

Format for an Emergency Action Plan

(Modified from American Society of Dam Safety Officials)

Basic EAP Data

- This would include an inundation map showing areas flooded under one or more dam break scenarios.

EAP Overview

- EAP summary containing an overview of the entire EAP on one page for quick reference.

Roles and Responsibilities

- Who can call an event and who can terminate an event along with which people have key responsibilities.

The Five-step EAP Process

- Step 1 – Event Detection
 - a. Decision criteria on when to call an event. What conditions at or near the dam are necessary to call an event
 - b. Methods and equipment, personnel to monitor and evaluate dam conditions.
- Step 2 – *Emergency Level Determination*
 - a. Criteria used to decide how serious the event should be from an unusual event to imminent failure with immediate evacuation.
- Step 3 – *Notification and Communication*
 - a. List of people to contact in order of contact with detailed contact information and secondary contacts that varies in extent with severity of event.
- Step 4 – *Expected Actions*
 - a. What actions both in terms of evacuation and dam corrective action will be taken at different emergency levels under differing dam failure scenarios.
- Step 5 – *Termination*
 - a. Under what conditions can an event be terminated and by whom.

Maintenance: EAP Review and Revision

- What activities will be done and how often to improve and maintain (keep current) the EAP.

Record of Holders of Control Copies

- List of EAP holders and number of copy. Most EAPs are controlled documents.

Record of Revisions and Updates

- A record of various revisions and how often done each new revision should have a new number or date.

Concurrences

- A record of key people such as the sheriff or head of emergency services or the state dam safety official noting that they have reviewed the EAP and understand it and approve it.

Appendices

- Dam inundation study materials, glossary, details of the dam and its design perhaps including scaled down design drawings.