

# EMERGENCY ACTION PLANS

## READY TO MAKE YOUR EAP?

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US Army Corps  
of Engineers®



# EMERGENCY ACTION PLAN

**GUIDEBOOK** • Version 4.0  
November 2019

Working Together to  
Reduce Flood Risk:

Silver Jackets  
Interagency  
Partnerships





# EAP GUIDEBOOK CHAPTERS

1. Introduction
2. Authority
3. Mutual Aid Agreements
4. Flood Organization Personnel
5. Contact List
6. Flood Elevations; Mapping and History
7. Tasks and Prioritized Actions
8. Emergency Shelters
9. Evacuation
10. Utilities
11. Critical Facilities
12. Hazardous Materials
13. Communications
14. Training and Exercises
15. Mitigation, Floodplain Management and Insurance: Lessons Learned





# EAP GUIDEBOOK PURPOSE

- ✓ **Tailored towards small and medium sized communities or tribes**
- ✓ **Provides step by step instructions for developing an EAP**
  - **Recommends an 8-month process**
  - **Uses minimum acronyms**
- ✓ **Recognizes that a lot of information may exist, but is not recorded**
  - **Each chapter includes: “If you only have time to do one thing” suggestions**
  - **Checklists and templates for key forms (21 forms/samples, 58 links to other examples, guidebooks, and related articles)**
- ✓ **The focus is on getting started: this is intended to be a living document**



# PERSONNEL INVOLVED IN PREPARING AN EAP

Recommend a group of **6-8 individuals** that can meet **monthly** and commit to 4-8 hours outside of meeting to work on individual assignments

Dam Operators

Other Dam Employees

Local Community EM or Tribal EM

Local Fire or Police Chief

Local Geographical Information Systems (GIS) Employees

County EM

Elected Officials

Consultants

Volunteers such as local business owners, local contractors, or concerned citizens



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# ORGANIZATIONAL CHART

```
graph TD; MC[Mayor/Chair and Council] --> IC[Incident Commander and support Staff]; IC --> O[Operations]; IC --> PI[Planning and Intelligence]; IC --> L[Logistics]; IC --> FA[Finance and Administration]; O --> Fire[Fire]; O --> Police[Police]; O --> Sheltering[Sheltering]; O --> PW[Public Works]; O --> ID[Interior Drainage]; O --> TC[Traffic Control]; PI --> CIPA[Communications and Public Affairs]; PI --> IGAR[Information Gathering and Reporting]; PI --> OP[Other Planning]; L --> EOCM[Emergency Operations Center Manager]; L --> P[Personnel]; L --> ISIT[Information Systems/IT Support]; L --> F[Facilities]; L --> OL[Other Logistics]; FA --> Fin[Finance]; FA --> TK[Timekeeping]; FA --> RK[Records keeping]; FA --> OFA[Other Finance and Administration];
```

The organizational chart is structured as follows:

- Mayor/Chair and Council**
  - Incident Commander and support Staff**
    - Operations**
      - Fire
      - Police
      - Sheltering
      - Public Works
      - Interior Drainage
      - Traffic Control
    - Planning and Intelligence**
      - Communications and Public Affairs
      - Information Gathering and Reporting
      - Other Planning
    - Logistics**
      - Emergency Operations Center Manager
      - Personnel
      - Information Systems/IT Support
      - Facilities
      - Other Logistics
    - Finance and Administration**
      - Finance
      - Timekeeping
      - Records keeping
      - Other Finance and Administration

- # CHECKLIST
- ## Chapter 4 - Personnel
- ☐ **Current Contact List**
  - ☐ **Call Tree**
  - ☐ **Organizational Chart**
  - ☐ **Second Shift Covered**
  - ☐ **Pay Approved**
  - ☐ **Family Preparedness Plans**



# CHAPTER 5

## CONTACT LIST

*If you only have time to do one thing for this chapter on **contacts**, ask the County for their list of contacts and add your own to it.*



- **Federal Water Level and Flood Forecasting Info**
  - **National Weather Service**
  - **USGS**
- **County Emergency Management**
- **Mutual Aid Contacts**

- **State**
  - **State Duty Officer**
  - **Homeland Security/EM**
  - **Dept. of Natural Resources**
  - **Dept. of Transportation**
  - **National Guard**
- **Other Federal Agencies**
  - **Corps of Engineers**
  - **FEMA**
  - **HUD**
  - **NRCS**
  - **BIA**
  - **BLM**
- **Utility Companies**
  - **Electric**
  - **Gas**
  - **Sewer and Water**



# CHAPTER 5

## CONTACT LIST

### CHECKLIST

#### Chapter 5 - Contacts

##### Points of Contact for:

- ☐ Water levels
- ☐ County EOC
- ☐ State EOC
- ☐ Other State
- ☐ Federal Agencies
- ☐ Utilities
- ☐ Volunteer Organizations

### OUTSIDE CONTACTS

	Name	Phone	Alternate Phone	Email or Website
<b>Key Websites</b>				
National Weather Service				
USGS				
Other				
<b>Utilities</b>				
Water				
Sewer				
Gas				
Electric				
Telephone				
Cable/Communications				
Other				

Last Updated: \_\_\_\_\_

# CHAPTER 6

## FLOOD ELEVATIONS, MAPPING, AND HISTORY

*If you only have time to do one thing for this chapter on flood elevations, identify the nearest river gage and know how to find it on*

*<http://water.weather.gov/ahps/forecasts.php>*



### ➤ Direct Links to Resources

- NWS River Gages
- NWS Hydrologic Local Contacts
- Converting NGVD 1929 Elevations to NAVD 1988
- FEMA Map Service Center
- FEMA Digital Flood Insurance Maps
- Flood Fighting Advice

### CHECKLIST

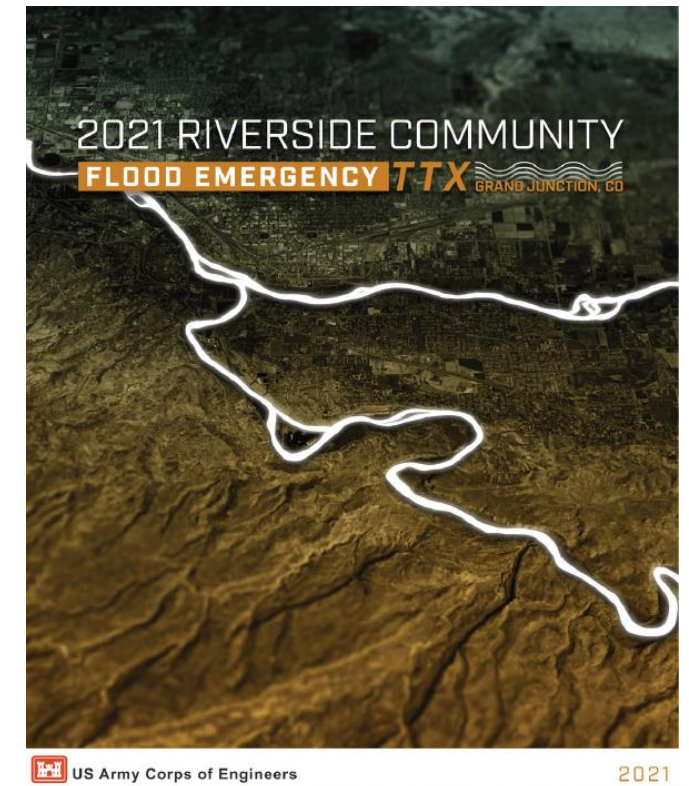
#### Chapter 6 - Flood

- ☐ Identify nearest river gage
- ☐ Relate river stage to levee elevation
- ☐ Hydraulic profile
- ☐ Map of floodplain
- ☐ Inundation map
- ☐ Elevations of impacts

# CHAPTER 14

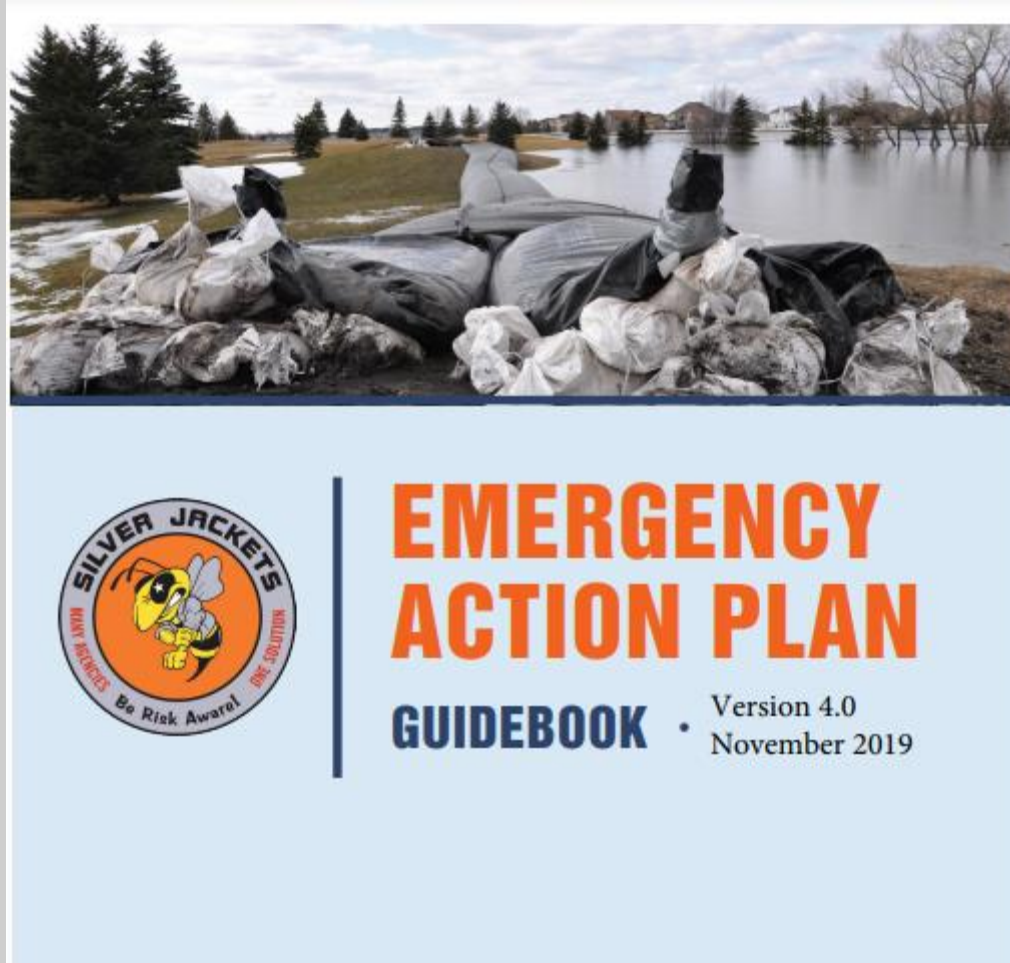
## TRAINING AND EXERCISES

*If you only have time to do one thing for this chapter on training: Gather your team, assume a flood scenario, and talk through the steps you would take to fight a flood. This is a tabletop exercise.*





# EMERGENCY ACTION PLAN GUIDEBOOK





# 8 – MONTH PLANNING PROCESS

## Month 1

- Approval to prepare plan
- Identify Team

## Month 2

- First Meeting
- Establish monthly meeting times
- Assign Sections
- Become familiar with reference materials
- Focus on identifying personnel to be involved in the flood organization and creating an organizational chart.

## Month 3

- Review and confirm org chart
- Status reports on other sections

## Month 4

- Reserved for seasonal holiday break if needed

## Month 5

- Reach consensus on mutual aid agreements needed
- Reach consensus on flood information to include in plan
- Brainstorm flood tasks.

## Month 6

- Review flood task worksheets
- Reach consensus on communications plan
- Reach consensus on sheltering plan
- Reach consensus on evacuation plan

## Month 7

- Complete draft plan for review
- Conduct larger meeting with key EM & Dam personnel

## Month 8

- Incorporate comments from the review and larger meeting
- Finalize plan
- Implement plan when necessary!



# LESSONS LEARNED

- Getting started is the most difficult step
- It is vital to have the local EM involved
- Communities are limited by human resources
- Follow-up is mandatory
- The best info is usually what the community already knows
- For communities, the person who “thinks” they are in charge may not be the best choice
- Can combine with a Table Top Exercise (TTX)



# Emergency Action Plan Guidebook

**For more information:**

**Check out the guidebook at:** <http://www.mvp.usace.army.mil/>  
**and follow the quick links**

**This is a more direct link:**

[https://www.mvp.usace.army.mil/Portals/57/docs/Operations%20Center/EAP\\_Combined\\_4\\_20Nov19w\\_cover.pdf?ver=EGbh\\_mn0YpvSihfPYW8VSA%3d%3d](https://www.mvp.usace.army.mil/Portals/57/docs/Operations%20Center/EAP_Combined_4_20Nov19w_cover.pdf?ver=EGbh_mn0YpvSihfPYW8VSA%3d%3d)

**Contact the NV Silver Jackets at:** [NVSilverJackets@USACE.Army.mil](mailto:NVSilverJackets@USACE.Army.mil)

**Or contact SMEs:**

Terry Zien at 651-290-5714; [terry.r.zien@usace.army.mil](mailto:terry.r.zien@usace.army.mil)

Bonnie Greenleaf at 651-290-5476; [bonnie.k.greenleaf@usace.army.mil](mailto:bonnie.k.greenleaf@usace.army.mil)

***“By failing  
to prepare,  
you are  
preparing  
to fail.” -  
Benjamin  
Franklin***