

EMERGENCY ACTION PLAN

Dam Name	[Enter dam name]
County, Kentucky	[Enter county]
NID / State Inventory No.	[Enter number]
Dam Owner	[Enter owner name]
Dam Operator / Representative	[Enter name, if applicable]
Dam Location / Address	[Enter]
Nearest Community	[Enter]
Stream	[Enter]
Hazard Classification	[High / Significant / Low]
Reservoir Use	[Enter]
Date Last Updated	[Enter date]
KY Dam Safety Approval Date	[Enter date, when applicable]

KEEP THIS PLAN WITH YOUR EMERGENCY CONTACT INFORMATION AND INUNDATION MAP.

This EAP is intended to reduce the risk of human life loss and injury and minimize property damage during an unusual or emergency event. It is expected that a copy be provided to relevant authorities, including Local Emergency Management officials and the Kentucky Dam Safety Program.

Revision Date: _____

Owner Name or Authorized Representative Name: _____

Signature: _____ Date: _____

County Emergency Management Representative Name: _____

Signature: _____ Date: _____

Kentucky Division of Water Representative Name: _____

Signature: _____ Date: _____

1. START HERE: What to Do in an Emergency

If something unusual is happening at the dam, do these things in order:

STEP	WHAT	WHAT YOU DO
1	LOOK / LISTEN	Identify what is happening. If you are not sure, treat the situation seriously.
2	CHOOSE THE EMERGENCY LEVEL	Use the three levels below. If the situation gets worse, move to next level.
3	CALL	Use the contact list in this plan. Give the emergency level and a short description of what you see.
4	KEEP WATCH	Continue monitoring the dam only if it is safe to do so. Take photos or videos when possible.
5	FOLLOW DIRECTIONS	Emergency officials will handle warnings, road closures, and evacuations. Keep them updated.

The 3 Emergency Levels

LEVEL 1 – UNUSUAL EVENT	LEVEL 2 – POTENTIAL FAILURE	LEVEL 3 – URGENT
Something is not normal, but the dam is not currently threatened.	The situation is developing quickly and could lead to dam failure.	Dam failure appears imminent or is happening.
Call KY Dam Safety for guidance and monitor.	Notify the Emergency Contacts and prepare for possible evacuation.	Immediately notify emergency dispatch/911 and Emergency Contacts. Emergency officials begin warnings and evacuation.

How to Choose the Emergency Level

Use the examples below as a quick guide. The source EAP notes that these examples are for typical earthen dams and that all possible events should be considered.

WHAT YOU SEE	LEVEL
Spillway is flowing with no active erosion	1
New seepage area	1
New crack in embankment greater than 1/4 inch, without seepage	1
Measurable earthquake felt/reported within 50 miles	1
Spillway flow with active gully erosion	2
New seepage with cloudy discharge or increasing flow	2
New sinkhole in reservoir area or embankment	2
Water level is about 1 foot below top of dam	2
Spillway flow could flood people downstream	2
Water is flowing over the top of the dam	3

Spillway erosion is threatening failure	3
Spillway flow is flooding people downstream	3
Rapidly enlarging sinkhole	3
Sudden/rapidly progressing slope slide	3
Uncontrolled release of water	3

*If the condition does not fit an example, contact Kentucky Dam Safety for assistance when time permits.
For an immediate threat to life or dam failure, contact emergency services immediately.*

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2. DAM INFORMATION

Keep only the information an owner or emergency responder is likely to need quickly.

Directions to the Dam

[Give simple directions from the nearest community or major road so emergency responders can find the dam.]

Maps

Attach the following behind this page:

- ☐ Location/Vicinity map
- ☐ Inundation map

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3. EMERGENCY CONTACTS

Fill in the local contacts before the plan is used. Keep this page current.

WHO	NAME	PHONE	BACKUP PHONE
Dam Owner/Operator	[Enter]	[Enter]	[Enter]
Dam Technical Representative (engineer, if applicable)	[Enter]	[Enter]	[Enter]
Kentucky Dam Safety	[Enter]	[Enter]	[Enter]
Local Emergency Management	[Enter]	[Enter]	[Enter]
Sheriff/Police Dispatch	[Enter]	[Enter]	[Enter]
Fire Department	[Enter]	[Enter]	[Enter]
Other	[Enter]	[Enter]	[Enter]
Other	[Enter]	[Enter]	[Enter]

Kentucky Dam Safety

Kentucky Division of Water – Dam Safety Program

Office: 502-564-3410 | 24-hour: 800-928-2380

Email listed in the source template: KYDamSafety@ky.gov

For a Level 3 emergency, call emergency dispatch/911 as directed by the EAP immediately.

5. WHAT TO DO AT EACH LEVEL

Level 1 – Unusual Event

- ☐ Inspect the dam if it is safe to do so.
- ☐ Look at the upstream slope, crest, downstream toe and slope, reservoir area, abutments, and downstream channel.
- ☐ Look for changing seepage, erosion, cracking, settlement, or other unusual conditions.
- ☐ **Contact Kentucky Dam Safety and request guidance.**
- ☐ Record what you saw, when you saw it, and who you contacted.
- ☐ Take photos or video when possible and safe.

Level 2 – Potential Failure

- ☐ **Contact Kentucky Dam Safety.**
- ☐ **Notify the local emergency management that the EAP is activated.**
- ☐ Tell them the situation could worsen and may require evacuation.
- ☐ Closely monitor the dam if it is safe to do so.
- ☐ Provide updates as conditions change.
- ☐ Prepare for possible road closures and evacuation.
- ☐ Use emergency remedial actions only when appropriate and when time permits, with technical guidance from Kentucky Dam Safety staff.

Level 3 – Urgent

- ☐ **Immediately call emergency dispatch/911. Say: "This is an emergency."**
- ☐ State the dam name, location, and that failure is imminent or in progress.
- ☐ Tell emergency officials the area downstream must be evacuated.
- ☐ Follow directions from emergency services.
- ☐ Keep continuous communication and provide updates.
- ☐ Stay away from failing structures, slopes, and potential inundation areas.

6. WHAT TO SAY WHEN YOU CALL

Use these short scripts rather than trying to remember a long message.

Level 1 – Unusual Event

“This is [name/position] calling about [dam name] in [county]. We have an unusual condition at the dam, and we are activating Emergency Level 1 of the Emergency Action Plan. Level 1 means the condition is not currently threatening the dam or downstream area, but it could become a problem if conditions worsen. The dam condition is [short description].

We are monitoring the situation and contacting the appropriate dam safety personnel for guidance.

My callback number is [phone number].”

Level 2 – Potential Failure

“This is [name/position] calling about [dam name], located in [location]. We have activated the Emergency Action Plan and are declaring Emergency Level 2.

Level 2 means there is a condition that could lead to dam failure. Failure is not considered imminent at this time, but the situation is developing and could become more serious.

The dam condition is [short description].

We are requesting that emergency personnel be notified and that they respond to the location of the dam to assist in preparing for possible evacuation of people downstream of the dam.

We will continue to monitor the situation and provide updates if the emergency level changes.

My callback number is [phone number].”

Level 3 – Urgent

This is [name/position] calling about [dam name], located in [location]. The dam is failing or failure is imminent. The downstream area must be evacuated immediately. We are at Emergency Level 3.

The dam condition is [short description].

People in the downstream area need to be warned and evacuated immediately. Please initiate the appropriate emergency response and notification procedures for the downstream area.

Again, this is an Emergency Level 3. Dam failure is imminent or occurring and immediate evacuation of the downstream area is needed.

I can be reached at [phone number].”

If You Cannot Reach Someone

Try another working phone or radio and try to re-establish communication. If there is an immediate threat to life, contact emergency dispatch/911.

7. EVENT LOG

Use this simple log during or immediately after an event. More information can be attached if required.

DATE/TIME	WHAT HAPPENED/ WHAT YOU SAW	ACTION TAKEN	WHO WAS CONTACTED

Take photos or videos when possible and safe. Keep the original records with the EAP.

8. WHEN THE EMERGENCY IS OVER

Local emergency officials are responsible for ending EAP operations and communicating that decision to the people who were notified.

- ☐ Wait for the emergency officials to confirm that the emergency is over.
- ☐ Notify the same contacts that were notified during the emergency, as directed.
- ☐ For a Level 3 event that did not result in failure, the Kentucky Dam Safety Program technical representative will inspect the dam or require an inspection before termination.
- ☐ Complete the Event Log after the event.
- ☐ Send the Event Log and any additional information to the Kentucky Division of Water, Dam Safety Program.
- ☐ Review the EAP and make necessary updates based on what happened.

Annual EAP Review

At least once each year:

- ☐ Verify Emergency Contacts.
- ☐ Verify locally available equipment, labor, and material resources.
- ☐ Confirm everyone who needs a copy knows where it is and understands their role.
- ☐ Update the EAP when information changes and distribute revised pages/copies as required.
- ☐ Submit revised copy to the Kentucky Dam Safety Program.

9. OWNER CHECKLIST

Complete this one-page checklist annually and/or when updating the EAP.

- ☐ I know where the current inundation map is.
- ☐ I have current emergency contact information.
- ☐ I know how to reach Kentucky Dam Safety.
- ☐ I know the three emergency levels.
- ☐ I know what to do if the dam is failing or failure is imminent.
- ☐ I have a safe way to observe the dam during an emergency.
- ☐ I know where the EAP is kept and who has copies.
- ☐ I have reviewed the EAP within the last year.

10. ATTACHMENTS

The following items are intended to remain with the EAP. Keep them current.

ATTACHMENT	ITEM	PURPOSE
A	Location/Vicinity Map	Shows the dam and nearby roads, communities, and landmarks.
B	Inundation Map	Shows the downstream area that could be flooded by dam failure or a large discharge.
C	People and Property at Risk	Homes, businesses, roads, and other critical locations identified for the dam.
D	Emergency Resource Directory	Local contacts and available equipment, labor, and materials.
E	Most Recent Dam Safety Inspection Report	Attach the current report provided by the Dam Safety Program.

11. PLAN UPDATES

Use this short record whenever the plan is changed.

[illegible]

ATTACHMENT A: Location and Vicinity Maps

The Location and Vicinity Maps identify the location of the dam and provide geographic context for emergency response.

The Location Map shows where the dam is located relative to important local roads, drainages, waterways, and population centers.

Location Map Requirements:

- Dam location clearly identified
- Major and local roads
- Nearby drainages and waterways
- Nearby communities and population centers
- County and/or jurisdictional boundaries, as appropriate
- North direction labeled

[INSERT LOCATION MAP HERE]

The Vicinity Map shows the dam and its immediate surroundings, highlighting important landmarks and points of interest that may assist emergency personnel in locating and accessing the dam.

Vicinity Map Requirements:

- Dam location clearly identified
- Immediate surrounding roads
- Access roads to the dam
- Nearby landmarks and points of interest
- Bridges, crossings, or other features important to emergency access
- Nearby buildings or facilities, as appropriate
- North direction labeled

[INSERT VICINITY MAP HERE]

Location and vicinity maps may be developed using a web mapping platform such as Google Maps, Bing Maps, MapQuest, or another appropriate mapping/GIS source.

Mapping Platform/Source: _____

Date Accessed/Prepared: _____

Prepared By: _____

ATTACHMENT B: Inundation Maps

Inundation maps depict the geographic extent of flooding that could result from a dam failure and identify people and property that may be impacted.

These maps are used by the dam owner and emergency management authorities to identify population-at-risk locations, critical infrastructure, and other potentially affected areas that may require protective measures, emergency notification, warning, and evacuation planning.

Inundation maps are available through the 'Dam Inundation Viewer' found on the KY Dam Safety website. Maps provided using this viewer are developed based on the most conservative parameters. Submit questions to the Kentucky Dam Safety Program KYDamSafety@ky.gov or call (502) 564-3410.

Dam owners may provide additional maps and hydraulic analysis that estimates flow rates and inundation areas to further represent failure of the dam when pool elevation is equal to crest elevation. These maps shall be approved by the Kentucky Dam Safety Program.

[INSERT OFFICIAL INUNDATION MAP HERE]

The inundation map should be reviewed to identify people, property, infrastructure, and other locations potentially affected by flooding resulting from dam failure.

Potentially affected features may include:

- Residences and residential areas
- Businesses and commercial properties
- Roads and bridges
- Schools and childcare facilities
- Hospitals and medical facilities
- Fire, police, and emergency response facilities
- Utilities and critical infrastructure
- Public facilities
- Agricultural operations
- Recreational areas
- Other significant structures or facilities

Detailed information identifying people and property at risk is provided in Attachment C, People and Property at Risk.

The dam owner may provide additional inundation maps and hydraulic analyses that estimate flow rates and inundation areas associated with failure of the dam when the pool elevation is equal to the dam crest elevation.

Any additional maps or hydraulic analyses included in this EAP shall be approved by the Kentucky Dam Safety Program prior to inclusion as an approved EAP inundation analysis.

Additional Analysis Included: ☐ Yes ☐ No

Analysis/Map Title: _____

Prepared By: _____

Date Prepared: _____

Kentucky Dam Safety Program Approval: ☐ Yes ☐ No

Approval Date: _____

Approval/Reference Number (if applicable): _____

[INSERT APPROVED ADDITIONAL INUNDATION MAP(S), IF APPLICABLE]

ATTACHMENT C: People & Property at Risk

Homes (List each home with name and address)	Contact Information (Home/mobile numbers)

Businesses (List each business with name, address)	Contact Information (Home/mobile numbers)

Major Roads / Interstates (list each name and stretch of roadway impacted with start and end points identified by landmarks)	Contact Information (Home/mobile numbers)

Churches/Hospitals/Campgrounds/Schools (List each with name, address)	Contact Information (Home/mobile numbers)

Critical Infrastructure (List each with name, address)	Contact Information (Home/mobile numbers)

ATTACHMENT D: Emergency Resource Directory

Preparedness actions for the Emergency Action Plan include identifying equipment, labor, materials, and services that may be needed during an emergency or for emergency repair activities.

This attachment identifies available emergency resources, their location, and contact information. Resource information should be reviewed periodically and updated whenever contact information, availability, or resource locations change.

Resource Category	Company/Provider	Address/Location	Primary Contact	Phone
Heavy Equipment/ Service Rental				
Sand & Gravel Supply				
Ready-Mix Concrete Supply				
Pumps & Pumping Equipment				
Sandbags				
Other Equipment & Services				

ATTACHMENT E: Most Recent Dam Safety Inspection Report

The EAP shall include the most recent Dam Safety Inspection Report. This document is provided to each owner within 60 days following the most recent inspection. Copies may be found on the Department for Environmental Protection online eSearch portal or by contacting the Dam Safety Program.

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