EMERGENCY PREPAREDNESS PLAN FOR LOW HAZARD VIRGINIA REGULATED IMPOUNDING STRUCTURES

Reference: Impounding Structures Regulations, 4VAC 50-20-10 et seq., including 4VAC 50-20-177, Virginia Soil and Water Conservation Board

1. Name of Impounding Structure: __________________________
   Inventory Number: __________________________  City/County: __________________________
   Other Name (if any): __________________________
   Stream Name: __________________________
   Latitude: __________________________  Longitude: __________________________

2. Name of Owner: __________________________
   Address: __________________________
   Telephone: (Residential) __________________________  (Business) __________________________
   Other means of communication: __________________________
   (Note: 24-hour telephone contact required)

3. Name of Impounding Structure Operator: __________________________
   Address: __________________________
   Telephone: (Residential) __________________________  (Business) __________________________
   Other means of communication: __________________________
   (Note: 24-hour telephone contact required)
   Name of Alternate Operator: __________________________
   Telephone: (Residential) __________________________  (Business) __________________________
   Other means of communication: __________________________
   (Note: 24-hour telephone contact required)

4. Name of Rainfall and Staff Gage Observer for Dam: __________________________
   Address: __________________________
   Telephone: (Residential) __________________________  (Business) __________________________
   Other means of communication: __________________________
   (Note: 24-hour telephone contact required)
   Name of Alternate Rainfall and Staff Gage Observer: __________________________
   Telephone: (Residential) __________________________  (Business) __________________________
   Other means of communication: __________________________
   (Note: 24-hour telephone contact required)

5. 24-Hour Dispatch Center Nearest Impounding Structure – Police/Fire/Sheriff’s Department: __________________________
   Address: __________________________
   24-Hour Telephone: __________________________
6. Name of City/County Emergency Services Coordinator(s): 

Address: 

Telephone: 
Other means of communication 

(Note: 24-hour telephone contact required)

7. Describe the procedure and the responsible parties for notifying to the extent possible any known local occupants, owners, or lessees of downstream properties potentially impacted by the dam’s failure.

8. Discuss the procedures for timely and reliable detection, evaluation, and classification of emergency situations considered to be relevant to the project setting and impounding features. Each relevant emergency situation is to be documented to provide an appropriate course of action based on the urgency of the situation.

9. Attach a simple dam break inundation map, demonstrating the general inundation that would result from an impounding structure failure.

10. If there are public roads downstream from the impounding structure, identify by highway number and distance below dam:

Route # _______ , _______ Miles
Route # _______ , _______ Miles
Route # _______ , _______ Miles
Route # _______ , _______ Miles

Provide name of resident engineer, VA Department of Transportation, (or City/County engineer):

Address: 

Telephone: (Residential) _______ (Business) _______ 
Other means of communication: 

(Note: 24-hour telephone contact required)
Definitions:

Stage I Condition – A flood watch, or heavy continuous rain or excessive flow of water from ice or snow melt.
Stage II Condition – A flood watch, or emergency spillway activation or dam overtopping/breach may be possible.
Stage III Condition – Emergency spillway activation, dam overtopping or imminent failure is probable.

11. Amount of rainfall that will initiate a:

Stage II Condition

<table>
<thead>
<tr>
<th>Inches per 6 hrs.</th>
<th>Inches per 12 hrs.</th>
<th>Inches per 24 hrs.</th>
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Stage III Condition

<table>
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<tr>
<th>Inches per 6 hrs.</th>
<th>Inches per 12 hrs.</th>
<th>Inches per 24 hrs.</th>
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The amount of flow in the emergency spillway that will initiate a:

Stage II Condition

<table>
<thead>
<tr>
<th>Feet (depth of flow)</th>
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</table>

Stage III Condition

<table>
<thead>
<tr>
<th>Feet (depth of flow)</th>
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</table>

Total depth of emergency spillway available before crest of dam is overtopped: _______ Feet

12. Does a staff gage exist? ______ Yes ______ No

Staff Gage Location and Description:

__________________________

__________________________

Frequency of observations by rainfall/staff gage observer during a:

Stage I Condition

__________________________

Stage II Condition

__________________________

(Recommend continuous)

Stage III Condition

__________________________

Clearly identify access route and means of monitoring during flood conditions at the dam.
13. Evacuation Procedures:
   a. The dam owner/operator should notify the local emergency services office (i.e., the city/county 24-hour dispatch center). Phone number should be listed in #5 above.
   b. Once the local emergency services office has been notified of any problem at a dam site, it should take appropriate protective measures in accordance with the local Emergency Operations Plan and this Emergency Preparedness Plan. Local emergency services actions will include:
      (1) Notify the individuals who own downstream property
      (2) Begin Alert, Notification, and Warning
      (3) Immediately evacuating the inundation areas, when stage III conditions warrant.
      (4) Begin Emergency Public Information procedures open emergency shelters.
      (5) Provide Situation Reports to the State Emergency Operations Center (804) 674-2400 or (800) 468-8892.
   c. Once the local government has been notified of a condition requiring evacuation, the dam owner/operator and local government are mutually responsible for effecting evacuation.
      (1) The dam owner/operator will:

   (2) Local emergency services will:

   d. Methods for notification and warning to evacuate include:
      Check appropriate method(s)
      (1) Telephone
      ______ (2) Police/fire/sheriff radio dispatch vehicles with loudspeakers, bullhorns, etc.
      ______ (3) Personal runners for door-to-door alerting
      ______ (4) Radio/television broadcasts for areas involved
CERTIFICATION BY OWNER

I certify that a copy of this plan has been filed with ____________________________ (City/County) and ____________________________ (Name), the local Emergency Services Coordinator. Also, that a copy of this form has been filed with the State Department of Emergency Management; that this plan shall be adhered to during the life of the project; and that the information contained herein is current to the best of my knowledge.

Signed: ____________________________________________________________
Owner’s Signature                                                                    Print Name

This ____________ day of ______________________, 20____.

Please fill out and mail to:
Virginia Department of Emergency Management
Plans Division
10501 Trade Court
Richmond, Virginia 23236

Mail the executed form to the appropriate
Department of Conservation and Recreation
Division of Dam Safety and Floodplain Management
Regional Engineer