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west virginia department of environmental protection

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## **DIVISION OF WATER AND WASTE MANAGEMENT**

### **ENVIRONMENTAL ENFORCEMENT/DAM SAFETY SECTION**

#### **Example Monitoring and Emergency Action Plan**

The following document has been written as an example guide and format for monitoring and emergency action plans to be submitted to the DWWM EE/Dam Safety Section for approval. Dam owners are liable for loss of life and property should a dam failure occur (see Dam Control and Safety Act - Chapter 22-14-12). Approval and implementation of a Monitoring and Emergency Action Plan should place dam owners in a position to prevent loss of life and thereby reduce legal exposure. The West Virginia Department of Environmental Protection will not assume any obligations or liability through the approval of the plan.

The example plan has been written for a “worst case” situation where the dam is above a community and has a high risk of failure. Obviously, many dams in this State will not fit this scenario in many respects. As a result, the example plan is not a “fill in the blank” form. Persons involved in writing the plans are expected to tailor them to the specific situation.

The owner of the dam is responsible for completing the monitoring plan and for coordinating with county emergency officials concerning the evacuation portion of the plan. Responsible persons and monitors should attend meetings on-site during the planning process to discuss provisions of the plan. Guidance for optional use of the media in evacuation notification is included in Appendix B.

Draft EAPs written on paper must be submitted to the Dam Safety Section at the above address. Email submittals of draft EAPs may be sent to [brian.r.long@wv.gov](mailto:brian.r.long@wv.gov) and may be in Adobe pdf or other word processing format. A signature page signed by the owner is required prior to Dam Safety review and may be emailed in Adobe pdf format or sent through US Postal Service on paper. The Dam Safety Section will review the submitted EAP plans and approve by letter or email when adequate.

The following sequence is recommended: 1) submit plan draft to above address for approval 2) attend on-site meeting 3) make necessary corrections and distribute plan 4) complete annual updates of plan.

The attached example plan contains notes and guidance for the preparer of the plan. *The notes and guidance appear in this italic print and should not be reproduced in the actual plan.*

Name of Dam, County, ID Number, Date

*Title Page*

# **MONITORING AND EMERGENCY ACTION PLAN**

for the

**Name of Dam**

**ID # \_\_\_\_\_**

**Located at or near**

**Town, County, State**

**Owned by \_\_\_\_\_**

## **INTRODUCTION**

### **Purpose of Plan:**

The purpose of this document is to provide for monitoring of the \_\_\_\_\_ Dam under various conditions so that an emergency situation at the dam will be observed promptly and reported to agencies and persons who may be affected. This document also provides a plan for the orderly notification and evacuation of downstream residents to a place of safety in the event of a potential or actual dam failure.

### **Brief Overview of Dam and Observed Problems:**

The \_\_\_\_\_ Dam is a \_\_\_\_\_ structure \_\_\_\_\_ feet high and impounding a maximum volume of water of \_\_\_\_\_ acre-feet. The dam has a \_\_\_\_\_ inch principal spillway pipe with the inlet located near the \_\_\_\_\_ abutment (looking downstream) along the upstream face of the embankment. The dam has a gate valve located \_\_\_\_\_ for draining the impoundment. The dam has an emergency spillway open channel located at the \_\_\_\_\_ abutment (looking downstream). The dam normally has a freeboard (vertical distance in feet between the normal reservoir elevation and the top of dam) of \_\_\_\_\_ feet.

### **List of all known problems concerning the dam:**

- 1)
- 2)
- 3)

**Driving Directions to Dam:** *Provide detailed directions starting from the nearest town to the dam.*

### **How To Use This Document:**

Persons using this plan will find a sequence of actions to be taken depending on rainfall and site conditions. A summary of where to find specific monitoring, reporting and evacuation requirements can be found on the following page (Summary and Index).

## **MAP (PLAN VIEW) OF DAM**

*Note to Preparer: A map (plan view) drawing of the dam, spillway locations, seepage zones, drain gate valve location and important utilities must be included on this page. The drawing may be by hand or blueprint, but should not be so “busy” as to obscure the basic components of the dam. Cross sections of the dam may be included, but are not required.*

# SUMMARY AND INDEX

<u>Section</u>	<u>Page #</u>
<b>Part I - Monitoring Plan and Inspection Schedule .....</b>	
A <u>Normal Conditions</u> .....	
B <u>Adverse Conditions</u> .....	
C <u>Standby Alert</u> .....	
D <u>Evacuation Conditions</u> .....	
<b>Part II - Emergency Action and Evacuation Plan .....</b>	
A <u>Notification of Agencies</u> .....	
B <u>Evacuation Notification of Downstream Persons</u> .....	
C <u>Evacuation Map</u> .....	
<b>Part III - Post Evacuation Notification Procedure .....</b>	
A <u>No failure of dam</u> .....	
B <u>Failure of dam</u> .....	
<b>Part IV - Administrative and Record Keeping .....</b>	
A <u>Signature and Distribution List</u> .....	
B <u>Inspection Record</u> .....	
<b>Appendices</b>	
A            Unusual or Emergency Event Log	
B <u>Optional Media Contact for Evacuation Notification</u> .....	

*Note: Page numbers are strongly encouraged.*

**\*\* DO NOT COPY BELOW TEXT - TAILOR TO DAM \*\***

# **Part I - Monitoring Plan and Inspection Schedule**

**HOMELAND SECURITY.** In the event of sabotage or security breach that may lead to failure of the dam, the county Office of Emergency Management must be notified immediately by calling 911. Proceed immediately to Part I, Section C or D as appropriate.

## **Section A - Normal Conditions:**

Dry weather or occasional light rainfall. *The description included in this paragraph must be specific to the dam and list items to be inspected or accomplished under these conditions. Examples include, but are not limited to: 1) reading of instrumentation; 2) inspection of trash racks, spillways, seepage zones; 3) check for embankment cracking, slumps, sinkholes, bulges; and 4) gate or equipment failure, concrete alignment and vandalism.*

Action

Responsibility

1. Inspect weekly/bimonthly/monthly as appropriate to condition of dam

*(Monitor name, home and work addresses/phones incl. cell if available)*

2. If a serious problem is found, proceed immediately to Section B or C as appropriate.

*Notes to Preparer: Alternate Monitors may be listed for this section in case of possible illness or vacation of the usual monitor. Alternates should not be in the same household as the person with primary responsibility.*

*Names, home and work addresses/phone numbers (incl. cell if available) may be summarized in an appendix to permit easier updating of the plan. If monitoring responsibility includes several people within 24 hour shifts, then each person's information must be listed. To state "Plant Manager" is not sufficient.*

## **Section B - Adverse Conditions:**

Heavy or extended rainfall, flash flood warnings, snow-melt or serious new problems found under normal conditions such as slips, sinkholes or piping. *Grass lined channel spillways flowing without erosion is an adverse condition. This description must be specific to the dam and list items to be inspected or accomplished under these conditions. Typical items include, but are not limited to: 1) instrumentation reading; and 2) inspection of trash racks, spillways, spillway discharge levels, reservoir elevation and freeboard, seepage zones, embankment cracking or piping, slumps, sinkholes, bulges, gate or equipment failure, and concrete alignment.*

**EARTHQUAKE** Occurrence of an earthquake of sufficient magnitude to cause structural damage to buildings or property in the general area of the dam shall be considered an “adverse condition.” Damage from an earthquake may be internal to the dam and problems may not appear for days or weeks after the event. The dam shall be inspected immediately after the quake, and daily for several weeks thereafter. Attention should be directed to looking for cracks, slips, new wet or seepage areas and leakage, both on the face of the dam and in the natural ground areas downstream and at the abutments of the dam.

<u>Action</u>	<u>Responsibility</u>
1. Inspect daily or more often as necessary.	<i>(Monitor name, home and work addresses/phones incl. cell if available)</i>
2. Decrease reservoir level, if possible.	<i>Note to Preparer: Alternate Monitors may be listed for this section in case of possible illness or vacation of the usual monitor. Alternates should not be in the same household as the person with primary responsibility.</i>
3. If a problem is observed which could lead to failure, proceed immediately to Section C.	

## Section C - Standby Alert:

Condition of dam has deteriorated or water rises to *predetermined critical level of \_\_\_*. (the critical level must be stated in the plan, such as "when water rises to within XX feet below crest of embankment"). The description included in this paragraph must be specific to the dam and must list items to be inspected or accomplished under these conditions. Examples include, but are not limited to, trash racks, spillways, spillway discharge levels, reservoir elevation and freeboard, seepage zones, instrumentation, embankment cracking or piping, slumps, sinkholes, bulges, gate or equipment failure, and concrete alignment. Grass lined channel spillways flowing with active gully erosion is a Standby Alert condition.

Action

Responsibility

1. Constant surveillance; decrease reservoir level, if possible.

(Monitor name, home and work addresses/phones incl. cell if available)

Note to Preparer: Alternate Monitors must be listed for this section.

2. Notify agencies according to checklists below.

Standby Alert Notifications: The responsible person shall phone or contact each agency listed below in sequence and cover the following items:

Check when completed:

- \_\_\_ identify yourself
- \_\_\_ refer to the dam by name, location and ID number (on title page)
- \_\_\_ advise the person contacted that you are calling as required by the monitoring and emergency action plan
- \_\_\_ state the condition of the dam
- \_\_\_ state that a standby alert is declared
- \_\_\_ advise the person contacted of any requested assistance or action
- \_\_\_ answer any questions

Check when notified:

Phone

- \_\_\_ DWWM Dam Safety Section ..... 1-800-642-3074
- \_\_\_ County Office of Emergency Management ..... (county dispatch center)
- \_\_\_ Natural Resource Conservation Service .....  
(only if dam is NRCS – formerly SCS - structure)

Action

Responsibility

3. Respond to notification of Standby Alert.

DWWM Dam Safety Section, county OEM, Fire Department.

4. Start emergency communications network, if necessary, based upon the continuing deterioration of the site conditions. Request additional assistance as necessary.

(name, home and work addresses/phones incl. cell if available)

Action

Responsibility

5. If a problem is observed which could lead to failure, proceed immediately to Section D.
6. Begin emergency repairs if appropriate. The plan should anticipate the type of emergencies which may occur based upon the deficiencies of the dam and state what materials and equipment may be required for emergency temporary repairs to prevent failure. The availability of materials and manpower should be considered in the plan. *(name, home and work addresses/phones incl. cell if available)*
7. (Optional) Issue media announcement. See Appendix B for guidance. *(dam monitor or OEM)*

## **Section D - Evacuation Conditions:**

The condition of the dam has deteriorated to the point where failure is likely to occur. *Possible evacuation conditions the plan could list include overtopping of earthen dams, cracking, piping, spillway failure or obstruction, obvious deformation of the dam, etc. Grass lined channel spillways flowing with major erosion advancing toward the entrance of the channel is an evacuation condition.*

### **Action**

1. Monitor dam condition, issue evacuation notice.

2. If evacuation notice is given, proceed immediately with Part II.

### **Responsibility**

*DWWM Dam Safety Section, if present. If Dam Safety Section personnel are not present, the owner or county authority (specify) may order an evacuation notice.*

*(name, home and work addresses/phones incl. cell if available) Note to Preparer: Alternates must be listed for this section.*

# Part II - Emergency Action and Evacuation Plan

## Section A - Notification of Agencies:

<u>Action</u>	<u>Responsibility</u>
1. Notify agencies not on-site using the checklists below	(name, home and work addresses/phones incl. cell if available) <i>Note to Preparer: Alternates <u>must</u> be listed for this section.</i>

Check when completed:

- \_\_\_ identify yourself
- \_\_\_ refer to the dam by name, location and ID number (on title page)
- \_\_\_ advise the person contacted that you are calling as required by the monitoring and emergency action plan
- \_\_\_ state the condition of the dam
- \_\_\_ state that an evacuation notice is declared
- \_\_\_ advise the person contacted of any requested assistance or action
- \_\_\_ answer any questions

Check when notified:

- \_\_\_ county Office of Emergency Management . . . . .
- \_\_\_ DWWM Dam Safety Section . . . . .
- \_\_\_ Natural Resource Conservation Service . . . . .  
*(only if dam is NRCS - formerly SCS - structure)*

Phone

- (county dispatch center)*
- 1-800-642-3074

## **Section B - Evacuation Notification of Downstream Persons:**

In accordance with WV Code 22-14-10, it is the responsibility of the dam owner to notify downstream persons, if county emergency authorities are not available or are unable to notify downstream persons.

Note to evacuating authorities: No person may be ordered to leave or to be physically removed from the evacuation area against their will. Notification to persons and providing of assistance to persons in the evacuation area should fulfill agency responsibility under this section of the plan.

*Note to preparer: A narrative of evacuation procedures must appear in this section. Evacuation notification procedures may include any number of site specific measures such as notification of houses within so many vertical feet of a stream or everyone downstream to a certain point. Limits of the notification area may be based upon approved (by DWWM Dam Safety Section) dambreak analysis, or by conservative estimates of flood wave height and downstream duration. Details of the evacuation notification must be agreed to in advance through cooperation between the dam owner and appropriate county emergency authorities. Every effort should be made to compile an advance list of the known infirm or disabled persons who may be affected. Reference may be made to applicable portions of the county emergency operations plan. Placement of a copy of this plan into the county emergency operations plan is encouraged. An evacuation map must be attached to this plan in accordance with page 6 of this example plan.*

<u>Action</u>	<u>Responsibility</u>
	<i>Note to Preparer: Include name, address and phone incl cell if available for each item below:</i>
1. Notification of downstream persons.	<i>County OEM Director, county sheriff or ranking deputy, fire department, or ranking officer as appropriate to local jurisdictions. <u>Alternate: Dam Owner</u></i>
2. Transportation of evacuees with priority to the infirm or disabled.	<i>Citizen resources, with support from fire department, ambulance providers, local transit authority, school bus authority, or other (specify)</i>
3. Establish command post, direct emergency operations, organize effort, direct officials of cooperating agencies.	<i>County OEM Director or local officer.</i>
4. Notify American Red Cross, or agencies in charge of evacuation centers, including food and medical facilities. Handle inquiries on status of evacuees.	<i>Planned by county OEM Director and executed by local officers.</i>
5. Police security of area to prevent looting.	<i>Ranking local law enforcement officer.</i>
6. Establish roadblocks to prevent unauthorized entry.	<i>Planned by county OEM Director and executed by local officers</i>

Name of Dam, County, ID Number, Date

Action

Responsibility

7. Locate additional or alternative evacuation centers as needed. (not below dam)

*Planned by American Red Cross, or county OEM Director and executed by local officers.*

8. Notification of utilities:

*name, address, phone incl. cell if available*

Check when notified:

Company Name

Phone

\_\_\_ Telephone

\_\_\_ Electric

\_\_\_ Gas

\_\_\_ Water

\_\_\_ Sewage

\_\_\_ Department of Highways

\_\_\_ Railroad (if applicable)

## **Section C - Evacuation Notification Map**

*This page must contain a detailed map of primary (and secondary) evacuation areas, location of the dam, roadblocks, evacuation center(s), etc.*

*Acceptable maps include US Geological Survey Topographic Maps (available from the State Geological Survey or local engineering supply companies) or State Department of Highways General Highway County Maps.*

*Each copy of the map must contain legible markings which may be reproduced by photocopy including the location of the dam, primary and secondary evacuation areas, road blocks, evacuation centers, etc. Use of black cross-hatched or stippled labels can be effective in showing evacuation areas and are easily reproduced by photocopy. Coloring evacuation areas is discouraged due to the photocopy problem.*

# Part III - Post Evacuation Notification Action

## Section A:

Should no failure occur:

<u>Action</u>	<u>Responsibility</u>
1. Cancel evacuation notification.	<i>DWWM Dam Safety Section or ranking county authority (specify)</i>

Check when notified:

<u>Check when notified:</u>	<u>Phone</u>
___ County Office of Emergency Management . . . . .	<i>(county dispatch center)</i>
___ DWWM Dam Safety Section (if not on-site) . . .	1-800-642-3074
___ Natural Resource Conservation Service . . . . <i>(only if dam is NRCS - formerly SCS - structure)</i>	

## Section B:

Should failure occur:

<u>Action</u>	<u>Responsibility</u>
1. Notify agencies according to checklist below:	
<u>Check when notified:</u>	<u>Phone</u>
___ County Office of Emergency Management . . . . .	<i>(county dispatch center)</i>
___ DWWM Dam Safety Section (if not on-site) . . .	1-800-642-3074
___ Natural Resource Conservation Service . . . . <i>(only if dam is NRCS - formerly SCS - structure)</i>	
2. Evacuation or assistance to persons stranded in homes due to highway/bridge washout.	<i>County OEM Director and local transit authority (specify)</i>
3. Search and rescue.	<i>County OEM Director and other listed agencies.</i>
4. Cleanup crews and equipment	<i>County OEM Director and other listed persons.</i>

# Part IV - Administrative and Record Keeping

## Section A - Signature and Distribution List

Signature:

The undersigned states he/she will distribute a copy of the Monitoring and Emergency Action Plan for the \_\_\_\_\_ Dam within fifteen days after receipt of DWWM Dam Safety Section approval to the persons named in the Distribution List below:

<u>Name</u>	<u>Title</u>	<u>Date</u>
_____ <i>(signature)</i> _____ <i>(typed name)</i>	_____ <i>(dam owner or NRCS sponsor)</i>	_____

*Note for Preparer:*

*If submitted by regular mail: The DWWM Dam Safety Section will not approve draft plans without an up-to-date signature and distribution page. The draft plan must be signed by the dam owner when submitted. DWWM Dam Safety Section will approve plans by letter after review. Assuming no other changes were made after Dam Safety approval, a second copy of the approved plan is not required to be sent to the Charleston Dam Safety office.*

*If submitted by email: Email submittals of draft EAPs may be sent to [brian.r.long@wv.gov](mailto:brian.r.long@wv.gov) and may be in Adobe pdf format. A signature page signed by the owner is required prior to Dam Safety review and may be emailed in Adobe pdf format or sent through US Postal Service on paper. The Dam Safety Section will review the submitted EAP plans and approve them by letter or email when they are adequate. Upon approval, the owner may distribute approved copies of the EAP in Adobe Acrobat (pdf) format or in paper form by regular mail to responsible persons.*

Distribution:

Names and addresses of all persons or agencies retaining a copy of the plan:

*Note for Preparer: The correct mailing address of each person holding a copy of the plan must be included to allow for easier updating in the future. The Dam Safety Section holds a copy of the plan, therefore the appropriate Dam Safety address below must be included. Assuming no other changes were made after Dam Safety approval, a second copy of the approved plan is not required to be sent to the Charleston Dam Safety office.*

Name

*(appropriate name)*

Complete Mailing Address

DEP Division of Water and  
Waste Management  
EE/Dam Safety Section  
601 57<sup>th</sup> Street SE  
Charleston, WV 25304

**OR**

116 Industrial Drive  
Oak Hill, WV 25901

**OR**

2031 Pleasant Valley Rd, Suite #1  
Fairmont, WV 26554

County Director

Office of Emergency Management

Name of Dam, County, ID Number, Date

*mailing address*

## **Section B - Inspection Record**

Date Inspected

Inspector

Comments

*Note to Preparer: Monitor's copies of the plan must contain the on-going inspection records. The owner's copy of the inspection records must be updated monthly. DWWM Dam Safety Section may request to review the inspection records at any time.*

**APPENDIX A – UNUSUAL OR EMERGENCY EVENT LOG**

Monitor or responsible person to enter the following as events occur:

Dam Name: \_\_\_\_\_

When and how was the event detected? \_\_\_\_\_

General description of the emergency situation: \_\_\_\_\_

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**ACTIONS AND EVENT PROGRESSION**

Date	Time	Action/Event Progression	Taken by

Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX B - OPTIONAL MEDIA CONTACT FOR EVACUATION NOTIFICATION**

### **MEDIA CONTACTS FOR VARIOUS CONDITIONS AT THE DAM**

*Instructions (Do not include this page in submitted plans)*

The use of radio and television announcements as a part of the Monitoring and Emergency Action Plan is **NOT** a requirement. The use of television and radio announcements may be used to **SUPPLEMENT** the primary plan, which requires the owner to notify downstream residents in case of an emergency. Use of media may be beneficial where large numbers of people must be notified, however, use of media broadcasts are not a substitute to the primary notification plan. Emergency officials may decide to issue statements for media broadcast at any time during an emergency situation regardless of its inclusion in the Monitoring and Emergency Action Plan.

*(NOTE TO PREPARER: The following discussion addresses media contact, including example statements that may be broadcast during each stage of an ongoing emergency. The wording of the statements may be modified as necessary, or eliminated depending on site specific conditions.)*

The dam monitor may initiate a request for a public service announcement upon a declaration of the standby alert phase of the Monitoring and Emergency Action Plan. Subsequent requests for media broadcast should be initiated only by authorized emergency personnel, using Emergency Broadcast procedures.

**THE MANAGEMENT OF ANY TV AND RADIO STATION INCLUDED IN THE PLAN SHOULD BE CONSULTED IN ADVANCE TO VERIFY ITS PROCEDURES FOR EMERGENCY BROADCASTS.**

**THE INTENT OF THIS NARRATIVE IS TO AID THE EMERGENCY ACTION PLAN PREPARER IN PLANNING FOR MEDIA CONTACT DURING DAM-RELATED EMERGENCIES. MEDIA BROADCASTS SHOULD BE CAREFULLY PLANNED TO MINIMIZE PANIC DURING THE INITIAL STAGES OF THE PLAN, AND TO PROVIDE FOR THE CONSISTENT AND ACCURATE RELEASE OF INFORMATION DURING THE PLAN'S IMPLEMENTATION.**

## STANDBY ALERT CONDITION (REQUEST FOR PUBLIC SERVICE ANNOUNCEMENT BY DAM MONITOR)

The standby alert condition is declared when a dam's condition has deteriorated to the point that continuous observation of the dam is necessary. The declaration of standby alert allows all of the people and agencies that would be involved in the evacuation notification process to mobilize their resources to act promptly should the situation deteriorate further.

### MEDIA CONTACT: (STANDBY ALERT CONDITION)

“This is (callers name), calling to inform your station that a Standby Alert condition has been declared for the \_\_\_\_\_ Dam, ID# \_\_\_\_\_, at \_\_\_\_\_, [perhaps giving local name of dam or lake might increase recognition rather than a ID number] in \_\_\_\_\_ County. A standby alert means that authorized personnel will continuously monitor the dam until further notice and will take additional action if the situation worsens. (NOTE TO CALLER: STATE THE CONDITIONS FOR WHICH A STANDBY ALERT IS BEING DECLARED, IF APPLICABLE). A standby alert condition is being declared in accordance with the Monitoring and Emergency Action Plan for this structure. Persons living immediately below the dam should be advised to remain alert and to be prepared to evacuate the area if notified. Individuals should seek high ground if the sound of rushing water is heard or rapidly rising stream levels are observed. They should be advised to stay tuned for further information.”

*Note to Preparer. This message should be made site specific to each dam. The wording shown in these examples may be tailored to fit each particular situation. This section may be completely eliminated if media contacts are not needed to enhance the effectiveness of the plan.*

## **EVACUATION NOTIFICATION CONDITION**

**(MEDIA CONTACT BY EMERGENCY PERSONNEL)**

The evacuation notification condition is declared when the responsible person or agency personnel at the site decides a dam's condition has deteriorated to the extent where persons living downstream may be endangered. Upon declaration of this phase of the emergency action plan, evacuation notification of downstream residents is required. The example monitoring and emergency action plan lists structural deterioration conditions and events such as overtopping of earthen embankments, obvious deformation of the dam, etc. as possible evacuation conditions. The person in charge at the dam must use his/her judgement to decide if evacuation of downstream persons is advisable.

When the EVACUATION NOTIFICATION CONDITION is declared, the following *statement* is suggested for media contact by authorized emergency officials:

### **MEDIA CONTACT: (EVACUATION CONDITION)**

“This is (name of caller), calling to inform you that an Evacuation notification condition has been declared for the \_\_\_\_\_ Dam, near \_\_\_\_\_, in \_\_\_\_\_ County.  
(Note to caller: Describe the potentially affected area to the extent possible.)

“... Persons in the affected area should seek high ground immediately and follow all orders given by emergency officials on site. The lives of all persons who remain in the evacuation area may be at risk. Emergency shelters are being established at (Note to Caller: Give location of shelter(s) as identified in the EAP). Persons should not return to the evacuated area until emergency officials have advised them to do so.”

*Note to EAP preparer. This message should be made site specific to each dam. The wording shown in these examples may be tailored to fit each particular situation. This section may be completely eliminated if media contacts are not needed to enhance the effectiveness of the plan.*