

FOREWORD

Santa Luisa County and the City of Santa Luisa del Mar, which is loosely based on the area of Santa Barbara, was created in 1992 by the California Specialized Training Institute to provide students a realistic locale to practice newly acquired skills in emergency management. Over the course of 24 years, this fictional area has grown in size and population, with new additions including a peninsula and a large dam.

It is the dam owner's responsibility to satisfy the EAP requirements in accordance with the requirements listed in California Water Code Sections 6160 and 6161, and Government Code Section 8589.5, following the Federal Emergency Management Agency's Federal Guidelines for Emergency Action Planning for Dams (No. P-64, 2013). **This EAP is only an example.** Copying the example does not guarantee an EAP approval. Each dam, agency, and dam owner may have unique needs to be addressed in the EAP.

During a disaster or emergency, a public safety agency, including the California Office of Emergency Services, may share all or portions of the EAP with other public safety agencies that have a "need to know" in order to save or sustain lives, minimize the loss of property, and safeguard the environment in a timely and effective manner. For this reason, Cal OES requests you not submit an EAP with the wording "For Official Use Only or CEI/CUII".

The Cal OES Dam Safety Planning Unit is available to assist dam owners, operators, and their representatives with completing their EAPs. Please contact the Unit at eap@caloes.ca.gov.

Submit completed EAPs with approved inundation maps to:

ATTN: Dam Safety Planning Unit
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655

Electronic submissions can be emailed to eap@caloes.ca.gov.

More information is available at the following website:
www.caloes.ca.gov/dams.

For information on dam inundation mapping, please refer to the Department of Water Resources (DWR), Division of Safety of Dams (DSOD) webpage:
<https://www.water.ca.gov/Programs/All-Programs/Division-of-Safety-of-Dams>.

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Emergency Action Plan (EAP)

Santa Luisa Dam

Dam Image

*2532 Skyline Drive, Santa Luisa, California
(34.455024, -119.725381)
Santa Luisa County, California
Extremely High Hazard Classification*

Dam Owner: Santa Luisa Water Company

DSOD Southern Region

DSOD No. 0.000

NID No. CA0000

FERC No. N/A

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Date Prepared: May 2, 2018

Date Revised: March 11, 2021

Prepared By: Lisa Clark, EAP Coordinator

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DAM CONTACT INFORMATION

Santa Luisa Dam

Physical Address: 2532 Skyline Drive
Santa Luisa, CA

Mailing Address: 900 East Todos Santos Lane
Santa Luisa del Mar, CA

Latitude and Longitude: 34.455024, -119.725381

Dam Owner Representative:

Anthony Sanchez, General Manager
Phone: 000-000-0001
Email: asanchez@slwc.com

Dam Operator

Ben Powell, Supervisor
Phone: 000-000-0002
Email: bpowell@slwc.com

EAP Coordinator:

Lisa Clark, Facility Manager
Phone: 000-000-0003
Email: lclark@slwc.com

24 Hour Emergency Contact

Ben Powell, Supervisor
Phone: 000-000-0002
Email: bpowell@slwc.com

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Key Dam Information

Dam Information		
Name: Santa Luisa Dam		
Owner: Santa Luisa Water Company		
Physical Address: 2532 Skyline Drive Luisa del Mar, CA		
Lat: 34.4550		Long: -119.7253
DSOD #: 0.000	NID# CA00000	FERC #: N/A
Nearest City or Populated Area: Santa Luisa del Mar		
Nearest or Affected Highway: State Route 186		
Dams Purpose: Drinking Water		
DSOD Region: Southern		Hazard Classification: Extremely High
Dam Data		
Type: Earthen		Year Constructed: 1918
Height (ft): 205 feet		Length/Width: 500 feet
Storage Capacity (Ac ft.): 42		Free Board: 5 feet
Dam Restrictions per DSOD: N/A		
EAP Activation High Flow Threshold (cfs):		
Channel capacity at first population/infrastructure impact: 100 cubic feet per second (cfs)		
Estimated Evacuation (check one): <input type="checkbox"/> <10 <input type="checkbox"/> 10-100 <input type="checkbox"/> 100-1000 <input checked="" type="checkbox"/> >1000		
Critical Appurtenant Structure (CAS) & Other Outlets Data		
DSOD Identified CAS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Number of CAS: N/A
Type(s) of CAS: N/A		
Height (ft): N/A		Length/Width: N/A
Spillway Elev. (ft): 820		Spillway Type: Concrete Chute
Description of Other Outlets:		Other Outlets Capacity:
Directions to the Dam		
<p>Santa Luisa Dam is located on the south side of Lake Elena. The dam is about 5 miles north of the city limits of Santa Luisa del Mar. While the lake is only about 10 miles along State Route (SR) 186 southeast of Larson, the dam itself is 20 miles from Larson.</p> <p>In order to get to the dam from the south, take SR 186 and take the exit for Lake Elena. From the northwest, or coming from Larson, take SR 186 to the Lake Elena exit. The address of the dam is 2532 Skyline Drive, Santa Luisa, CA.</p>		
Downstream Impacts		
The water from Lake Elena flows through the Santa Luisa Dam to the Santa Luisa River, which flows through the City of Santa Luisa del Mar and eventually into the Pacific		

Downstream Impacts

Ocean. If the dam were to have an emergency, depending on the severity, there would be flooding along the river. Additional flooding would occur throughout the city if the dam actually failed (see Part II: Inundation Maps).

If the dam failed the impacted areas include Santa Luisa County and city of Santa Luisa del Mar, as shown in the maps. Part of the City would become isolated from outside help and could only be accessible via boat. The areas affected include the Community of Ocean, the County Hospital, the Civic Center, as well as State Hwy 88. Additionally, the mall and fairgrounds, as well as part of Ocean High School, and Taylor Elementary would be impacted.

Incident History

There have been no recordable incidents at the Santa Luisa Dam.

PART I: EAP INFORMATION

Section 1: Introduction

1.1 Purpose

The purpose of the Santa Luisa Dam Emergency Action Plan (EAP) is to reduce the risk of loss of human life or injury and to minimize property damage in the event of a dam safety emergency or flooding caused by large releases from the Santa Luisa Dam.

This Emergency Action Plan (EAP) defines procedures to aid in identifying unusual circumstances that may endanger Santa Luisa Dam. This EAP defines responsibilities and procedures for mitigative actions, conducted by the Dam Owner. In addition, the EAP identifies the responsibilities of local public safety agencies and the processes of notifications in the event of potential, impending, or actual failure of Santa Luisa Dam.

This EAP may also be used to provide notification when release of naturally occurring high flows will create major flooding downstream of Westlake Reservoir.

The Department of Water Resources (DWR), Division of Safety of Dams (DSOD) has rated Santa Luisa Dam as "Extremely High" based on hazard classification. Because of its hazard classification, Santa Luisa Water Company (SLWC) developed this EAP in accordance with the requirements listed in California Water Code Sections 6160 and 6161 and Government Code Section 8589.5, following FEMA's Federal Guidelines for Dam Safety: Emergency Action Planning for Dams (FEMA 64/July 2013).

1.2 Planning Team

The SLWC EAP Coordinator worked with a core planning team to develop this plan. A copy of this EAP was sent to the following impacted agencies for their feedback and review. Key participants include:

- The Santa Luisa County Office of Emergency Services
- The Santa Luisa County Sheriff's Department
- The Santa Luisa County Fire Department
- The City of Santa Luisa del Mar Police Department
- The City of Santa Luisa del Mar Fire Department
- Santa Luisa Water Works Facility
- Santa Luisa County Engineering Department
- California Department of Water Resources Division of Safety of Dams (DWR DSOD)
- California Department of Water Resources Flood Operations Center (DWR FOC)
- National Weather Service Los Angeles Office (NWS)
- California Highway Patrol, San Luis Obispo Center (CHP)
- California Department of Transportation District 5 (Caltrans)

Emergency Services for the City of Santa Luisa del Mar are provided through the City of Santa Luisa del Mar Police Department.

All agencies listed above were provided a copy of the Santa Luisa Dam EAP, provided feedback via email in addition to attending the annual Santa Luisa EAP Meeting to determine the level of participation desired in the EAP development process. All agencies have reviewed and agreed to their responsibilities pertaining to the EAP and verified all contact information is accurate. Feedback provided is included on the outreach documentation page (see Appendix I).

Additionally, while creating and updating the Notification Flowcharts, the EAP Coordinator communicated with each contact to ensure that the EAP contains current information.

For more information, please contact the EAP Coordinator:

Lisa Clark, EAP Coordinator
lclark@slwc.com
000-000-0003
900 East Todos Santos Lane
Santa Luisa del Mar, CA

Section 2: Summary of EAP Responsibilities

The critical responsibilities for Santa Luisa Water Company (SLWC) personnel and local public safety agencies are summarized below for quick reference. The responsibilities listed include those for responding to an incident and implementing the plan. For successful implementation of this EAP, SLWC continuously engages and partners with local, county, and state public safety agencies to maintain strong communication and a common understanding of each agency's role(s) and responsibilities. Section 6 has additional information on the roles and responsibilities established by this EAP.

2.1 Dam Owner Responsibilities

Role	Responsibilities
Dam Owner	<ul style="list-style-type: none">• Verify and assess all reports of unusual conditions at the Dam• Evaluate the Event Level as detailed in Section 5.1 – <i>Step 1: Incident Detection, Evaluation and Emergency Level Determination</i>• Immediately notify emergency management agencies in the priority order shown on the <i>Emergency Notification Flowchart</i> for the appropriate Event Level Determination in Section 3.0• Provide leadership on corrective actions to mitigate the event, if possible• Provide updates of the situation to the police/sheriff dispatcher to assist them in making timely and accurate decisions regarding warnings and evacuations• Coordinate with Public Information Officers (PIOs) within local emergency management agencies to develop and disseminate public safety updates• Inform visitors at Santa Luisa Recreation Area of the dam incident• Coordinate with Santa Luisa OES to contact emergency dispatch and control access to the Dam• Continuously monitor the dam• Declaring the termination of the emergency at the dam• Notify all agencies on the Notification Flowcharts of the termination
Dam Operator	<ul style="list-style-type: none">• Provide regular status reports to the Incident Commander (IC), the City of Santa Luisa del Mar, or the County, as required• Initiate regular status report conference calls with dam site, command center (if established), engineering, and public affairs• Coordinate with public affairs staff at the City Santa Luisa del Mar

Role	Responsibilities
EAP Coordinator	<ul style="list-style-type: none">• Assist Dam Owner as needed during an emergency• Serving as the point of contact for questions regarding the EAP• Facilitate the annual tests or exercises in compliance with Government Code 8589.5• Section 6.5 has additional information on the responsibilities for the EAP Coordinator

2.2 Local Public Safety Agencies

The impacted jurisdiction relating to an incident from Santa Luisa Dam, include the County of Santa Luisa and City of Santa Luisa del Mar. Below is the list of agencies impacted and their roles and responsibilities:

Role	Responsibilities
Santa Luisa County Office of Emergency Services	<ul style="list-style-type: none">• Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing• Determine whether the County EOC will need to be activated. If not, assist the Incident Commander by assuming any of the ICS positions• Provide OES status report to Central Dispatch• Verify other County department resource status reports from Central Dispatch• Establish communications with the County Administrative Officer and other key County Officials, as necessary, providing an assessment of the unfolding situation• Establish communications and make contact with Operational Area member jurisdictions and special districts• Make all necessary preparations to activate the County EOC in the event activation is required or requested• Based on the situation, recommend an emergency proclamation to the County Administrative Officer and the Santa Luisa County Board of Supervisors• Coordinate emergency public information with the County Public Information Officer• Coordinate with the Cal OES Southern Region, following the Standardized Emergency Management System (SEMS)

Role	Responsibilities
Santa Luisa County Sheriff's Department	<ul style="list-style-type: none">• Implement public warning and notification• Execute evacuation from inundation areas and block access areas• Establish evacuation routes and road closures• Provide security for the affected areas during, and after, evacuation• Establish shelters for evacuated individuals• Facilitate return of evacuated individuals• Participate in the after-action evaluation
Santa Luisa County Fire Department	<ul style="list-style-type: none">• Activate the Mutual Aid Agreement• Coordinate with County Sheriff's Department to isolate and deny entry to dam inundation area• Assist the County Sheriff's Department with evacuating areas within the dam inundation area and in the identification of safe evacuation routes to be used• Assist the County Sheriff's Department with identifying adequate evacuation reception areas• If long-term evacuation of the area is required, SLCFD will notify and coordinate with the Santa Luisa Chapter of the American Red Cross regarding the activation of a shelter• Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated• At a minimum, provide information regarding response activities, injuries, and sustained damage• Ensure that rescue operations are established; include swift water rescues• Assist the Santa Luisa County Engineering Department, in any way possible, with diverting flood waters or pumping out critical facilities that have become flooded• Coordinate emergency public information with County OES and the County PIO
City of Santa Luisa del Mar Police Department	<ul style="list-style-type: none">• Emergency services coordination for the City of Santa Luisa del Mar is conducted through the City of Santa Luisa del Mar Police Department• Implement public warning and notification• Execute evacuations from the inundation areas and block access areas• Establish evacuation routes and road closures• Provide security for the affected areas during, and after, evacuation• Establish shelters for evacuated individuals• Facilitate return of evacuated individuals• Participate in after action evaluation

Role	Responsibilities
City of Santa Luisa del Mar Fire Department	<ul style="list-style-type: none">• Assist in alerting and warning the people within the affected areas• Assist with evacuation operations• Coordinate shelter locations• Provide periodic status reports• Attend the after-action review meeting
Santa Luisa Water Works Facility	<ul style="list-style-type: none">• In the case of an incident, this facility's primary focus would be on the safety and security of the employees and facility.
Santa Luisa County Engineering Department	<ul style="list-style-type: none">• Report to the Incident Command Post and obtain an incident briefing from the Incident Commander or the Operations Section Chief, if the position is established• Establish communications and coordinate efforts with the Santa Luisa Water Service Company, the operator of the dam• Assess the damage sustained to Skyline Drive and determine if it is structurally safe to use• In any way possible, divert flood waters• Assist the County Fire Department in pumping water out of critical facilities that have become flooded
National Weather Service Los Angeles Office (NWS)	<ul style="list-style-type: none">• The NWS is responsible for providing weather forecasts and warnings of hazardous weather including flood waters from a potential or imminent dam failure for the purpose of protection of life and property• NWS and the Dam Operator or District representative will be in contact throughout the emergency to exchange information• NWS will issue an alert/notification to the general public, media, and to public agencies for flood watches and warnings, including flood watch, flood advisory, flood warning, flash flood watch, and flash flood warning• NWS may issue a Flash Flood Watch for a potential dam failure that would cause impact to the downstream areas• A Flash Flood Warning may be issued for an imminent dam failure with expected impact to the downstream area• During a Flash Flood Warning, NWS will use the Emergency Alert System (EAS)

Role	Responsibilities
State-Federal Flood Operations Center (DWR FOC)	<ul style="list-style-type: none"> • The FOC provides a facility from which the California Department of Water Resources (DWR) can centrally coordinate emergency response statewide • In the event of a dam incident, DWR can issue river forecasts, make notification calls to appropriate local, State, Federal and emergency response agencies, and activate the FOC by declaring a Flood Alert or Flood Mobilization. • The DWR FOC will work in conjunction with the National Weather Service (NWS), and coordinate with other local, State, and Federal agencies as appropriate • The DWR FOC will attend the after-action review meeting
DWR DSOD	<ul style="list-style-type: none"> • Advising the District representative of the emergency level determination • Inspecting the dam during and after the emergency • Design review and approval of emergency repairs • Act as a dam technical specialist in the State Operations Center (SOC), or other Emergency Operations Center (EOC) • Advising the District representative of remedial actions to take • Ordering the District representative of remedial actions to take • Assuming control of the dam, if necessary, to safeguard life and property • Attend the after-action review meeting • Additionally, per Water Code Sections 6160 and 6161, DSOD is responsible for the review and approval of inundation maps.
California Highway Patrol, San Luis Obispo Center (CHP)	<ul style="list-style-type: none"> • Receive condition status reports from Dam Owner • Coordinate with California Department of Transportation (Caltrans) for emergency conditions • Assist County Sheriff with notifying the public within jurisdictional limits going door-to-door as appropriate • Assist County Sheriff with evacuating areas within the dam inundation area and assisting in identifying safe evacuation routes • Assist County Sheriff in providing security for the affected areas during, and after, evacuation • Provide mutual aid to other jurisdictions, if requested and able. • Render assistance to dam owner, as necessary. • Participate in after action report preparation.

Role	Responsibilities
California Department of Transportation District 5 (Caltrans)	<ul style="list-style-type: none">• Caltrans manages more than 50,000 miles of California's highway and freeway lanes, provides inter-city rail services, permits more than 400 public-use airports and special-use hospital heliports, and works with local agencies• Caltrans carries out its mission of providing a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability• Receives condition status reports from CHP• Closes roads under their purview, if necessary• Participates in after action evaluation
Cal OES Dam Safety Planning Unit	<ul style="list-style-type: none">• The Dam Safety Planning Unit is responsible for reviewing and approving the District's EAP• This Unit also participates in the annual review and update of the EAP
Cal State Warning Center	<ul style="list-style-type: none">• The mission of the CSWC is to be a central intelligence hub for statewide emergency communications and notifications, serving as a highly reliable and accurate "one-stop" resource for emergency management, law enforcement, fire, and key decision-making personnel throughout the state• The CSWC is staffed 24 hours a day, seven days a week watching over California to identify potential and emerging threats, provide alert notification to all levels of government as well as critical situational awareness during an emergency or disaster• The CSWC has the responsibility to receive, coordinate, verify and disseminate information pertaining to events which occur within California or that could affect California• Information received by the CSWC is coordinated between Cal OES and other sources to ensure that the information which is disseminated is both timely and accurate

Neighboring Area Public Safety Agencies

The City of Santa Luisa del Mar has mutual aid agreements for the City Police Department and fire department. In a dam incident, these agreements would be activated. The surrounding cities (Larson, Rivendell, El Dorado, and Dillon) are also a part of the mutual aid agreements and could potentially be part of response to an incident. The City of Santa Luisa del Mar OES would assist the County OES during a dam incident.

Section 3: Notification Flowcharts

The Santa Luisa Water Company (SLWC) produced Notification Flowcharts to identify persons responsible, within impacted agencies who need to be contacted and in what order, based on the appropriate emergency level. The Local Fire, Law and OES for all impacted jurisdictions are included on all the notification flowcharts. The top "row", the numbered phone calls, indicates those contacts that SLWC will make during each emergency level. There will be more than individual making these calls at SLWC. The subsequent contacts in the flowcharts are those made by other contacts in the phone tree. SLWC worked with our partners to extend our flowcharts to include these secondary contacts. The Santa Luisa County Sheriff Dispatch has agreed to make the secondary calls. These secondary calls have been agreed to by those organizations making the calls (i.e., Sheriff Dispatch to County Fire), and have been incorporated into those agencies' policies and procedures. These contacts are listed in the EAP for informational purposes only. The SLWC's Notification Flowcharts do not supersede or affect these external organizations' notification procedures and requirements.

Positive contact is a requirement for SLWC when making these calls. Every number listed can be used 24-hours a day, except for the DSOD contacts, which have several numbers covering the 24-hour period.

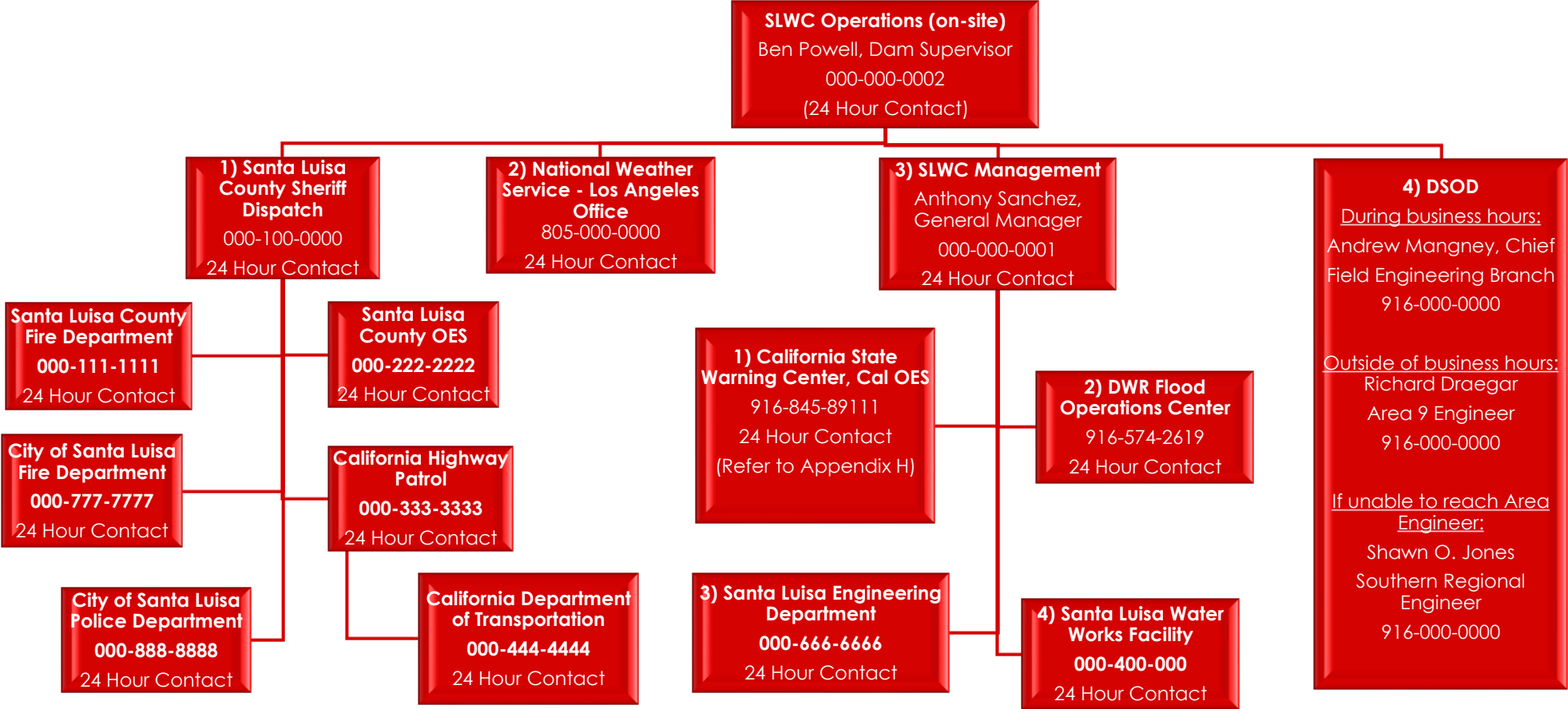
When contacting the California State Warning Center to provide notification, the Dam Operator will utilize the Dam Incident form listed in Appendix H.

SLWC has also created a Contact Table for secondary numbers and contact information for key stakeholders.

3.1 Notification Flowchart

The following pages is the Notification Flowchart for all emergency levels.

Notification Flowchart for High Flow, Non-Failure, Potential, and Imminent Failure



3.2 Contact Table

This table has supplementary contact information, as well as information for key stakeholders.

This table will be used as a secondary method to contact those on the flowcharts, but also additional information can be sent to key stakeholders that do not need immediate notification during an emergency.

Organization	Title	Phone #1	Phone #2	Email Address	Address
Cal OES	California State Warning Center	916-845-8911		Warning.center@oes.ca.gov	3650 Schriever Ave Mather, CA 95655
Cal OES	Dam Safety Planning Unit			eap@caloes.ca.gov	3650 Schriever Ave Mather, CA 95655
City of Santa Luisa del Mar Sheriff	Chief	000-110-0000 (24 Hour Contact)		chief@cslc.com	21 Detroit Road Santa Luisa del Mar, CA
City of Santa Luisa del Mar Fire Department	Chief	088-888-8880 (24 Hour Contact)		Sfdchief@cslc.com	21 Detroit Road Santa Luisa del Mar, CA
DWR DSOD	Chief Field Engineering Branch	916-000-0000 (24 Hour Contact)		Andy.Mangney@water.ca.gov	P.O. Box 942836 Sacramento, CA 94236-0001
DWR DSOD	Area 9 Engineer	916-000-0000 (24 Hour Contact)		Rick.Draeger@water.ca.gov	P.O. Box 942836 Sacramento, CA 94236-0001
DWR DSOD	Southern Regional Engineer	916-000-0000 (24 Hour Contact)		Shawn.Jones@water.ca.gov	P.O. Box 942836 Sacramento, CA 94236-0001
Santa Luisa Water Company	General Manager	000-000-0001 (24 Hour Contact)		asanchez@slwc.com	900 East Todos Santos Lane Santa Luisa del Mar, CA
Santa Luisa Water Company	Dam Operator	000-000-0002 (24 Hour Contact)		bpowell@slwc.com	2532 Skyline Drive Santa Luisa, CA
Santa Luisa County OES	Director	000-101-1010 (24 Hour Contact)		jblanketshup@slcsd.com	21 Detroit Road Santa Luisa del Mar, CA
Santa Luisa County Sheriff's Department	Dispatch	000-100-0000 (24 Hour Contact)		dispatch@slcsd.com	21 Detroit Road Santa Luisa del Mar, CA
Santa Luisa County Sheriff's Department	Sheriff	000-110-0000 (24 Hour Contact)		sheriff@slcsd.com	21 Detroit Road Santa Luisa del Mar, CA
Santa Luisa County Fire Department	Fire Chief	000-200-0000 (24 Hour Contact)		chief@slcfd.com	110 Gary Circle Santa Luisa del Mar, CA

Organization	Title	Phone #1	Phone #2	Email Address	Address
Santa Luisa County Fire Department	Assistant Fire Chief	000-210-0000 (24 Hour Contact)		afc@slcfd.com	110 Gary Circle Santa Luisa del Mar, CA
City of Santa Luisa del Mar Fire Department	Fire Chief	000-220-0000 (24 Hour Contact)		chief@sldmfd.com	985 Kilometro Calle Santa Luisa del Mar, CA
City of Santa Luisa del Mar Fire Department	Assistant Fire Chief, Operations	000-230-0000 (24 Hour Contact)		afc@sldmfd.com	985 Kilometro Calle Santa Luisa del Mar, CA
City of Santa Luisa del Mar Police Department	Chief			chief@sldmpd.com	67 East 8th Avenue Santa Luisa del Mar, CA
Santa Luisa Water Works	General Manager	000-400-0000 (24 Hour Contact)		GM@slww.com	300 Todos Santos Lane Santa Luisa del Mar, CA
Cal Trans District 5 Office	District Director	805-000-0000	916-000-0000		50 Higuera Street San Luis Obispo
National Weather Service Los Angeles Office	Main Office	805-000-0000	805-000-0000	Eric.boldt@noaa.gov	520 North Elevar Street Oxnard, CA 93030
California Highway Patrol Santa Barbara Office	Main Office	805-000-0000 (24 Hour Contact)			6465 Calle Real Goleta, CA 93117-1535
Santa Luisa Transportation District	Transportation Director	000-900-000 (24 Hour Contact)		director@sltd.com	2 Houston Way Santa Luisa del Mar, CA

Section 4: Project Description

The Santa Luisa Dam is owned and operated by the Santa Luisa Water Company (SLWC). It is an earthen dam located on the south side of Lake Elena. The dam and south side of the lake is about 5 miles north of the city limits of Santa Luisa del Mar. While the lake is only about 10 miles along State Route 186 southeast of Larson, the dam itself is 20 miles from Larson. The height of this earthen dam is 205 feet, while the length is 700 feet. The total freeboard and operating freeboard are both 5 feet. There is one gate-controlled spillway, which has not been identified as a critical appurtenant structure by DSOD.

The purpose of the Santa Luisa Dam is to provide drinking water to the City of Santa Luisa del Mar.

The DSOD has classified the downstream hazard potential for Santa Luisa Dam as Extremely High.

DSOD has not identified any critical appurtenant structures connected to this dam.

Lake Elena, impounded by the Santa Luisa Dam, provides a variety of recreational uses for visitors, including boating, fishing, swimming, and camping. The lake surface area is 1,200 acres.

The water from Lake Elena flows through the Santa Luisa Dam to the Santa Luisa River, which flows through the City of Santa Luisa del Mar and eventually into the Pacific Ocean. The downstream channel capacity at first population/infrastructure impact is 100 cubic feet per second.

The dam has a primary spillway and an outlet. The primary spillway is an ungated concrete chute spillway. The primary spillway crest is at elevation 820 feet, below the dam crest elevation. The corresponding storage capacity of the reservoir at the primary spillway crest elevation is about 200 acre-feet. Above the primary spillway crest the reservoir has a storage capacity of about 42 acre-feet. The spillway has an overflow capacity of about 510 cubic feet per second.

If the dam were to have an emergency, depending on the severity, there would be flooding along the river. Additional flooding would occur throughout the city if the dam actually failed (see Part II: Inundation Maps). As shown in the maps, if the dam failed, the city would flood. Part of the City would be isolated from outside help and would only be accessible via boat.

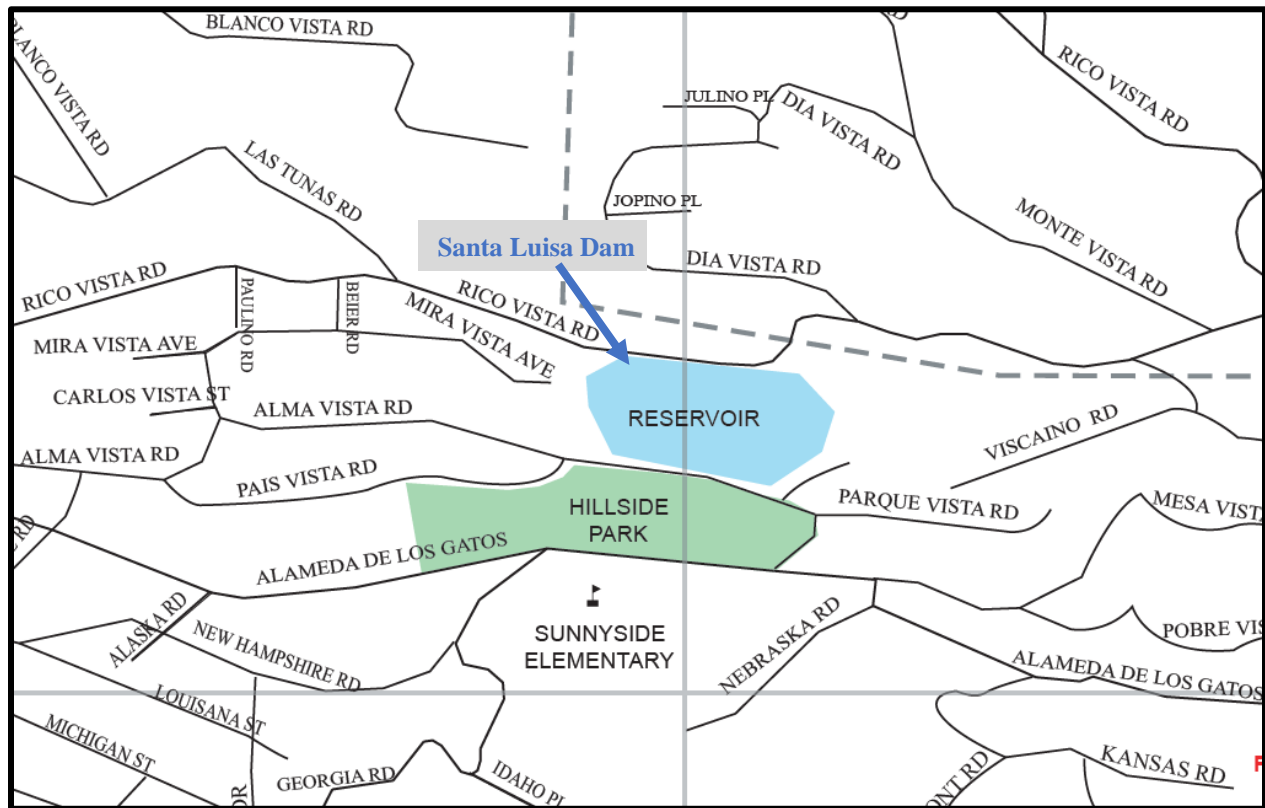
If the dam was to fail, the impacted areas include Santa Luisa County and the City of Santa Luisa del Mar. The areas impacted include the City of Santa Luisa, the Community of Ocean, the County Hospital, the Civic Center, as well as State Hwy 88. Additionally, the mall, fairgrounds, part of Ocean High School, and Taylor Elementary would be impacted. Flows originating from the Santa Luisa Dam are detained or partially detained by an approximate 15-foot-high earth embankment flood control dam located about three quarters of a mile downstream of Santa Luisa Dam. Discharges from the flood control dam are through a 20-foot-wide concrete spillway

notch in the middle of the dam to an approximately 125-foot-long concrete channel that enters a 5-foot wide by 10-foot-high concrete box culvert. The box culvert follows N. Flower Drive and South for about 1.25 miles through Santa Luisa Canyon just past the Coast Highway, where it empties into the Pacific Ocean. About half of the distance traveled is through the undeveloped and confined canyon, with the lower half comprising the Highlands developed area. The flow is unconfined as it passes through the Highlands developed area as the canyon mouth widens to discharge to the Pacific Ocean. This area is a mix of residential and commercial development. Additional impacts include the Santa Luisa Recreational Center, Santa Luisa Park, Impact Christian School, Blessed Love Church, Luisa Village Business Center with notable business such as Layla's Bakery and Shon's Barber shop, Compounding Pharmacy and Starbucks Coffee Shop.

There are no dams upstream or downstream of the Santa Luisa Dam, which would cause impact to Santa Luisa Dam; or be impacted from any failures at the Santa Luisa Dam.

During the history of the dam, there have been no extreme high flow or emergency events that have occurred at the Santa Luisa Dam, resulting in the implementation of this EAP.

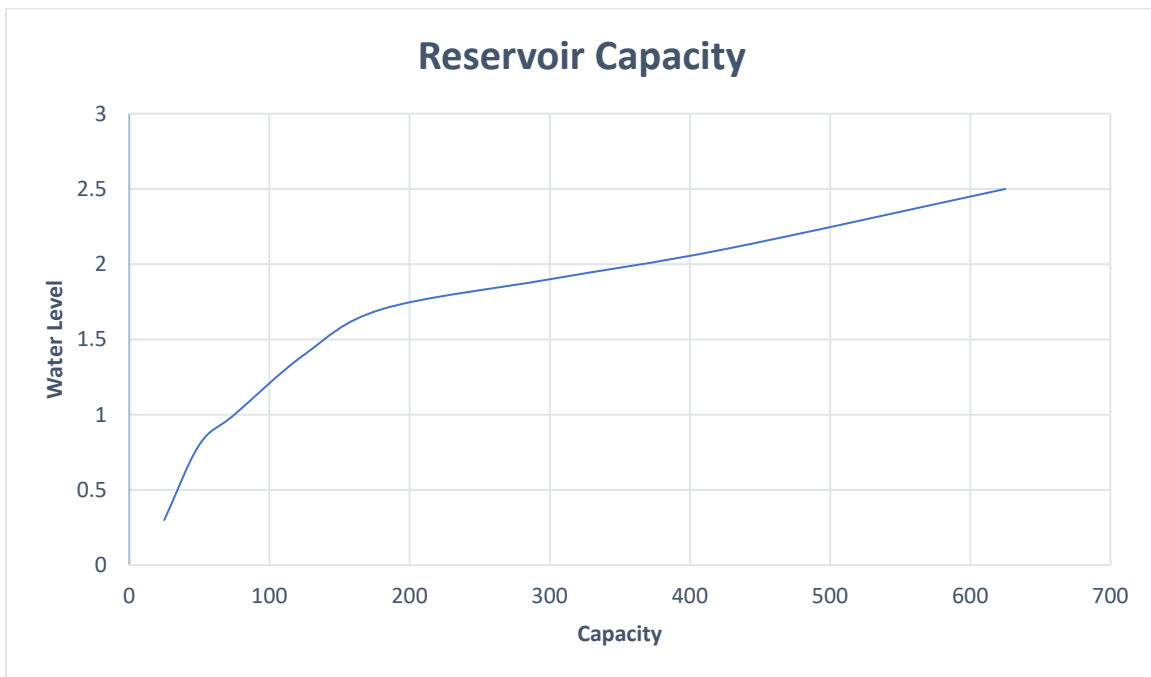
VICINITY MAP



SIMPLE DRAWING INCLUDING THE DAMS FEATURES



STORAGE CAPACITY CURVE



Section 5: EAP Response Process

5.1 Incident Detection, Evaluation, and Emergency Level Determination

The Santa Luisa Water Company (SLWC) has personnel on-site at the Santa Luisa Dam 24 hours a day. The Dam Operator is the first line of defense against a dam failure. The Dam Operator is charged with visually inspecting the dam daily for any anomalies. It is expected the routine inspections would discover potentially dangerous conditions before any danger of a dam failure occurs. Additionally, the facility has a computer monitoring system that constantly measures the level of the reservoir. If the level drops below a predetermined level, an alarm condition occurs, and the automatic telephone paging system will alert the operator. Upon receiving the automated page, the Dam Operator reports to the dam to assess the emergency condition. In addition to the inspections by the Dam Operator and the computer monitoring system, the project can be monitored remotely using computers to connect with the project control system. Any anomalies that are not detected by SLWC operations and maintenance staff, may be observed, and reported by members of the general public. Additional data collected are water levels in eleven piezometer wells, usually measured bi-monthly.

Evaluation

Evaluation takes place when unusual conditions require investigation and corrective action; the potential for failure is assessed, and corrective measures are underway. The evaluation process describes the unusual or emergency event and provides information to assist in determining the appropriate emergency level for the event. After identification of a dam threatening condition, the Dam Operator, or a qualified engineer, will determine if there is sufficient time for additional investigation before declaring an emergency situation and assumes the responsibility to:

- Make an evaluation of the severity of the condition and the progressive nature of the failure; (i.e., how quickly will the dam be in danger of failing)
- Select an appropriate notification sequence based on the above decision.

Determining Emergency Level

Prior to activating the EAP, the Dam Operator will determine the Emergency Level. The following four Emergency Levels, named by the Federal Emergency Management Agency's (FEMA) Federal Guidelines for Dam Safety, have been adopted for this EAP and are listed in order of severity:



The Dam Operator will immediately attempt to classify the emergency according to the severity and urgency of the situation. Some of the factors to be considered when evaluating the emergency may include lake levels, weather conditions, location of the leak or seep, etc. Guidance for determining the Emergency Level is provided in Appendix J.

High Flow Operations

The High Flow emergency level indicates that flooding is occurring on the river system, but there is no apparent threat to the integrity of the dam. The High Flow emergency level is used to convey to outside agencies that downstream areas may be affected by the dam's release. Although the amount of flooding may be beyond the control of the dam owner, information on the timing and amount of release from the dam may be helpful to authorities in making decisions regarding warnings and evacuations.

Non-Failure Emergency

The Non-Failure emergency level is appropriate for an event at a dam that will not by itself, lead to a failure, but requires investigation and notification of internal and/or external personnel. Examples are (1) new seepage or leakage on the downstream side of the dam, (2) presence of unauthorized personnel at the dam, and (3) malfunction of a gate. Some incidents, such as new seepage, may only require an internal response. Others, such a gate malfunction, may lead to unexpected high releases that could pose a hazard to the downstream public and would require the notification of outside agencies.

Potential Failure

The Potential Failure emergency level indicates that conditions are developing at the dam that could lead to a dam failure. Examples are (1) rising reservoir levels that are approaching the top of the non-overflow section of the dam, (2) transverse cracking of an embankment, and (3) a verified bomb threat. Potential Failure should convey that time is available for analyses, decisions, and actions before the dam could fail. A failure may occur, but predetermined response actions may moderate or alleviate failure.

Imminent Failure

The Imminent Failure emergency level indicates that time has run out, and the dam has failed, is failing, or is about to fail. Imminent Failure typically involves a continuing and progressive loss of material from the dam. It is not usually possible to determine how long a complete breach of a dam will take. Therefore, once a decision is made that there is no time to prevent failure, the Imminent Failure warning must be issued. For purposes of evacuation, emergency management authorities may assume the worst-case condition that failure has already occurred.

5.2 Notification and Communication

Once a decision is made to activate the EAP and the Emergency Level is defined, the EAP shall be activated, and notifications made. Notifications shall be made in

accordance with the Notification Flowcharts, Section 3. The flowchart contacts, as well as a contact list for other affected parties, is found in Section 3.2.

SLWC manually makes the phone calls to deliver the message. To assist in this step, this EAP includes pre-scripted messages to help the caller adequately describe the emergency situation to SLWC personnel, emergency management agencies, and other notification recipients (see Appendix L).

After notifications are made, the Dam Operator, or someone he designates, will complete the Contact Log (see Appendix D).

Regardless of the status, whether consistent or changing, the Dam Operator will make periodic status/incident updates to the contacts on the appropriate Notification Flowchart. If an Incident Commander (IC) has been identified for the incident, the IC, or Incident Command Post, will be added to the notification list.

Additionally, if there is an emergency on the lake, dam, or immediate downstream on the Santa Luisa River, the dam personnel have access to activate sirens to alert anyone nearby that there is an emergency. These sirens will be activated in any situation that people on the water may be at risk. That means they will be activated for potential and imminent failures, and possibly during other times depending on the situation.

5.3 Emergency Actions

In the event of an emergency situation at the Santa Luisa Dam, Santa Luisa Water Company personnel will coordinate dam operations and involve outside agencies as necessary. SLWC staff will work to mitigate the incident by determining what remediation actions to take (see Appendix K). Additionally, if needed, SLWC will send a liaison to the appropriate emergency operations center and/or Incident Command Post(s).

5.4 Termination

SLWC, through the Dam Operator, will provide incident information to the responding federal, state, and local officials. Based on data received from the field, in conjunction with the conditions at the dam, the Dam Operator will determine when to terminate the Emergency at the dam and convey that information to responding officials through the Notification Flowcharts. EAP termination usually occurs once the dam incident has been resolved at the dam site – this does not signify termination of the incident or Incident Command.

The Dam Operator will notify all flowchart entities when the emergency has been terminated. The Dam Operator will also notify all flowchart entities when the use of the Emergency Action Plan has been terminated.

The Dam Operator will ensure that the Termination Log (see Appendix F) is completed, so that the conditions and decisions are documented.

5.5 Follow-up

Post incident, the EAP Coordinator at SLWC will set up and facilitate a meeting to review the incident and EAP implementation activities. The dam personnel involved with the plan implementation, the responding agencies, including all agencies notified on the notification flowchart will be invited to the meeting. The following topics will be discussed and evaluated in an after-action report:

- Events or conditions leading up to, during, and following the incident.
- Significant actions taken by each participant and improvements for future emergencies.
- All strengths and deficiencies found in the incident management process, materials, equipment, staffing levels, and leadership.
- Corrective actions identified and a planned course of action to implement recommendations.

The results of the after-action review will be documented in an After-Action Report (AAR) and used to revise the EAP. A template for an AAR can be found in Appendix G.

Section 6: General Responsibilities

6.1 Dam Owner Responsibilities

As the owner of Santa Luisa Dam, Santa Luisa Water Company (SLWC) is responsible for detecting and evaluating dam safety incidents, classifying the incident, notifying emergency management authorities, taking appropriate response actions, and terminating the emergency at the dam. Section 2 has a more comprehensive description of the roles and responsibilities established by this EAP.

6.2 Notification and Communication Responsibilities

The EAP Coordinator supports the Dam Owner for Santa Luisa Dam during and after a dam safety emergency. The EAP Coordinator will notify and communicate with the National Weather Service of all activations of the EAP. During an incident, the Dam Owner or his/her designee is responsible for keeping local authorities informed of developing conditions. They will also discuss potential flooding with NWS officials, so that NWS can issue an appropriately flash flood watches and warnings. The dam owner will be in communication with the Santa Luisa County Emergency Operations Center. In accordance with Santa Luisa's crisis communication plans and protocols, all communications to the media will be conducted by the Santa Luisa Water Companies Public Information Officer (PIO).

6.3 Evacuation

The local agency that has primary law enforcement responsibilities for the jurisdiction affected is responsible for conducting and coordinating evacuations. The Santa Luisa County Sheriff's Office is the primary law enforcement provider for the inundation areas immediately downstream from the Santa Luisa Dam and will conduct evacuations and be supported by the Santa Luisa County Fire Department as needed. The Santa Luisa office of Emergency Services will support the evacuations by providing critical public Alert & Warnings and operating the County Emergency Operations Center.

The City of Santa Luisa del Mar Police Department is responsible for conducting and coordinating evacuations within the City of Santa Luisa del Mar, supported by the City of Santa Luisa del Mar Fire Department and City of Santa Luisa del Mar Emergency Manager. The Santa Luisa County Fire Department and the Santa Luisa City Fire Department have the primary responsibility for rescue and firefighting activities within their respective.

6.4 Monitoring, Security, Termination and Follow-Up Responsibilities

The Dam Operator and other staff will monitor the dam and incident information as needed. The Dam Operators will provide status updates to the dam owner, so the owner can keep all agencies involved with the implementation of the EAP informed of the developing conditions.

The Dam Operator also oversees the security onsite. There is one security guard that patrols the dam site several times a day. If additional security is needed during an incident, personnel may be asked to stay on site for an extended period of time, until either the site is deemed secure, or local police assistance is requested.

Termination of a dam safety emergency is a twofold. The SLWC General Manager, in consultation with SLWC operations and engineering staff members, dam safety experts, and response personnel, are responsible for determining when the dam safety situation has stabilized. The SLWC General Manager will officially terminate the EAP at the dam. The IC is responsible for termination of the emergency response activities, including termination of an evacuation, and ensure the Termination Log is completed (see Appendix F).

Post-incident, the EAP Coordinator will facilitate a meeting with SLWC personnel involved with the EAP implementation, as well as the agencies on the Notification Flowchart. From this meeting, the EAP Coordinator will consolidate the information and produce an after-action report (AAR). The coordinator will then use the AAR to update/review the EAP.

6.5 EAP Coordinator Responsibilities

Section 2 has additional information on the roles and responsibilities established by this EAP.

- Conducting annual reviews of the EAP
- Preparing revisions to the EAP
- Establishing training seminars
- Coordinating EAP exercises to verify the functionality of the EAP with agencies listed on the notification flowchart Section 3
- Serving as the point of contact for questions regarding the EAP
- Ensure the EAP is updated at least annually
- Facilitate the annual tests or exercises in compliance with Government Code 8589.5

Section 7: Preparedness

7.1 Surveillance and Monitoring

Surveillance at the Santa Luisa Dam is performed by the Santa Luisa Water Company (SLWC) personnel that are onsite 24 hours a day. Surveillance and monitoring take place at least once a day and several times a day during periods of inclement weather, fire or following an earthquake. There is one security guard that patrols the dam site several times a day. There are several surveillance cameras located at the project that can be viewed both onsite and off. The Dam Operator will immediately notify SLWC Headquarters and the Santa Luisa County Sheriff's Department if an unstable condition is detected. The facility has a computer monitoring system (SCADA) that constantly measures the level of the reservoir. The site is not currently equipped with additional electronic forms of Monitoring, i.e., cameras, etc.

The Dam Operator and onsite engineers are also monitoring Lake Elena's water levels. When the water level is too low or too high for unknown reasons, onsite staff alert SLWC Headquarters to work on mitigating any dam issues that may arise.

If the level drops below a predetermined level, an alarm condition occurs, and the automatic telephone paging system will alert the operator to the alarm. Upon receiving the automated page, the Dam Operator reports to the dam to assess the alarm condition. In addition to the inspections by the Dam Operator and the computer monitoring system, the project can be monitored remotely using computers to connect with the project control system.

The remote monitoring systems at the dam are critical to identifying and responding to a dam emergency. Timely implementation of the EAP is essential.

7.2 Evaluation of Detection and Response Timing

The Santa Luisa Dam is in a remote area that is a popular location for tourist and recreation. Timely identification and reaction to an incident or an actual or impending failure is essential. Timely implementation of the EAP is essential, and it is an emphasis item for SLWC as well as the local public safety agencies. The response time from the initial detection of an incident through the emergency level determination, and execution of the notifications to the appropriate entities, should take no more than 30 minutes.

7.3 Access to the Site

The main road to access the dam is the State Road 186, both from the north and south. From SR 186, the direct path to the dam is the Lake Elena exit, then take Skyline Drive to the dam. The gates at the base of the dam are locked and can only be unlocked by the general manager, dam security, or other staff as designated. The primary mode of transportation is by vehicle. The access route does fall within the inundation area.

There is a secondary route access if the primary route is not accessible. The only way to gain access to the secondary route is to circle around and drive first to Santa Login, or one of the other neighboring towns, and then approach the dam from the northwest. This access route does not fall within the inundation area.

7.4 Response during Periods of Darkness

The site has lighting, so the Santa Luisa Dam personnel should be able to operate normally during periods of darkness. If the electricity fails at the dam, there is a generator, which can operate all the necessary functions of the dam. Additionally, the spillway, can be operated manually on-site. During periods of darkness, there is an estimated 35-minute delay in response time to allow staff to obtain the portable lighting and generator.

7.5 Response during Weekends and Holidays

The Santa Luisa Dam is staffed 24 hours a day. There is staff at the dam site during all weekends and holidays, as these are normal workdays at the dam. During weekends and holidays, there is no estimated delay in response time.

7.6 Response during Adverse Weather

Depending on the weather situation, including the severity, those accessing the dam may have to use an alternate route. If the assistance is coming from the City of Santa Luisa del Mar, one may not be able to drive a vehicle directly to the dam and may have to circle around and drive first to Santa Login, or one of the other neighboring towns, and then approach the dam from the northwest. This is a slightly longer route to take compared to the primary route. If taking the primary route, the dam can only be accessed by boat. During adverse weather, there is an estimated 1-hour delay in response time to allow Santa Luisa personnel the time necessary to assess the conditions of the dam.

7.7 Alternative Sources of Power

If the electricity fails at the dam, there is portable lighting and a generator that can operate all the necessary functions of the dam. There is enough fuel on-site to run all critical operations for 72 hours. These items are located in the shed next to the Security tower. Additionally, the spillway requires power but can be operated manually on-site.

7.8 Emergency Supplies and Information

If SLWC has to order any emergency supplies, the company has contracts with local vendors. For a list of these vendors and contact information, see Appendix M.

7.9 Stockpiling Materials and Equipment

SLWC has portable lighting and a generator onsite with enough diesel fuel to operate necessary dam functions for 72 hours. The generator is tested annually. The dam site also has general maintenance equipment and tools.

SLWC equipment and supplies available for use include:

Equipment	Quantity
Front End Loaders	4
Excavators	8
Dump Trailers	11
Backhoes	4
Gravel and Sand	150 pounds
Gunny Sacks to make sandbags	300 bags

Field trucks are typically supplied with 1-2 pumps and 5-10 gallons of fuel to operate the pumps for emergencies. Additional pumps and generators are available at field offices.

In case assistance cannot reach the dam for an extended period of time, SLWC has a 36-hour food and water supply stockpiled at the dam. Any other equipment needed not onsite, is listed in Appendix M.

7.10 Coordination of Information

The Dam Operator will work with emergency personnel to keep them up to date on any situation involving the Santa Luisa Dam. The Dam Operator may designate a staff member to take the role of liaison, so that the Dam Operator can dedicate his attention to the incident. If the incident is large enough, the Santa Luisa Water Company may send a liaison to the dam site, the Incident Command Post, or public safety unified command, depending on the circumstances.

The Dam Operator will coordinate with District personnel, the District's Dam Safety Consultant, DWR DSOD, DWR FOC, Cal-OES, NWS, and emergency response agencies, to keep them up to date on the status of the incident and the condition of the dam. The district has designated the SLWC Public Information Officer to take on the role as public relations liaison, at both the dam site and or at the activated Emergency Operations Center. This will assist emergency response agencies with understanding information related to the dam and to provide communication with the media. The following actions will take place:

- Coordination of information with National Weather Service to issue flash flood watches and warnings.
- To lower the reservoir water surface elevation:
 - In coordination with DSOD and the District's Dam Safety Consultant, the District will determine how much and how quickly the reservoir water level should be lowered.
 - The district will reduce or eliminate the import potable water supply into the water distribution system and draw as much flow from the reservoir that is allowed. To increase the water supply flows from the reservoir, if necessary and appropriate, District staff can release water from fire hydrants outside the dam inundation area.
 - The district will open the blow-off valve on the outlet pipeline and monitoring the reservoir water level.

- Once the reservoir water level has been lowered to the agreed upon level, the district will close the blow-off valve.
- To reduce inflow to the reservoir from upstream control structures.
 - In coordination with DSOD, the District will determine if the inlet valve should be closed.
 - The district will shut-off the inlet valve in order to prevent any inflow to the reservoir.
 - Once the emergency has been resolved, the district can re-open the inlet valve to reduce downstream flows.

There are no dams upstream or downstream of the Santa Luisa Dam, which would cause impact to Santa Luisa Dam; or be impacted from any failures at the Santa Luisa Dam.

7.11 Training and Exercise

All personnel involved in the EAP should be familiar with the elements of the plan, their responsibilities and duties outlined in the plan and, if applicable, the types and availability of equipment during an emergency. Personnel should be familiar with problem detection and evaluation, and appropriate remediation actions, as detailed in this EAP. Training is conducted annually for SLWC employees.

The SLWC EAP Coordinator manages the training and exercising of the Santa Luisa EAP. Below some of the information for these activities are listed.

EAP Training

The EAP Coordinator gives an introductory training to new SLWC dam personnel regarding the EAP and that staff person's role in an emergency. The EAP Coordinator also facilitates an annual EAP Workshop for all SLWC staff and stakeholders to review the EAP.

Exercise

On an annual basis, the EAP Coordinator organizes the EAP Notification Exercise, which is required by California Government Code Section 8589.5 (see Appendix N for more information) for all the agencies listed on the notification flowchart. This exercise meets the annual exercise required per California Government Code Section 8589.5. During this exercise, the on-site personnel conduct a test of calling the numbers on the Notification Flowcharts to ensure their accuracy. At this time the agencies will review their roles and responsibilities, and any changes in these responsibilities will be documented in the EAP. Additionally, the staff will also verify the secondary and stakeholder contact information in the Contact Table. The EAP Coordinator will then make sure that the EAP contact information is updated. The updated pages will be sent out to all Plan Holders (see Appendix C). The EAP Coordinator will then send an EAP Notification Exercise Report (see Appendix A) to the Cal OES Dam Safety Planning Unit to demonstrate that SLWC has complied with the legislative mandate for an exercise.

Following the exercise, the EAP Coordinator will fill out an EAP Notification Exercise Report (see Appendix A). This report will then be sent to the Dam Safety Planning Unit at Cal OES to verify that the exercise occurred.

7.12 Alternative Systems of Communication

The Santa Luisa Water Company does have alternative systems of communication, available. These include, but are not limited to, cellular phones, email, intranet, and radios. The County EOC also has access alternative sources of communication, such as social media.

At the dam, there is a landline and internet, so email is a major form of communication. There are also a couple satellite phones and walkie-talkies.

7.13 Public Awareness and Communication

SLWC has held public outreach meetings for the communities downstream from the Santa Luisa Dam. These meetings educated people on the meanings of warning sirens on the lake and immediately downstream. There is also a sign at the base of the dam site, which provides safety information about the dam, to the general public. During the development of this EAP, fliers were sent out to businesses and residences in the inundation area to provide awareness in case of a dam failure. The SLWC does utilize social media as well as content on our website as a means for public awareness of the dam's status.

SLWC is also works with Citizens Emergency Response Team (CERT) out of the City of Santa Luisa del Mar. SLWC representatives attend the bi-annual CERT training and maintain a relationship with the City's Fire Department, which administers the CERT program.

Section 8: Plan Maintenance

8.1 Plan Review

The EAP Coordinator will review/update the EAP notification contacts on a quarterly basis, or sooner when notified of an update. It is critical to maintain current contact information with all impacted agencies. See Appendix B for a list of all Records of EAP Revisions.

The plan will be updated based on the expiration and re-approval of the inundation map or sooner if there is (1) a significant modification to the dam or a critical appurtenant structure as determined by the Department of Water Resources, Division of Safety of Dams, or (2) a significant change to downstream development that involves people or property as outlined in Water Code Section 6161, subdivision (e).

Additionally, the EAP in its entirety will be reviewed annually per Government Code 8589.5. The plan may also be modified as a result of post-incident analyses and/or post-exercise critiques. Additionally, SLWC will begin preparing the updated inundation maps in nine years (2027), so that we can meet the 10-year update deadline, as stated in California Water Code Section 6161.

8.2 Distribution

Copies of the EAP are distributed to local public safety agencies and all agencies on the notification flowcharts. Please see Appendix C for a list of all Plan Holders. The list of Plan Holders would be updated as part of annual EAP reviews. Each distributed EAP copy is controlled by a copy number. When outdated EAPs have been replaced with new versions, outdated copies must be returned to the Dam Owner or be otherwise security destroyed to prevent any confusion.

If the EAP is made available electronically, care will be taken to ensure that document control is maintained, such as using a secure web portal accessible only to the entities on the established distribution list.

To notify SLWC of a revision or request a copy of the Emergency Action Plan for Santa Luisa Dam, please contact:

Lisa Clark, EAP Coordinator
lclark@slwc.com
000-000-0003
900 East Todos Santos Lane
Santa Luisa del Mar, CA

PART II: Inundation Maps

(EAP must include approved inundation maps for the dams and any critical appurtenant structures, following DSOD regulations on mapping)

DSOD Map Approval Letter

STATE OF CALIFORNIA – CALIFORNIA NATURAL RESOURCES AGENCY

GAVIN NEWSON, Governor

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



April 20, 2018

Mr. Anthony Sanchez
General Manager
Santa Luisa Water Company
900 East Todos Santos Lane
Santa Luisa del Mar, California 12345

Santa Luisa Dam, No. 0-000
Santa Luisa County

Dear Mr. Sanchez:

The Division of Safety of Dams (DSOD) has reviewed the inundation map submitted for Santa Luisa Dam. It was determined that the dam has no critical appurtenant structures and the map listed below is in substantial compliance with the requirements of Title 23, Division 2, Chapter 1, Article 6 of the California Code of Regulations. Therefore, the following inundation map is approved:

1. Main Dam (sunny day failure scenario) map dated October 17, 2016.

The approved map will be made publicly available as required by Division 3, Part 1, Chapter 4, section 6161(c) of the California Water Code. An emergency action plan (EAP), based on the approved inundation map, must now be submitted to the California Governor's Office of Emergency Services (Cal OES) for their review and approval. Upon Cal OES approval, please submit an electronic copy of the approved EAP with a hard copy of the transmittal letter to DSOD.

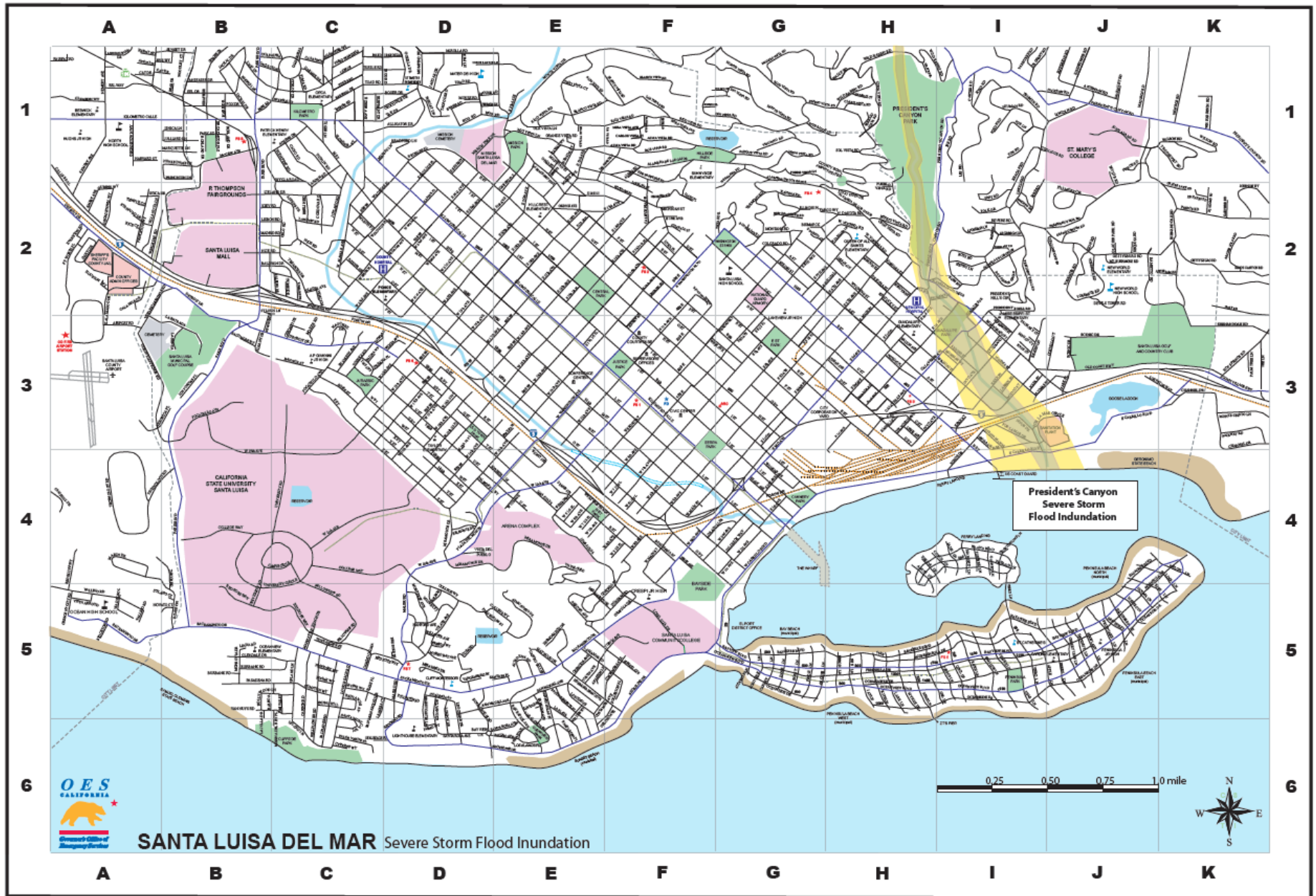
Pursuant to Division 3, Part 1, Chapter 4, section 6161(e) of the CA Water Code, the EAP and inundation maps must be updated no less frequently than every 10 years, and sooner under conditions that include, but are not limited to, the following: (1) a significant modification to the dam or a critical appurtenant structure as determined by the department, or (2) a significant change to downstream development that involves people and property. Based on the requirement, the approved map will expire on November 10, 2030. Please submit the updated map at least six months prior to the expiration date for DSOD's review and approval.

If you have any questions or need additional information, you may contact Dam Safety Engineer xxx at (916) xxx-xxxx or Project Engineer xxx at (916) xxx-xxxx.

Sincerely,

Sharon K. Tapia, Chief
Division of Safety of Dams

cc: Chief, Dam Safety Planning Unit



PART III: Appendices

Appendix A: EAP Notification Exercise Report (Non-FERC dams)

EAP Notification Exercise Report for Santa Luisa Dam, DSOD No. 0.000

Annual EAP Review Performed:

Annual Update Sent to Plan Holders:

Annual EAP Notification Exercise:

Prepared by:

Mail or email this document, or something similar, to the Cal OES Dam Safety Planning Unit:

ATTN: Dam Safety Planning Unit
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655

OR to send it electronically to the Unit at eap@caloes.ca.gov.

Appendix B: Record of EAP Revisions After Official Approval

Revision #	Date	Sections Reviewed or Revisions Made	By Whom
1	12/5/16	EAP created	Lisa Clark, EAP Coordinator
2	4/17/17	Notification Flowcharts updated	Lisa Clark, EAP Coordinator
3	6/20/17	Updated: Section 6.2 – Local Public Safety Agencies' Responsibilities with help from those agencies	Lisa Clark, EAP Coordinator
4	10/05/17	Notification Flowcharts updated	Lisa Clark, EAP Coordinator
5	12/15/17	Updated: <ul style="list-style-type: none">• Purpose statement• Section 8 – Plan Maintenance• Record of Plan Holders• Signature Page Added: <ul style="list-style-type: none">• Section 7 – Preparedness• "Dam Contact Information" at the front of the EAP• EAP Notification Exercise Report	Lisa Clark, EAP Coordinator
6	4/17/18	Notification Flowcharts updated	Lisa Clark, EAP Coordinator
7	7/14/18	<ul style="list-style-type: none">• Added Key Dam Information page.• Moved Revision Log to Appendix	Lisa Clark, EAP Coordinator
8	7/31/2020	Updated: <ul style="list-style-type: none">• Every section in the EAP to bring the elements up to the Cal OES review tool requirements	Lisa Clark, EAP Coordinator
9	3/3/21	Updated contacts and several sections to reflect changes in the downstream development	Lisa Clark, EAP Coordinator

Appendix C: Record of Plan Holders

Copy Number	Organization	Person Receiving Copy
1	Santa Luisa Water Company	EAP Coordinator
2	Santa Luisa Water Company	Dam Operator
3	Santa Luisa Water Company	Maintenance Supervisor
4	Santa Luisa Water Company	General Manager
5	Santa Luisa County Fire Department	Chief
6	Santa Luisa County Sheriff's Office	Sheriff
7	Santa Luisa County Office of Emergency Services	Director
8	Santa Luisa County Office of Emergency Services	Emergency Services Coordinator
9	Santa Luisa County Engineering Department	Director
10	City of Santa Luisa del Mar Police Department	Chief
11	City of Santa Luisa del Mar Fire Department	Chief
12	City of Santa Luisa del Mar Fire Department	Assistant Fire Chief, Operations
13	California Governor's Office of Emergency Services	Dam Safety Planning Unit Chief
14	Department of Water Resources	Division of Safety of Dams
15	Department of Water Resources	Flood Operations Center
16	Santa Luisa Water Works	General Manager
17	Cal Trans District 5 Office	District Director
18	National Weather Service Los Angeles Office	Eric Boldt
19	California Highway Patrol, San Luis Obispo Center	Officer

Appendix D: Contact Log

Dam Name: Santa Luisa Dam		Date:	
NID #: CA0000		DSOD Dam #: 0.000	
FERC #: N/A		County: Santa Luisa County	
DSOD Region: Southern Region, Area 9		Incident/Exercise:	
Emergency Level (Select One):			
<input type="checkbox"/> High Flow	<input type="checkbox"/> Non-Failure	<input type="checkbox"/> Potential	<input type="checkbox"/> Imminent
After determining the emergency level, immediately contact the following agencies/entities. The person making the contact should initial and record the time of the call and who was contacted at each agency/entity.			
Agency/Entity	Person Contacted	Contact Time	Contacted By

Appendix E: Emergency Incident Log

Name:		Job Title:	
Incident Start Date:		Incident Start Time:	
Incident Description:			
Initial Incident Level:			
Incident Detection:			
When did you detect or learn about the incident?			
How did you detect or learn about the incident?			
LOG ALL NOTIFICATION AND ACTIVITY IN THE TABLE BELOW			
Date	Time	Action/Incident Progression	Action Taken By

Appendix F: Emergency Termination Log

Dam Name: Santa Luisa Dam	County: Santa Luisa County
Dam Location: 2532 Skyline Drive Santa Luisa, CA (South side of Lake Elena)	Stream/River: Santa Luisa River
Date/Time:	
Weather Conditions:	
General Description of Emergency Situation:	
Area(s) of Dam Affected:	
Extent of Damage to Dam and Possible Causes:	
Effect on Dam Operation:	
Initial Reservoir Elevation/Time: Maximum Reservoir Elevation/Time: Final Reservoir Elevation/Time:	
Description of Area Flooded Downstream/Damage/Loss of Life:	
Justification for Termination of Dam Safety Emergency:	
Other Data and Comments:	
Report Prepared By (Printed Name and Signature): Date:	

Appendix G: After Action Report (AAR) Template

Background

Event Details

Type of Event:

Location:

Incident Period:

Brief Description of Event:

Response Activities

Summary of Successes

Summary of Recommended Improvements

Organizations Contributing to this Report

Appendix H: Cal OES Warning Center Dam Incident Report

DAM INCIDENT – CALIFORNIA STATE WARNING CENTER

(Will be used during notification to the CSWC)

EVENT TYPE:	<input type="checkbox"/> DRILL	<input type="checkbox"/> ACTUAL EVENT	
DATE:		TIME:	
CALLER INFORMATION			
NAME/AGENCY:		PHONE #:	
ALTERNATE CONTACT:		PHONE #:	
DAM INFORMATION			
DAM NAME:		DSOD DAM #:	FERC:
DSOD HAZARD CLASSIFICATION:			
LOCATION OF DAM			
DSOD REGION:	<input type="checkbox"/> NORTHERN	<input type="checkbox"/> CENTRAL	<input type="checkbox"/> SOUTHERN
PHYSICAL ADDRESS:			
LATITUDE:		LONGITUDE:	
COUNTY:		DOWNSTREAM JURISDICTIONS:	
NEAREST CITY OR POPULATED AREA:			
NEAREST OR AFFECTED HIGHWAY OR CROSSROADS:			
RIVER OR CREEK THAT FLOWS INTO RESERVOIR:			
SITUATION			
ACTIVATION OF EAP:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
EMERGENCY LEVEL:	<input type="checkbox"/> High Flow <input type="checkbox"/> Non-Failure <input type="checkbox"/> Potential Failure <input type="checkbox"/> Imminent Failure		
EMERGENCY TYPE:			
<input type="checkbox"/> Earthquake <input type="checkbox"/> Sand Boils <input type="checkbox"/> Embankment Cracking or Settlement <input type="checkbox"/> Security Threats <input type="checkbox"/> Embankment Movement <input type="checkbox"/> Seepage, Springs, Piping <input type="checkbox"/> Erosion of Spillway <input type="checkbox"/> Sinkholes <input type="checkbox"/> Instrumentation Reading (Abnormal) <input type="checkbox"/> Storm Event <input type="checkbox"/> Outlet System Failure <input type="checkbox"/> Other: List Below <input type="checkbox"/> Sabotage/Vandalism			
OTHER:			
RESERVOIR LEVEL:	<input type="checkbox"/> Full	<input type="checkbox"/> Partially Full	<input type="checkbox"/> Empty
Approximate % Full (Acre-Feet):			
WHEN/HOW EVENT WAS DETECTED:			
OBSERVER IN POSITION:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ADDITIONAL DETAILS:			
REPORTING PERSON NOTIFICATIONS			
Was the County Sheriff Notified by Reporting Person?	Yes	No	
Were Downstream Jurisdictions Notified by Reporting Person?			

Appendix I: Outreach Documentation Page

The following people/agencies received a copy of the EAP. Any feedback received from the people/agencies who participated in the planning process for the Emergency Action Plan for the Santa Luisa Dam was incorporated into the EAP:

Name or Title	Title/Organization	Response: Outreach/Feedback	Type	Date Feedback Received
Chief	City of Santa Luisa del Mar Fire Department	Updated flowchart contact.	Email	01/01/2021
B. Franklin, Chief	Santa Luisa County Fire Department	Only wish to be notified for Potential and Imminent failure Emergency Levels. Additional Contact information provided for 3.2 table.	Email	12/30/2020
Chief	City of Santa Luisa del Mar Police Department	Updated responsibilities and evacuation.	Phone	01/28/2021
Sheriff	Santa Luisa County Sheriff's Department	Reviewed EAP. No changes needed and agreed to make secondary calls.	Email	12/30/2020
Director	Santa Luisa County Engineering Department	Reviewed EAP and no changes needed.	In Person	01/08/2021
Director	Santa Luisa County Office of Emergency Services	Updated responsibilities.	Email	02/3/2021
Director	City of Santa Luisa Water Works	Reviewed EAP and no changes needed.	Teams Meeting	12/28/2021
Michael Goth, Disaster Program Manager	City of Santa Luisa del Mar American Red Cross	EAP was provided. All feedback will be provided along with the City Police feedback.	Email	01/18/2021
Timothy Gubbins, District Director	California Department of Transportation, District 5 Office	Only wish to be notified for Potential and Imminent failure Emergency Levels.	Email	02/15/2021
Captain William Wright, Area Commander	California Highway Patrol, City of Santa Luisa del Mar Area Office	Only wish to be notified for Potential and Imminent failure Emergency Levels.	Email	12/30/2021
District Director	Central Coast Edison Company, Santa Luisa District	Requested a copy of the approved EAP for informational purposes does not wish to be part of the EAP process.	Email	01/03/2021
Donna Thames, Superintendent	Santa Luisa Unified School District	Requested a copy of the approved EAP for informational purposes does not wish to be part of the EAP process.	Email	02/20/2021

Name or Title	Title/Organization	Response: Outreach/Feedback	Type	Date Feedback Received
DWR DSOD	Chief Field Engineering Branch	Updated contacts on flowchart and distribution list.	Email	02/03/2021
DWR FOC	Manager	Updated responsibilities.	Email	1/18/2021- Email
NWS	Eric Boldt	Reviewed EAP and no changes needed.	Email	2/18/2021- Email

Appendix J: Guidance for Emergency Levels

Event	Situation	Emergency level
Earth spillway flow	Reservoir water surface elevation at auxiliary spillway crest or spillway is flowing with no active erosion	Non-failure
	Spillway flow that could result in flooding of people downstream if the reservoir level continues to rise	High Flow
	Spillway flowing with active gully erosion	Potential failure
	Spillway flowing with an advancing headcut that is threatening the control section	Imminent failure
Seepage	New seepage areas in or near the dam	Non-failure
	New seepage areas with cloudy discharge or increasing flow rate	Potential failure
	Increasing and rapidly developing seepage with cloudy discharge	Imminent failure
Sinkholes	Observation of new sinkhole in reservoir area or on embankment	Potential failure
	Rapidly enlarging sinkhole	Imminent failure
Embankment cracking	New cracks in the embankment greater than ¼ inch wide without seepage	Non-failure
	Cracks in the embankment with seepage	Potential failure
Embankment movement	Visual movement/slippage of the embankment	Non-failure
	Sudden or rapidly proceeding slides of the embankment slope	Imminent failure
Instruments	Instrumentation readings beyond predetermined values	Non-failure
Earthquake	Measurable earthquake felt or reported on or within 50 miles of the dam	Non-failure
	Earthquake resulting in visible damage to the dam or appurtenances	Potential failure
	Earthquake resulting in uncontrolled release of water from the dam	Imminent failure
Security threat	Verified bomb threat that, if carried out, could result in damage to the dam	Potential failure
	Detonated bomb that has resulted in damage to the dam or critical appurtenant structure and caused one of the above imminent failure situations	Imminent failure
Sabotage/ vandalism	Damage to dam or appurtenance with no impacts to the functioning of the dam	Non-failure
	Modification to the dam or appurtenances that could adversely impact the functioning of the dam	Potential failure
	Damage to dam or appurtenances that has resulted in seepage flow	Potential failure
	Damage to dam or appurtenances that has caused one of the above imminent failure situations	Imminent failure

Appendix K: Possible Remediation Actions

Event	Possible Remediation Actions
Earthquakes	Inspect dam and evaluate the damage sustained and the potential danger of failure. Check for seepage, cracks, displacements, and settlement. Inspect outlet works and spillways. Evaluate instrumentation.
Embankment Cracking or Settlement	Lower the water level by releasing it through outlet or by pumping or siphoning. If necessary, restore freeboard. Lower water level in reservoir to a safe level; continue operating at a reduced level until repairs can be made.
Embankment Movement	Lower water level in the reservoir by opening all gates and valves at a rate and to an elevation that is considered safe given slide condition. If outlet is damaged or blocked, pumping or siphoning may be required.
Embankment Overtopping	If the water in the reservoir is no longer rising, place sandbags along the low areas of the top of the dam to control wave action, reduce the likelihood of flow concentration during minor overtopping, and to safely direct more water through the spillway. Cover weak areas of the top of the dam and downstream slope with riprap, sandbags, plastic sheets, or other materials to provide erosion-resistant protection.
Erosion of Spillway	Provide temporary protection at the point of erosion by placing sandbags, riprap materials, or plastic sheets weighted with sandbags. Consider pumps and siphons to help reduce the water level in the reservoir. When inflow subsides, lower the water level in the reservoir to a safe level; continue operating at a lower water level to minimize spillway flow.
Fire	Implement fire procedures (if applicable).
Abnormal Instrumentation Reading	Conduct daily inspections of the dam. Check and record reservoir elevation, rate at which reservoir is rising, weather conditions (past, current, forecasted), discharge conditions of creeks/rivers downstream, and new or changed conditions associated with this event. Evaluate accuracy of instrumentation.
Outlet System Failure	Implement temporary measures to protect the damaged structure, such as closing the inlet. Lower the water level in the reservoir to a safe elevation, possibly by using pumps or siphons. Consider the severity of flow through outlet and increased flows in determining emergency level.
Sabotage or Vandalism	Contact law enforcement to help evaluate the situation. If embankment or spillway has been damaged, provide temporary protection in damaged area. Lower water in reservoir by using outlet or pumps and siphons if necessary. If water supply has been contaminated, immediately close all inlets to water supply system and notify appropriate authorities.

Event	Possible Remediation Actions
Sand Boils	Determine location and size of affected area. Estimate discharge rate and nature of discharge (cloudy or clear seepage). Provide temporary protection at point of erosion by placing sandbags around boil area to confine flow. If necessary, lower water level in reservoir to a safe level until permanent repairs can be made.
Security Threats	Contact law enforcement.
Seepage, Springs, Piping	If the leak originates from within the reservoir or the upstream embankment, plug the flow with available material such as hay bales, bentonite, or plastic sheeting. Lower water level in the reservoir until flow decreases to a non-erosive velocity or until it stops. Place an inverted filter (a protective sand and gravel filter) over the exit area to hold materials in place. Continue lowering the water level until a safe elevation is reached; continue operating at a reduced level until repairs are made. Stabilize damaged areas on the downstream slope by weighting the toe area below the slide with additional soil, rock, or gravel.
Sinkholes	Conduct an immediate engineering exploration to determine cause of sinkhole, and to evaluate damage sustained and potential for failure. Determine exit point of flowing water. Implement temporary measures to protect damaged structure, such as closing inlet and lowering water level in reservoir to a safe level until permanent repairs can be made.
Storm Event	Conduct daily inspections of dam. Check and record the reservoir elevation, rate at which reservoir is rising, weather conditions (past, current, forecasted), discharge conditions of creeks/rivers downstream, and new or changed conditions associated with this event. If heavy spillway flows are expected to cause downstream damage even though the dam is not in danger, take appropriate emergency action for downstream facilities and people.

Appendix L: Notification Messages

Appendix L.1: High Flow Operations Notification Message

Hello, this is Carol, the General Manager at Santa Luisa Water Company.

The Santa Luisa Water Company has activated the Santa Luisa Dam Emergency Action Plan.

We are notifying local emergency management agencies and entities along the Santa Luisa River of changes in releases from Santa Luisa. The current emergency level falls under High Flow Operations. The Santa Luisa Dam is **NOT** in danger of failing.

We are implementing _____ actions to respond to a high flow event.

The current release is _____ cfs and will increase to _____ cfs by _____ (time) _____ (date). These flow increases will be gradual over time. Please note that flows in the Santa Luisa River may exceed this value due to other natural flows.

SLWC will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event.

If you serve in an emergency management role and need additional information, please contact the SLWC Dam Operator at 000-000-0002.

Date Issued:

Time Issued:

Issued By:

Appendix L.2: Non-Failure Emergency Notification Message

Hello, this is Carol, the General Manager at Santa Luisa Water Company.

The Santa Luisa Water Company has activated the Santa Luisa Dam Emergency Action Plan.

The Emergency Level at this time is a Non-Failure Emergency. The Santa Luisa Dam is **NOT** in danger of failing. Again, this is a Non-Failure Emergency. The Santa Luisa Dam is **NOT** in danger of failing.

At ____ (time) on ____ (date), SLWC verified, determined, or observed that:

We are implementing _____ actions to respond to non-failure event.

The Santa Luisa Water Company is in the process of contacting the appropriate staff and partnering agencies to address the situation.

SLWC will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event.

If you serve in an emergency management role and need additional information, please contact the SLWC Dam Operator at 000-000-0002.

Date Issued:

Time Issued:

Issued By:

Appendix L.3: Potential Failure Notification Message

Hello, this is Carol, the General Manager at Santa Luisa Water Company.

The Santa Luisa Water Company has activated the Santa Luisa Dam Emergency Action Plan.

The Emergency Level at this time is Potential Failure. **Please prepare to evacuate the affected area.**

At ____ (time) on ____ (date), SLWC verified, determined, or observed that:

We are implementing _____ actions to respond to a rapidly developing situation that could result in dam failure.

Based on this information, SLWC has activated the EAP and determined the appropriate Emergency Level to be Potential Failure.

The SLWC is taking remediation measures to reduce the potential for failure.

SLWC will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event. Please remain on alert for any further communications from SLWC or your local emergency management agencies.

If you serve in an emergency management role and need additional information, please contact the SLWC Dam Operator at 000-000-0002.

Date Issued:

Time Issued:

Issued By:

Appendix L.4: Imminent Failure Notification Messages

Hello, this is Carol, the General Manager at Santa Luisa Water Company.

The Santa Luisa Dam's Emergency Level is Imminent Failure. The dam is failing; the downstream area must be evacuated immediately.

The Santa Luisa Water Company has activated the Santa Luisa Dam Emergency Action Plan to respond to this.

Again, the Emergency Level at this time is Imminent Failure. **The dam is failing; the downstream area must be evacuated immediately.**

At ____ (time) on ____ (date), SLWC verified, determined, or observed that:

We are implementing _____ actions to respond to a rapidly developing situation that could result in dam failure.

The SLWC has determined that no further measures can be taken to prevent the failure of and release of water behind the Santa Luisa Dam. SLWC personnel are being directed to find appropriate locations and shelter from the dam breach and failure.

SLWC will provide updates as appropriate of any changes in flows, conditions at the dam, changes in the Emergency Level, and upon termination of this event. Please remain on alert for any further communications from SLWC or your local emergency management agencies.

The next status report will be provided in approximately 30 minutes.

If you serve in an emergency management role and need additional information, please contact the SLWC Dam Operator at 000-000-0002.

Date Issued:

Time Issued:

Issued By:

Appendix M: Vendor Contacts

Primary/ Secondary	Title/Organization	Phone Number	Address	Time or Distance to Dam
Building Materials				
Primary Contact	Home Improvement Center	000-000-1000	22 Wyoming Santa Luisa del Mar, CA	4 Miles
Secondary Contact	SLD Mar Soil and Topsoil Corp.	000-000-2000	902 E 1 st Street Santa Luisa del Mar, CA	10 Miles
Bulldozing and Equipment				
Primary Contact	Montgomery – Python Bulldozing	000-000-3000	861 E 2 nd Ave Santa Luisa del Mar, CA	5 Miles
Secondary Contact	Santa Luisa Backhoe Service	000-000-4000	816 Kern Street Santa Luisa del Mar, CA	7 Miles
Communications				
Primary Contact	Santa Luisa Telecommunications	000-000-5000 (24hr)	1411 L Street Santa Luisa del Mar, CA	1 Hour
Concrete Ready-Mixed				
Primary Contact	McDubb Building Materials	000-000-6000 (24hr)	1248 Lassen Santa Luisa del Mar, CA	3 Miles
Generators-Commercial & Industrial				
Primary Contact	Honda Generators of Santa Luisa	000-000-7000	611 J Street Santa Luisa del Mar, CA	5 Miles
Secondary Contact	Kohler Generator Sets of SLDM	000-000-8000	271 I Street Santa Luisa del Mar, CA	7 Miles
Restaurants/Caterers				
Primary Contact	Bill's Catering Service	000-000-9000	342 Kilometro Calle Santa Luisa del Mar, CA	20 Minutes
Secondary Contact	Flading Catering Service	000-000-1100	93 WestleyAn Rd. Santa Luisa del Mar, CA	2 Hours

Appendix N: Exercises

Annual EAP Notification Exercise

During the EAP Notification Exercise, the personnel at the dam will begin making the calls to those on the Notification Flowcharts. The person assigned to make the calls will begin with the High Flow-Non-Failure Notification Flowchart and alert the people called that this is only an exercise. The caller will then move on to the Potential Failure and then Imminent Failure Notification Flowcharts.

Once those calls are completed and any new contact information is recorded, the caller will then go through the Contact Table and test all the numbers and email addresses in the table.

After all these "test" notifications are made, any updates/changes that the caller receives will be recorded and emailed to the EAP Coordinator. The coordinator will then update the information in the EAP and follow the revisions and distributions procedures.

Appendix O: Acronym List

Acronym	Meaning
AAR	After-Action Report
Cal OES	California Governor's Office of Emergency Services
CSTI	California Specialized Training Institute
CSWC	California State Warning Center
DWR DSOD	Department of Water Resources, Division of Safety of Dams
DWR FOC	Department of Water Resources, Flood Operations Center
EAP	Emergency Action Plan
IC	Incident Commander
ICP	Incident Command Post
OES	Office of Emergency Services
SLWC	Santa Luisa Water Company