

This document is designed to support Emergency Management Directors (EMDs) and other emergency management planning personnel in the development of their Dam Emergency Annex. The **blue** text serves as an example, illustrating how a municipality might complete each respective section. **Red** text is intended to highlight specific instructions and key considerations for completing each section. We recommend utilizing the blank template for the actual completion of the Dam Emergency Annex, while this document should be used solely as a reference. Should you have any questions or require further assistance, please contact your [Vermont Emergency Management \(VEM\) Regional Coordinator](#).

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Dam Emergency Annex	
Name of Municipality: Faketown	
Name and Location of Dam: Fake River Reservoir Dam – 467 Fake River Rd	
Dam National Inventory of Dams ID#: VT00123 National Inventory of Dams (NID) ID number can be found on the NID website (https://nid.sec.usace.army.mil/#/)	
Dam State ID#: 333.07 Dam State ID number can be found on the Vermont Dam Inventory website (https://dec.vermont.gov/water-investment/dam-safety/VDI)	
Date Annex Published/Revised: 11/12/2024	

Section 1: Background Information	
The following information can be found using the Dam State ID number, National Inventory of Dams ID number or the dam's Emergency Action Plan (EAP). Please verify accuracy with the dam owner.	
Dam Owner: Faketown Electric Co-Op	General Contact Information: Greg Thomas – Director – 802-555-1323
Dam Operator (if different from owner): Same	Emergency Contact Information: 24/7 Dispatch Line – 802-555-3938
Dam Type: Concrete Arch	
Dam Purpose: Hydroelectric, Recreation	
Year Built: 1947	
Date of most recent renovation or repair: 1999	
Does the municipality have a copy of the Dam Emergency Action Plan (EAP): Yes or No An Emergency Action Plan is required only for dams classified as high or significant hazard potential. Owners of low hazard potential dams may choose to develop and publish an Emergency Action Plan at their discretion.	
If yes: Where is the EAP stored and who has access? Digitally, Emergency Management Director has access	
If no: Why not?	
Categories of alerts issued by owner/operator: This information should be found in the Emergency Action Plan.	
Category: Condition A - Red	Definition: Failure is imminent or has occurred
Category: Condition B - Orange	Definition: Potentially hazardous situation
Category: Condition C - Yellow	Definition: Slowly developing, non-emergency, unusual event
Category:	Definition:
Category of alert(s) in which this annex is to be activated: Category A, Category B	

Which municipal officials and members of the public will be alerted of an active or potential dam emergency by the dam owner/operator and how will this notification take place?

This information is included in the Emergency Action Plan. Please verify the accuracy of the contact details. Typically, the dam owner or operator is responsible for contacting the National Weather Service (NWS) to issue immediate alerts in the event of a dam emergency. However, if this does not occur, local Emergency Management Directors (EMDs) may contact the National Weather Service directly at the numbers listed in the Emergency Action Plan. For additional information, refer to the National Weather Service guidance document on the last page.

Faketown Electric Co-Op will contact National Weather Service to issue any applicable watches or warnings, then fire dispatch to tone out Faketown and Hilltown FD, then Emergency Management Director in that order. If Emergency Management Director does not answer, they will attempt to contact the Fire Chief, then Police Chief.

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Section 2: Response Information

Who, by position, must be immediately informed of a dam emergency:
 Please list those municipal officials who are not listed in the dam Emergency Action Plan contact section but should be briefed on the dam emergency as soon as possible.

Title:	Name:	Contact Info:
Fire Chief	Iain Lyon	(802) 555-3344
Public Works Director	Grady Walters	(802) 555-4529
Police Chief	Candace Johnson	(802) 555-7839
Rescue Chief	Megan Martinez	(802) 555-8279
Town Manager	Nathan Miller	(802) 555-2832
Selectboard Chair	Cary Gale	(802) 555-7829

Emergency Operations Center(EOC) Location/Notes:

Please be aware that during a dam emergency, your primary Emergency Operations Center may become isolated or inundated. For guidance on potential alternative Emergency Operations Center locations, please refer to your Local Emergency Management Plan.

Faketown Rescue Station – 455 Big Hill Rd – (802) 555-9823 – This is an alternate Emergency Operations Center, it has a generator, WiFi, food prep, sleeping quarters, and radios.

Incident Command Location/Notes:

Please identify and preplan a location that is safe, easily accessible, and conducive to effective incident command operations.

George's Grocery parking lot – 438 Jones Ave

Methods by which EOC and Incident Command Post (ICP) will establish and maintain communication:

Primary – Telephone (Emergency Operations Center number – (802) 555-9823)

Secondary – Radio (fire tac channel)

Tertiary – Message Courier

Who, by position, has the authority to issue an evacuation notification on behalf of the town: Town Manager, Incident Command, Emergency Management Director

Methods by which the municipality will communicate evacuation notice to residents:

While VT-Alert is a valuable tool for disseminating information, it is important to note that if your municipality does not have a designated VT-Alert manager, the process may take over an hour. Only Vermont Emergency Management officials are authorized to issue Wireless Emergency Alerts (WEA) and Emergency Alert System (EAS) messages through VT-Alert, and this process may also require additional time. As such, VT-Alert should not be relied upon as the primary method for communicating evacuation notices. In the event of a dam emergency, the National Weather Service should be the primary source for issuing WEA/EAS messages. For further information, please refer to the National Weather Service guidance document on the last page.

Vehicle mounted loudspeakers: Fire Department/Police Department vehicles, door to door if time allows
 VT-Alert: Town VT-Alert Manager is Candace Johnson (802) 555-7839
 Town Social Media Accounts
 Town Website

Evacuation Areas:

This section should be used to identify the roads, road segments, addresses, and/or facilities that will require evacuation. If a physical notification method, such as loudspeakers or door-to-door communication, is to be employed, it may be helpful to designate which agency can access these areas most quickly. During an emergency, it may be necessary to assign geographic sections of the evacuation area to different agencies and/or mutual aid partners. When providing evacuation instructions, consider referencing well-known landmarks and routes to designated points of refuge. Utilize available inundation mapping to inform this decision but be mindful to apply it conservatively. It is recommended to extend the evacuation zone beyond mapped inundation areas as needed.

Location:	Agency Evacuating:	Specific instruction provided to residents in this area:
Faketown Village	Faketown Police Department	Evacuate to Faketown Elementary School
South Faketown	Faketown Fire Department	Evacuate to exit 4 Park and Ride
Vt Rt 108 area between Faketown Village and South Faketown	Faketown Police Department	Evacuate to Faketown Elementary School
Vt Rt 108 north from Faketown Village to town line	Hilltown Fire Department	Evacuate to Hilltown Village Area

Facilities that may need additional assistance evacuating:

Consider local facilities that may require additional logistical support during evacuation, such as nursing homes, senior living facilities, schools, group homes, daycares, and other organizations needing additional coordination noted your Local Emergency Management Plan. It is important to note that [CARES](#) registry data for individuals who may need additional assistance will be accessible to Emergency

Management Directors and first responders; however, this process may take up to two hours. Additionally, it is recommended that Emergency Management Directors collaborate with the facilities listed below to ensure that planning efforts account for any concerns or existing plans they may have.

Facility Name/Address	Contact Information/Notes:
Faketown Meadows Nursing and Rehab – 23 Bridge St	Robin Joyce – Manager – (802) 555-2464 Facility has 40 beds, up to 5 ventilator patients.
Bright Smiles Daycare – 134 Main St	Alicia Phelps – Owner – (802)-555-3261 Up to 25 students – Hours M-F 0700-1800

Public Equipment in Inundation Zone:

Please use this section to identify any municipally owned essential equipment in the inundation zone that should be immediately relocated (if time allows) due to a potential dam failure. Relocation of equipment should never be prioritized over life-safety.

Address/Equipment:	Contact Information:
Faketown Public Works - 388 Vt Rt 108: 5 Plows, 1 grader, 2 excavators, 1 portable generator	Public Works Director: Grady Walters (802) 555-4529
Faketown Fire Department – 45 Main St: 2 Engines, 1 tanker, 1 utility	Fire Chief: Iain Lyon (802) 555-3344

Road Closure Points

Use this section to pre-plan the locations for road closures and identify the resources required to implement them. Please note that closures of state roads must be coordinated with the Vermont Agency of Transportation (VTrans). Work directly with your VTrans district administrator when developing this plan to receive specific guidance on state road closures.

Location:	Resources Needed:
Vt Rt 108 @ South Rd	1 Sign, 4 cones
Faketown Brook Rd @ Mill Pond Rd	1 Sign, 4 cones
Vt Rt 10 @ Myers St	1 Sign, 4 cones
Hilltown Rd @ Church St	1 Sign, 4 cones
Vt Rt 108 @ North Rd	1 Sign, 4 cones

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Use this space to attach any inundation mapping and/or custom maps:

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Section 3: Incident Response Plans

Presented are three possible templates that may be useful in development of an incident response plan. When developing your incident response plans it is imperative that all responding organizations be actively involved. You should select the plan structure that makes sense for your organization and modify it to fit your municipality's unique structure. Remember you may need to make distinct response plans for each category of alert.

Template 1: Checklist

Checklists are a list of actions, activities or events. They may be completed for the entire incident or just to outline key actions, they generally follow the flow of time. Checklists should include the responsible party and may be broken down by organization or role.

Category A Alert Checklist

This checklist is to be used only upon receipt of a category A (imminent failure or failure has occurred) alert, for category B alert please see category B checklist.

Action Item	Designee	Time Complete
Emergency Management		
Contact Immediate notification individuals listed in Section 2 of this plan	Emergency Management Director	
Request Fire Department and Police Department initiate Evacuation Plan	Emergency Management Director	
Schedule hourly updates with Town Manager and Emergency Operations Center	Emergency Management Director	
Contact National Weather Service to verify flash flood warning with catastrophic tag has been issued	Emergency Management Coordinator	
Set up Emergency Operations Center at Faketown Rescue	Emergency Management Coordinator	
Issue VTAAlert Message to individuals in town	Public Information Officer	
Schedule press conference	Public Information Officer	
Set up shelter at Elementary School, including requesting support from the American Red Cross for food, cots, & counseling.	Shelter Manager	
Fire Department		
Send crews to South Faketown to evacuate individuals to Park & Ride	Faketown Fire Chief	

Send crews to South Faketown to evacuate individuals to Park & Ride	Hilltown Fire Chief	
Contact Bright Smiles Daycare to warn of event and discuss evacuation	Faketown Deputy Fire Chief	
Report to Incident Command Post	Faketown Fire Chief, Faketown Deputy Fire Chief, Hilltown Fire Chief	
Send crew to Fire Department to move 2 engines, 1 tanker, 1 utility out of flood zone	Faketown Fire Chief	
Public Works		
Contact Agency of Transportation about need to immediately close Route 10 & Route 108	Road Foreman	
Send crews to Faketown Brooke Rd @ Mill Pond Rd to close road	Road Foreman	
Send crews to Hilltown Rd & Church St to close road	Road Foreman	
Report to Incident Command Post and assess where to send crews to support evacuation efforts	Road Foreman	
Send crews to garage to move 5 plows, 1 grader, 2 excavators, 1 portable generator out of flood zone	Road Foreman	
Police Department		
Send crews to Faketown village to evacuate individuals to Elementary School	Faketown Police Chief	
Send crews to Rt 108 between village and south Faketown to evacuate to elementary school	Faketown Police Chief	
Report to Incident Command Post and assess where to send crews to support evacuation efforts	Faketown Police Chief	
EMS		
Send crew to Faketown Meadows Nursing and Rehab to begin evacuation	Faketown EMS	
Admin staff report to station to assist with Emergency Operations Center setup	Faketown EMS Admin Staff	

Template 2: Decision Support Matrix

A decision support matrix is a chart showing major decisions, what data is needed to make them, and who provides that information. Users may use whatever sequence makes sense, but the matrix should include the following columns: what conditions should be met for deciding something, who is reporting the information, who is authorized to make the decision and what the actions should be.

Source	Criteria	Decider	Action
People/Tools that track criteria.	Conditions to be met to make decision.	Who makes the decision?	What to do once the decision is made?
Dam Owner	Category A Alert	Emergency Management Director	<p>Contact Immediate notification individuals listed in Section 2 of this plan, inform them that the dam emergency response plan is activated.</p> <p>Fully activate Emergency Operations Center</p> <p>Request Fire, Police, EMS, shelter manager activate dam evacuation plan</p> <p>Schedule hourly updates with Town Manager and Emergency Operations Center</p> <p>Maintain regular communications with dam owner</p>
Emergency Management Director	Dam evacuation plan activated	Faketown Fire Chief	<p>Send crews to South Faketown to evacuate individuals to Park & Ride</p> <p>Establish Incident Command Post at Georges Grocery</p>

			Send crew to Fire Department to move 2 engines, 1 tanker, 1 utility out of flood zone Coordinate ongoing evacuation efforts with responding agencies.
Emergency Management Director	Dam evacuation plan activated	Shelter Manager	Set up shelter at Elementary School, including requesting support from the American Red Cross for food, cots, & counseling.
Emergency Management Director	Dam evacuation plan activated	Faketown Deputy Fire Chief	Contact Bright Smiles Daycare to warn of event and discuss evacuation Report to Incident Command Post, if FC is not available, establish command and coordinate evacuation efforts.
Emergency Management Director	Dam evacuation plan activated	Faketown Police Chief	Send crews to Faketown village to evacuate individuals to Elementary School Send crews to Rt 108 between village and south Faketown to evacuate to elementary school Report to Incident Command Post and assess where to send crews to support evacuation efforts
Emergency Management Director	Dam Emergency Response Plan Activation	Road Foreman	Contact Agency of Transportation about need to immediately close Route 10 & Route 108

			<p>Send crews to Faketown Brooke Rd @ Mill Pond Rd to close road</p> <p>Send crews to Hilltown Rd & Church St to close road</p> <p>Report to Incident Command Post and assess where to send crews to support evacuation efforts</p> <p>Send crews to garage to move 5 plows, 1 grader, 2 excavators, 1 portable generator out of flood zone</p>
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Template 3: Synchronization Matrix

A synchronization matrix is a chart showing major activities and decisions by organization and time. Rows list the organizations performing the actions, and columns are divided by time chunks. These time chunks can be for specific time frames or events.

Category A Alert	Before Incident	Immediate Response	Once waters have receded	Recovery
Emergency Management Director	<p>Maintain Dam Emergency Annex</p> <p>Maintain Local Emergency Management Plan</p> <p>Maintain Emergency Operations Center</p> <p>Perform outreach to residents in inundation zone</p> <p>Update evacuation plan as needed</p> <p>Coordinate with and assist any facilities that may need assistance evacuating with planning efforts</p> <p>Regularly brief the town manager on all planning efforts</p>	<p>Receive alert</p> <p>Notify town officials</p> <p>Notify Residents</p> <p>Activate Emergency Operations Center</p> <p>Issue evacuation orders (if needed).</p> <p>Establish communications with incident command</p> <p>Activate shelter plan</p> <p>Brief VEM watch officer on situation</p>	<p>Coordinate resource requests from Incident Commander</p> <p>Communicate with local media</p> <p>Coordinate resource requests from shelter manager</p> <p>Coordinate damage inventory and documentation</p> <p>Begin formulating Emergency Operations Center deactivation plan</p>	<p>Communicate with local media</p> <p>Coordinate damage inventory and documentation</p> <p>Begin planning for Emergency Operations Center deactivation</p> <p>Coordinate with incoming volunteer groups</p> <p>Track donated materials</p> <p>Coordinate with Public Works to begin emergency repairs</p>

<p>Incident Command</p>	<p>N/A</p>	<p>Establish command at incident command post</p> <p>Establish communications with Emergency Operations Center and coordinate needs</p> <p>Overall coordination of all incident objectives Coordinate evacuation efforts</p> <p>Coordinate response to calls for service</p> <p>Coordinate road closures</p> <p>Maintain accountability of all responders</p>	<p>Adjust incident objectives as needed</p> <p>Coordinate needs with Emergency Operations Center</p> <p>Maintain accountability of all responders</p> <p>Coordinate with Public Works to begin opening roads when possible</p>	<p>Adjust incident objectives as needed</p> <p>Coordinate needs with Emergency Operations Center</p> <p>Maintain accountability of all responders</p> <p>Consider termination of command when feasible</p>
<p>Fire Department</p>	<p>Assist with public outreach</p> <p>Work with Emergency Management Director to keep evacuation plan up to date</p>	<p>Coordinate with Incident Commander to accomplish incident objectives</p> <p>Report infrastructure damage</p> <p>Respond to calls for service</p>	<p>Coordinate with Incident Commander to fulfill incident objectives</p> <p>Report infrastructure damage</p> <p>Respond to calls for service</p>	<p>Coordinate with Incident Commander to fulfill incident objectives</p> <p>Respond to calls for service</p> <p>Document any Fire Department equipment or station damage</p>

		Ensure equipment is relocated out of the inundation zone if needed	Return equipment to station when possible	
Public Works	Ensure town owned generators are maintained	<p>Coordinate with Incident Commander to close roads as needed</p> <p>Send 1 representative to Emergency Operations Center to coordinate road closures with Vermont Agency of Transportation</p> <p>Assist with evacuations if directed by Incident Commander</p> <p>Document any infrastructure damage</p> <p>Ensure equipment is relocated out of inundation zone if needed</p>	<p>Coordinate with Incident Commander to fulfill incident objectives</p> <p>Continue to document any infrastructure damage</p> <p>Begin repairs as possible</p> <p>Return equipment to town garage when possible</p>	<p>Coordinate with Emergency Operations Center to begin emergency repairs</p> <p>Document all details and costs of repairs</p>
Police Department	Assist with public outreach	Coordinate with Incident Commander to accomplish incident objectives	<p>Coordinate with Incident Commander to fulfill incident objectives</p> <p>Report on infrastructure damage</p>	<p>Coordinate with Incident Commander to fulfill incident objectives</p> <p>Respond to calls for service</p>

		Report on infrastructure damage	Respond to calls for service	
		Respond to calls for service		
Town Manager	Attend regular EM briefings with Emergency Management Director	Report to Emergency Operations Center and receive briefing on situation If needed coordinate with Emergency Management Director to decide if evacuations will be ordered. Regularly update Selectboard on situation Assist with development of public information releases	Assist Emergency Operations Center manager with any requests Regularly update Selectboard on situation Assist with development of public information releases	Regularly update Selectboard on situation Assist with development of public information releases
EMS	Assist with public outreach Encourage CARE registry enrollment for individuals who may need additional assistance evacuating.	Begin coordination efforts with Faketown Nursing and Rehab and Incident Commander to facilitate evacuation of facility	Coordinate with Incident Commander to fulfill incident objectives Respond to calls for service	Coordinate with Incident Commander to fulfill incident objectives Respond to calls for service

	Maintain alternate Emergency Operations Center			
Residents	<p>Sign up for VT-Alert</p> <p>Develop personal evacuation plans</p> <p>Follow all applicable town social media</p>	<p>Monitor town communication channels to ensure receipt of most up to date information</p> <p>Follow personal evacuation plan if evacuation is ordered</p>	Return home only when recommended by town officials	<p>Communicate needs to town officials</p> <p>If able, contact town officials for information on how to volunteer</p>
Dam Owner	Keep Emergency Action Plan and contact list up to date	<p>Activate and follow Emergency Action Plan at the appropriate level</p> <p>Establish communications with Local Emergency Operations Center</p>	<p>Follow Emergency Action Plan</p> <p>Coordinate with Emergency Operations Center</p>	<p>Follow Emergency Action Plan</p> <p>Coordinate with Emergency Operations Center</p>
Shelter Manager	<p>Maintain shelter</p> <p>Update shelter plan as needed</p> <p>Keep inventory of all shelter supplies</p>	<p>Coordinate with school administration</p> <p>Follow shelter activation plan</p> <p>Coordinate with Red Cross for support</p>	<p>Maintain awareness of shelter situation and needs</p> <p>Coordinate with Emergency Operations Center and Red Cross as needed</p>	<p>Maintain awareness of shelter situation and needs</p> <p>Coordinate with Emergency Operations Center and Red Cross as needed</p> <p>Coordinate with</p>

				Emergency Operations Center on long-term housing needs
Schools	<p>Coordinate with Emergency Management Director and Shelter manager to develop dam specific emergency plans</p> <p>Work with shelter manager to maintain shelter plan</p>	<p>Establish communications with Emergency Operations Center</p> <p>Follow any applicable emergency plans</p> <p>Communicate with parents as needed</p> <p>Coordinate with Shelter manager on opening of Shelter at Faketown Elementary</p>	Continue coordination with the shelter manager and Emergency Operations Center as needed	Continue coordination with the shelter manager and Emergency Operations Center as needed

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Use this space to attach any additional incident or facility specific response plans:

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Section 4: Distribution List

Which organizations or positions must receive a copy of this annex whenever updated or revised:

Organization or Position:	Contact Information:	Method: Physical or Digital

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NWS Burlington Flood Forecast/Warning Services for Dam Breaks

Outlined below are flood forecast/warning services that can be provided by NWS Burlington, VT staff in the case of a potential or full dam failure scenario. While not explicitly mentioned below, internal NWS coordination with the Northeast River Forecast Center in Norton, MA would also occur under these situations. For a more thorough overview of the NWS's tiered Impact Based Flash Flood Warnings, please visit: <https://www.weather.gov/media/wrn/FFW-IBW-factsheet.pdf>.

NWS Burlington flood services during a potential or full dam failure scenario

- **Non-failure (old Condition C)** □ high flows/large releases that may cause flooding, but is not related to a dam failure situation.
 - After coordination, NWS Burlington could issue an **Areal Flood Warning** for reaches downstream of the affected dam. **Typically, during high flows, a larger scale Flood Watch will already be in effect for a larger area of the state, so no additional action would be needed.**
 - **Areal Flood Warning** □ broadcast and alerted on NOAA Weather Radio. Typically does not EAS (Emergency Activation System) scroll on TV, and has more limited media coverage. **Does not trigger Wireless Emergency Alerts (WEA) on enabled cell phones.**
- **Potential failure (old Condition B)** □ i.e. seepage, small hole in a concrete dam. Failure is not imminent, but possible (i.e. heightened concern)
 - After coordination, NWS Burlington could issue either a **Flash Flood Watch**, or a **Flash Flood Warning with a base level, considerable OR catastrophic tag** for reaches downstream of the affected dam. This would be dependent on the level of threat as determined by dam operations, etc. **In some cases no action would be taken.**
 - **Flash Flood Watch** □ broadcast on NOAA Weather Radio, but does not alert. Available on NWS web services. Generally no EAS scroll on TV. **Does not trigger WEA on enabled cell phones.**
 - **Flash Flood Warning (base level tag)** □ broadcast and alerts on NOAA Weather Radio. Available on NWS web services. EAS scroll on TV and picked up by some other media (radio, etc.). **Does not trigger WEA on enabled cell phones in the warning area.**
 - **Flash Flood Warning (considerable tag)** □ broadcast and alerts on NOAA Weather Radio. Available on NWS web

services. EAS scroll on TVs and picked up by broader media outlets. **Triggers WEA on enabled cell phones in the warning area.**

- **Flash Flood Warning (catastrophic tag)** □ broadcast and alerts on NOAA Weather Radio, EAS scroll on TV and widely covered by media outlets. **Triggers WEA on enabled cell phones within the warning area.**
- **Imminent failure (old Condition A)** □ i.e. dam has failed, or dam has overtopped and eroding quickly.
 - **After coordination/confirmation, NWS will issue a Flash Flood Warning with a catastrophic tag.**
 - **NWS is able to provide on-site decision support services at an established incident command if needed.**

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