

Guidelines for Developing and Updating Dam Emergency Action Plans (EAP)

The following provides guidance for developing a new EAP, conducting a Five-Year comprehensive review and performing the annual update.

NEW Emergency Action Plans ([ARM 36.14.406 \(1\)](#))

- #1 Develop a new EAP using the [NRCS model EAP](#) in MSWord or other word processing program, deleting all signature lines (page 26 in template which has several signature lines, the cover has signatures as well). A good idea in theory, not workable in practice.
- #2 Save as an [Adobe .pdf file](#). Combine with inundation maps which should also be in Adobe .pdf format to make one file that is under 10 MB in size
 - o Larger files are too difficult to distribute electronically by email which is important. Try reducing the file size, by saving as a “reduced size pdf”. If the file is still too large, keep the maps in a separate file. *Please reach out to your regional DNRC engineer if you need help with this step.*
- #3 Email (or mail) this draft file to the plan holders (county DES, Sheriff, DNRC, your engineer, etc.) Ask them to review the EAP and let you know if they recommend any changes.
- #4 Incorporate changes you receive and email (or mail) a final EAP to all plan holders.

FIVE YEAR Comprehensive Review ([ARM 36.14.602 \(d\)](#))

- #1 Complete a thorough review of the EAP, verifying all content is still accurate. Check the maps, is there new development downstream? Verify material and equipment suppliers are still able to assist in an emergency. Provide the EAP to your engineer to review as part of their Five-Year Inspection of the dam.
- #2 Incorporate changes and email (or mail) the updated draft file to all plan holders. Ask them to review the EAP and let you know if they recommend any changes.
- #3 Incorporate changes you receive and email (or mail) a final EAP to all plan holders.

NOTE: DNRC cannot renew an operation permit unless the EAP has undergone this comprehensive review. We recommend you start this process early in the year to not hold up permit renewal.

ANNUAL Update ([ARM 36.14.406 \(5\)](#))

- #1 Review the EAP, call key folks and verify their contact info is the same.
- #2 Incorporate changes (if necessary) and email (or mail) the EAP to all plan holders. Even if there are no changes, please send all plan holders a copy of the EAP. This assures that the EAP will be fresh in everyone’s mind, and close at hand in case of an emergency. This also will serve as verification to DNRC that the EAP has been updated and more importantly, shows that you are being a responsible and conscientious dam owner, meeting the standard of care for owning a high hazard dam.

NOTE: the update can be done using printed hard copies and mail. However, learning to electronically update the EAP and using email to distribute will be much easier and less expensive. Feel free to contact the [DNRC Dam Safety Program](#) for help and advice if you are having any difficulties in completing this process.