



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) _____
Email: _____
(Note: 24-hour telephone contact required)

3. Name of Impounding Structure Operator/Observer: _____
Address: _____
Telephone: (Residential) _____ (Business) _____
Email: _____
(Note: 24-hour telephone contact required)
Name of Alternate Operator: _____
Telephone: (Residential) _____ (Business) _____
Email: _____
(Note: 24-hour telephone contact required)

4. City/County Emergency Services Coordinator(s): _____
Address: _____

Telephone: _____
Other means of communication _____
(Note: 24-hour telephone contact required)

5. If available, attach a simple dam break inundation map, demonstrating the general inundation that would result from an impounding structure failure.

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

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.

The amount of flow in the emergency spillway that will initiate a:

Stage II Condition _____ Feet (depth above spillway)

Stage III Condition _____ Feet (depth above spillway)

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

6. 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 _____

Stage III Condition _____ (recommend continuous)

Identify access routes and means of monitoring during flood conditions at the dam.

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

7. Notification Procedures (Stage II and III):

- a. The dam owner/operator should notify the local emergency services office when the dam reaches a stage II condition and again when the dam reaches a stage III condition. Phone numbers should be listed in #4 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. Local emergency services actions may 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.

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, 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 ____ .

Submit this form through the DCR Dam Safety online inventory system, DSIS. More information can be found
here: <https://www.dcr.virginia.gov/dam-safety-and-floodplains/ds-dsis>

Submit this form to the Virginia Department of Emergency Management by email: VEOC@vdem.virginia.gov