

ALBERTA ENVIRONMENT

Water Management Operations - Regional Infrastructure Support - Dam Safety Section

Emergency Preparedness Plan (EPP) - Submission Checklist



Alberta Environment
Water Management Operations

Project Name:	
Dam Owner/Organization:	Date
EPP Prepared By:	
EPP Approved By:	
Checklist Completed By:	

	YES	NO	Comments
Has the organization used the Provincial Guideline as a template to prepare this EPP?			
Were staff within the organization involved in the preparation of this emergency plan?			
Is the scope of the plan appropriate considering the consequences of a flood emergency?			
Is the "Distribution List" in the EPP complete and up to date?			
Are all the stakeholders and agencies indicated in the "Distribution List" in possession of a complete and up to date EPP?			
Are all the stakeholders and agencies indicated in the "Distribution List" aware of and agree to their roles and responsibilities?			
Does the organization meet and discuss the roles and responsibilities with stakeholders and agencies identified in your EPP on a regular basis?			
Has the organization shared and discussed key information with stakeholders and agencies including notification process and inundation mapping?			
Is your organization familiar with the response plans of the stakeholders and agencies indicated in the "Distribution List"?			
Is a process in place to verify that the contents of this plan are updated on a regular basis and that these contents are clear to all stakeholders?			
Are updates to the plan shared with stakeholders and agencies in a timely fashion?			
Has this plan been checked by performing an exercise? <i>(if yes; please indicate the type of exercise and the date in the comments)</i>			
Is there a process in place to regularly exercise the plan? <i>(if yes; please indicate frequency)</i>			
Has the organization considered the environmental hazards posed by the project in a flood emergency?			
Does the organization have a plan to manage the emergency at the site (On-site Emergency Response Plan)?			
Are staff trained in activating and implementing the ERP?			