

**Connecticut Department of Energy & Environmental Protection
Water Planning and Management Division
Dam Safety Program**

EMERGENCY ACTION PLAN COMPLETENESS REVIEW CHECKLIST

Dam Name: _____ CT Dam ID #: _____

Town(s): _____ Date of EAP Submission: _____
Date of EAP: _____

New or Updated EAP: _____ If Updated, Date of Last Submission: _____

EAP Requirements

1) Title Page

- a) ____ Includes date the EAP was submitted
- b) ____ Identifies the document as an EAP and specifies the dam for which it was developed
- c) ____ Includes dam names, CT Dam ID number, reservoir names, hazard class, and town(s) in which the dam is located

2) Executive Summary

Includes description of:

- a) ____ Physical components of the dam
- b) ____ Pertinent history
- c) ____ Riverine system upstream and downstream of the dam

3) Location of Emergency Operations Center

- a) ____ Identifies location of an EOC - where responsible officials will gather during an emergency to direct and coordinate emergency operation (provide address and phone number)

4) Dam Monitoring Procedure

Outlines procedures for monitoring the dam during periods of heavy rainfall and runoff, or when other conditions develop that warrant close monitoring of the dam

- a) ____ Identifies person and their alternate(s) responsible for conducting monitoring of the dam
- b) ____ Requires initiation of the Dam Monitoring Procedure when the NWS announces a Flood Warning for the area where the dam is located, or when other conditions develop that warrant close monitoring
- c) ____ Is conducted at an interval that has been calculated by a professional engineer retained by the owner, to correspond with the particular hydrologic, hydraulic and structural components of the dam

- d) ____ Includes viewing the dam and, if possible, walking the dam crest at regular intervals to determine if any sloughing of the embankment, cracking, settlement, or movement of the dam has occurred. Also includes inspection of the toe of the dam and the abutment contacts to detect any signs of deterioration of the dam or its components, and inspection of the spillway(s) and outlet structure(s) for accumulation of debris
- e) ____ Requires notification to the local authority upon initiation of monitoring
- f) ____ Requires written record of all monitoring activity (record form may be included in an appendix). Written record must include:
 - i) ____ date and time of each inspection interval
 - ii) ____ rainfall data
 - iii) ____ reservoir level
 - iv) ____ observation of any changes in the dam including sloughing of the embankments, cracking, settlement, movement, erosion, seepage, deterioration of abutment contacts, debris obstructing spillways or outlet structures, or any other sign the dam is deteriorating
 - v) ____ if seepage is observed, comment on location, amount of flow, and whether seepage is clear, cloudy or muddy
 - vi) ____ if movement, sloughing or erosion is observed, comment on the depth and location of conditions
- g) ____ Includes steps taken to provide adequate lighting to view the dam at night
- h) ____ Includes an inventory of emergency equipment and supplies and their location, and personnel which could be utilized to respond to emergencies at the dam
- i) ____ Lists personnel and their alternates that would be utilized by the dam owner or operator responsible for decision making and implementing emergency repairs, in the event the owner is absent

5) Notification Flow Chart

- a) ____ Flow chart shows titles or associated contact names with phone numbers of local, state, federal, tribal agencies, and any public service company responsible for providing emergency services
- b) ____ Contacts on flow chart shall be called when the Dam Monitoring Procedure is initiated in response to a NWS Flood Warning, when an Early Warning Notification is recommended by the owner/operator, and when a Final Warning Notification is recommended
- c) ____ Flow chart clearly depicts the order and circumstance under which named contacts will be notified
- d) ____ The flow chart includes the DEMHS Regional Contact

6) **Warning Notification Procedure**

Provides a formal warning notification process to alert the local authority who is responsible for acting on the warning and/or determining whether to evacuate residents or others within the inundation zone in the event of an emergency

- a) ____ Includes a warning notification list with addresses for residences, businesses, and highways located in the inundation zone, to be used to warn inhabitants downstream that the dam may fail, or is in imminent danger of failing
- b) ____ Provides an Early Warning Notification to the local authority responsible for providing emergency services when any of the following conditions are observed:
 - i) A marked increase in seepage through an embankment, particularly if evidence of a boil is observed
 - ii) An increase in the rate of rise of the impoundment such that the nonoverflow section(s) of the dam may be overtopped
 - iii) Conditions are developing at the dam that could lead to a potential failure
- c) **Early Warning Notification includes:**
 - i) ____ name of dam owner and operator
 - ii) ____ name and location of dam
 - iii) ____ conditions that indicated the dam may be compromised
 - iv) ____ a notice to the emergency management authority to warn residents
- d) ____ Provides a Final Warning Notification to alert the local authority who is responsible for acting on the final warning and evacuating residents when any of the following conditions have been observed:
 - i) A dramatic increase in seepage flow (or pre-existing boil), particularly if piping is occurring
 - ii) Cracking, settlement, or movement of masonry or concrete spillways, training walls or other structures
 - iii) The rise of impoundment is such that the non-overflow section(s) of the dam will overtop or is overtopping and the dam is failing or is in imminent danger of failing
 - iv) Substantial erosion or sloughing of dam embankments
 - v) Any other condition which would likely result in a failure of the dam
- e) **Final Warning Notification includes:**
 - i) ____ name of dam owner and operator
 - ii) ____ name and location of dam
 - iii) ____ conditions at the dam indicated the dam is in imminent danger of failing
 - iv) ____ this is a final warning
 - v) ____ a notice to the emergency management authority to warn residents that evacuation is necessary

7) **Termination of Emergency**

- a) ____ Description of procedure for determining when the emergency can be terminated

- b) ____Identifies parties responsible for determining when the emergency can be terminated

8) Inundation Map

- a) ____Prepared by a Professional Engineer
- b) ____Map is sufficient in graphic detail and of a scale that clearly shows the downstream inhabited areas and the inundation zones
- c) ____All elevations are based on a reference to Geodetic North American Vertical Datum (NAVD88)

The inundation map must show at a minimum the following features:

- d) ____Name and address or location of the dam
- e) ____Local names for all pertinent downstream features (buildings, homes, railroads, bridges, schools, hospitals, campgrounds, other dams, and any other significant facilities)
- f) ____Inundation zone for wet weather, with arrows indicating direction of the flood wave
- g) ____A north arrow and bar scale
- h) ____Pertinent downstream cross sections, such as roads (include road names)

Related information must be included *with* the Inundation Map:

- i) ____Estimated timeline that shows arrival times of peak floodwaters expressed in hours and minutes and incremental increase in water depth above the baseline elevation at critical intersections, structures, or inhabited structures
- j) ____List of all streets, roads, and highways, including the address of the residences and businesses subject to flooding
- k) ____A location map sufficient in scale to clearly show the exact location of the impoundment in relation to the surrounding area, other dams in the area, and the delineation of the drainage area. Map should include a north arrow, a bar scale, and the size of the drainage area in square miles
- l) ____A description of the method or computer model used to prepare the inundation map

9) Description of Drill

- a) ____Description of an exercise, or test to be conducted at a minimum of every two years
- b) ____Drill includes participation of all appropriate personnel identified in the EAP that are responsible for providing emergency services in the event the EAP is initiated

10) Distribution List of Affected Agencies – Include in an appendix

- a) ____List of all local, state, federal, and federal tribal affected agencies that will receive a copy of the EAP, including DEEP Dam Safety
- b) ____The list of record holders includes Carolinne Nascimento of DEMHS

Completeness Recommendation:

Sections 1 – 10 (except Section 8)

___ Complete ___ Incomplete

Comments: _____

Staff Reviewer: _____ Date: _____

Section 8 Inundation Map and Related Information

___ Complete ___ Incomplete

Comments: _____

Staff Reviewer: _____ Date: _____

Revision Review

Sections: _____ Date of Revision: _____

___ Complete ___ Incomplete

Comments: _____

Staff Reviewer: _____ Date: _____