



Date Prepared: _____
Prepared By: _____

**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)

Note: It is recommended that the Observer remain on post until potentially serious or serious conditions subside.

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
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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**