10, I-2 (Appendix I))

Section 6: General Responsibilities

* 1. **Dam Owner Responsibilities**
* Document in detail the Dam Owners responsibilities
* Include the chain of command in the dam owner’s agency
* Include detecting and evaluating dam safety incidents
* Include classifying the incident
* Notify emergency management authorities
* Include taking appropriate actions
* Include terminating the EAP
* Document the responsibilities of the Dam Operator, EAP Coordinator, and other personnel who have a role in responding to or mitigating dam incident
* Include instructions for operation responsibilities that are anticipated during a dam incident or emergency

*(FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-10 to II-11, B-1, B-2)*

* 1. **Notification and Communication Responsibilities**
* Identify the authorized individuals responsible for notifying emergency management authorities
* Identify the individual and process to notify and communicate with National Weather Service for flash flood watches and warnings
* Identify the individual or role responsible for communicating with the Emergency Operations Center
* Identify the individual and role for interacting with the media

*(FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-11 to II-12)*

* 1. **Evacuation Responsibilities**
* Identify the agencies responsible for evacuation in each impacted city, county, or unincorporated area
* Identify the process for notifications and evacuations of onsite personnel, residents, and/or campground visitors

*(FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-12)*

* 1. **Monitoring, Security, Termination, and Follow-up Responsibilities**
* Identify the person or role designated to be the onsite monitor from the beginning of a dam safety incident until the emergency has been terminated
	+ Include consultation with engineers, dam safety experts, and DSOD
* Document security measures during a dam emergency whether it is dam owner personnel, private security, or local law enforcement.
* Document the role or agency responsible for terminating both the EAP and the emergency. Include the responsibilities.

(FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-12 to II-13)

* 1. **EAP Coordinator Responsibilities**
* Document the EAP Coordinator responsibilities
	+ Include conducting annual reviews of the EAP
	+ Include preparing revisions to the EAP
	+ Include establishing training seminars
	+ Include coordinating EAP exercises
	+ Include serving as the point of contact for questions about the plan

(FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-13)

Section 7: Preparedness

* 1. **Surveillance and Monitoring**
* Document surveillance and monitoring activities to monitor headwater and tailwater levels
* Identify whether the dam site is staffed 24 hours daily.
* Specify whether there is a remote surveillance system. If remote surveillance is not utilized at the dam site, indicate the reason for not utilizing
* Identify any backup systems and procedures to verify the instrumentation systems are accurate

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-14 to II-15)

* 1. **Evaluation of Detection and Response Timing**
* Document the evaluation plan for detection and response timing in the EAP with specific timing information
	+ Include the time from initiation of incident to emergency level determination and notification

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-15)

* 1. **Access to the Site**
* Document the primary route used to obtain access to the dam site. The description should identify any locked gates
* Include a secondary access route if the primary route is in the inundation zone

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-16)

* 1. **Response during Periods of Darkness**
* Document the estimated response time delay during periods of darkness
	+ Include any changes in the response time that are different than during the daylight.
* Identify any special procedures that should be utilized during a power failure, including manual operation of electrically powered equipment

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety; Emergency Action Planning for Dams, pg. II-16)

* 1. **Response during Weekends and Holidays**
* Document the estimated response time delay during weekends and holidays
	+ Include any changes in the response time that are outside of regular operating hours of the dam.
* Identify any special procedures for contacting or notifying personnel.

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-16)

* 1. **Response during Adverse Weather**
* Document the estimated response time delay during adverse weather
	+ Include any changes in the response time that are outside of regular operating hours of the dam.
* Identify any specific actions to be taken.
* Describe access to the dam site during periods adverse weather.
* Identify if the access route to the dam will be impacted during adverse weather.

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-16)

* 1. **Alternative Sources of Power**
* Identify alternative sources of power
* Document any emergency actions that require power, or if they are operated manually such as operation of valves, outlets, gates
* Include the location of each alternate power source, its mode of operation, and how it will be transported to the dam site

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety; Emergency Action Planning for Dams, pg. II-17)

* 1. **Emergency Supplies and Information**
* Document if there are any emergency supplies located at the dam site
* The EAP should include the name and contact information (including backups) for suppliers, additional personnel, contractors, consultants, and any other entities who may be needed to assist the dam owner or emergency management authorities in responding to a dam emergency
* If emergency supplies are not kept at the dam site, include the reason for not keeping emergency supplies at the dam site.

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-17)

* 1. **Stockpiling Materials and Equipment**
* Include a list of materials and equipment resources stockpiled on-site or nearby the dam site
* If materials and equipment are not stockpiled, include the reason for not stockpiling materials and equipment.

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-17)

* 1. **Coordination of Information**
* Document the procedures on how to coordinate information regarding flows based on weather, runoff forecasts, dam failure, and other emergency conditions
* Document the coordination with the NWS
* Document actions to lower the reservoir level
* Document actions to reduce inflow to the reservoir from upstream dams or control structures
* Document actions to reduce downstream flows from downstream dams or control structures
* Document coordination with other dams/control structures, including instructions for contacting the operators and how these actions should be taken
* Include the names and contact information for the individuals responsible for the coordination of information
* If coordination of information regarding flows is not applicable, then document as such

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-17 to II-18)

* 1. **Training and Exercise**
* Include a proposed schedule or plan to exercise the EAP annually as required per California Government Code 8589.5 (c)
* Provide a brief description of the training provided to the dam owner staff who are responsible for implementing the EAP

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. II-18 to II-19, H-3)

* 1. **Alternative Systems of Communication**
* Identify alternative communication systems at the dam. This may include, but are not limited, to sirens, cellular phones, couriers, radios, etc.
* Include any special instructions for use of these systems

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-19)

* 1. **Public Awareness and Communication**
* Document the public awareness measures utilized by the dam owner during or prior to the development of an EAP
* Document the public outreach to help prepare before an incident and how the public will be informed (i.e., signage, social media, alert systems)
* Document any collaboration between the dam owner and emergency management authorities in developing public awareness measures

**Note**: It is recommended that dam owners post to on their public website dam safety awareness information and evacuation information.

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pg. II-19)

Section 8: Plan Maintenance

* 1. **Plan Review/Updates**
* Document how the EAP will be updated/revised and frequency
* Describe the process for tracking updates/revisions and dissemination to persons on the flowchart(s) and other plan holders
* Document how the EAP will be updated/revised.
* Identify when the EAP will be updated and or revised:
	+ Identify the frequency
	+ Identify the expiration and or approval of the Inundation map
	+ Identify any construction immediately downstream of the dam
* Identify the person responsible for the updates and revisions.

(Government Code Section 8589.5; Water Code Section 6161; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. I-7, II-24, I-2 (Appendix I))

* 1. **Distribution**
* Identify process for disseminate EAP to all entities on the notification flowcharts.

(Government Code Section 8589.5; FEMA Federal Guidelines for Dam Safety: Emergency Action Planning for Dams, pgs. I-7, II-24, I-2 (Appendix I))

Section 9 (Part II): Inundation Maps

**9.1 DSOD Approvals**

* Include copy of DSOD’s letter approving the inundation map(s)
* Include copy of the approved inundation map(s)
* Recommend including the DSOD Inundation Map Approval Letter

PART III: Appendices

(Include a reference to all appendices in their appropriate sections of the EAP)

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

California Governor’s Office of Emergency Services

ATTN: Dam Safety Planning Division
3650 Schriever Avenue
Mather, CA 95655

OR to send it electronically to the Division at eap@caloes.ca.gov.

Appendix B: Record of EAP Revisions After Official Approval

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

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| **Copy Number** | **Organization** | **Person Receiving Copy** |
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Appendix D: Contact Log

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| --- | --- |
| **Dam Name:** | **Date:** |
| **NID #:** | **DSOD Dam #:** | **FERC #:** |
| **DSOD Region:** | **County:** |
| **Emergency Level:** | **Incident/Exercise:** |
| 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

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| --- | --- |
| 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

**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 (use to notify of an emerging incident)

**DAM INCIDENT – CALIFORNIA STATE WARNING CENTER**

| **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 participated in the planning and development process for the Emergency Action Plan for [Name of Dam].

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Appendix J: Acronym List