

Emergency Action Plan Checklist

Listing of major items needed in an EAP

Yes/No	Deficiencies/Comments
1. General Document	
	Is the name of the dam clearly labeled in large letters on the document?
	Is the document a controlled document, including the names, titles, and addresses of all plan holders?
	Are the roles and responsibilities of key emergency personnel clearly documented, preferably at the beginning of the document?
	Is there an up-to-date revision sheet provided near the beginning of the document?
	Are revision numbers and revision dates provided as footers on each page of the document?
2. Detection of Emergency	
	Are detection and/or early warning systems at the dam clearly described, including dam operators' observations, instrumentation systems, and observations by the general public?
3. Decision Making	
	Are the emergency event levels clearly described?
	Are there clear guidelines and decision criteria to help the dam owner determine the appropriate emergency event level for potential unusual and emergency conditions that could occur at the dam?
4. Notification and Communications	
	Are primary and back-up communication systems among the dam owner, local emergency responders, and other key stakeholders described in the document?
	Are the notification flow charts complete and logical?
	Are phone numbers, after-hours phone numbers, and back-up personnel listed on the notification flow charts?
	Do the notification flow charts include contacts to provide timely engineering support?
	Do the notification flow charts include contacts for timely notification of local emergency management organizations for the more serious emergency event levels?
	Do the notification flow charts minimize the number of calls that the dam operators are required to make, so that they can focus on implementing preventative actions?
5. Pre-planned Action	
	Are there descriptions of recommended pre-planned actions for potential unusual and emergency conditions at the dam?
	Is a list of locally available engineering, labor, materials, and equipment resources that can be referenced in an emergency?
	Has the contact information for the locally available resources been recently updated or verified?

6. Termination and Follow-up

	Does the document describe who has the authority to terminate emergency operations?	
	Are the procedures for terminating emergency operations clearly described in the document?	
	Does the document have guidance on follow-up responsibilities after the emergency is terminated?	

7. Inundation Mapping

	Does the inundation map include a north arrow and a bar scale?	
	Are the inundation areas clearly delineated and labeled. This is especially important if there are “sunny day” failure and PMF plus breach inundation limits shown on the inundation maps?	
	Does the inundation map include a qualification stating that the inundation limits for an actual dam failure may vary in some ways from what is shown on the inundation map?	
	Are local roads, drainages, and other landmarks clearly labeled on the base map?	
	Is the downstream limit of the inundation mapping logical (e.g. at a major reservoir, river, or other water course)?	
	Were channel cross sections taken at critical downstream locations, such as at major road crossings, schools, major population centers, etc.?	
	Is the following flood inundation information provided at important downstream cross sections:	
	· Peak flood stage	
	· Flood wave arrival time	
	· Maximum water surface elevation	
	· Peak discharge	

8. Other Items

	Are there clear procedures for testing and updating the document provided in the document?	
	Is the frequency of testing and updating the document clearly described?	
	Is the person or position responsible for updating the document indicated in the document along with updated contact information for that person?	
	Is the process for training personnel in how to use the document and the frequency and responsibility for this training clearly described in the document?	
	Are key hydrologic/hydraulic data, such as spillway and outlet discharge curves and reservoir area capacity curves, provided in the document?	
	Does the document include a general location map that shows where the dam is located relative to other key local roads, drainages, and population centers?	

The items listed above only represent the major elements which should be contained within an emergency action plan. For a more comprehensive description of what should be in an emergency action plan please review Federal Guidelines For Dam Safety: Emergency Action Planning For Dam Owners, U.S. Department of Homeland Security, Federal Emergency Management Agency, April 2004.