



Date Prepared: September 21, 2020
Prepared By: D. Rissmeyer

**EMERGENCY PREPAREDNESS PLAN FOR LOW HAZARD
VIRGINIA REGULATED IMPOUNDING STRUCTURES**

Reference: Impounding Structures Regulations, 4VAC 50-20-10 et seq., including 4VAC 50-20-177, Virginia Soil and Water Conservation Board

1. Name of Impounding Structure: Queens Lake Dam
Inventory Number: N/A City/County: York County
Other Name (if any): N/A
Stream Name: Queens Creek
Latitude: 37°-17'-48" Longitude: 76° -39'-06"

2. Name of Owner: Queens Lake Community Association (QLCA)
Address: 234 East Queens Drive, Williamsburg, VA 23185
Telephone: (Residential) (757) 323-4442 (Business) (757) 229-0973
Other means of communication: qlca@widomaker.com
(Note: 24-hour telephone contact required) Bruce C. Keener, (757) 323-4442 (cell)

3. Name of Impounding Structure Operator: Queens Lake Community Association (QLCA)
Address: 234 East Queens Drive, Williamsburg, VA 23185
Telephone: (Residential) (757) 323-4442 (Business) (757) 229-0973
Other means of communication: qlca@widomaker.com
(Note: 24-hour telephone contact required)

Name of Alternate Operator: Bruce C. Keener, QLCA Lake Committee Chairman
Telephone: (Residential) N/A (Business) (757) 323-442 (cell)
Other means of communication: bckeener3@gmail.com
(Note: 24-hour telephone contact required)

4. Name of Rainfall and Staff Gage Observer for Dam: Queens Lake Community Association (QLCA)
Address: 234 East Queens Drive, Williamsburg, VA 23185
Telephone: (Residential) (757) 323-4442 (Business) (757) 229-0973
Other means of communication: qlca@widomaker.com
(Note: 24-hour telephone contact required)

Name of Alternate Rainfall and Staff Gage Observer: Bruce C. Keener, QLCA Lake Committee Chairman
Telephone: (Residential) N/A (Business) (757) 323-442 (cell)
Other means of communication: bckeener3@gmail.com
(Note: 24-hour telephone contact required)

5. 24-Hour Dispatch Center Nearest Impounding Structure – Police/Fire/Sheriff’s Department:
York County Sheriff’s Department
Address: 301 Goodwin Neck Road, Yorktown, VA 23692
24-Hour Telephone: (757) 890-3621 or 911

6. Name of City/County Emergency Services Coordinator(s): Stephen Kopczynski

Address: 301 Goodwin Neck Road, Yorktown, VA 23692

Telephone: (757) 890-3600

Other means of communication (757) 890-3621 or 911

(Note: 24-hour telephone contact required)

7. Describe the procedure and the responsible parties for notifying to the extent possible any known local occupants, owners, or lessees of downstream properties potentially impacted by the dam's failure.

(1) There are no downstream properties impacted by the dam's failure except the Queen's Lake Marina which is jointly owned and operations by the QLCA. It will be closed by QLCA immediately in the case of potential dam overtopping or failure.

See above for contact information for the QLCA.

(2) West Queens Drive sits atop the dam and would also need to be closed in case or potential dam overtopping or failure.

See below for VDOT contact information.

8. Discuss the procedures for timely and reliable detection, evaluation, and classification of emergency situations considered to be relevant to the project setting and impounding features. Each relevant emergency situation is to be documented to provide an appropriate course of action based on the urgency of the situation

This low head and special low hazard dam is monitored by the QLCA before, during and after any extreme storm events or any detected concerns for a sunny dam breach. Responsibilities are with the QLCA Lake Committee Chairperson or their designee for any detectable event.

9. Attach a simple dam break inundation map, demonstrating the general inundation that would result from an impounding structure failure. No dam break inundation map is required for a special low hazard dam, however the previous EAP noted that hydraulic modeling using SWMM Version 5.0 estimated a localized rise in Queens Creek just downstream of this dam of 0.48-feet for a dam sunny day break event, depending on current tidal conditions. The impoundment is 700 acre-feet, estimated.

10. If there are public roads downstream from the impounding structure, identify by highway number and distance below dam:

Route # 716 , 0.0 Miles

Route # _____ , _____ Miles

Route # _____ , _____ Miles

Route # _____ , _____ Miles

Provide name of resident engineer, VA Department of Transportation, (or City/County engineer):

Jim Brewer, Residency Administrator

Address: VDOT, 4451 Ironbound Road, Williamsburg, VA 23188-2621

Telephone: (Residential) (757) 253-4832 (Business) (757) 424-9903 and 511

Other means of communication: (757) 253-5138

(Note: 24-hour telephone contact required)

Definitions:

Stage I Condition – A flood watch, or heavy continuous rain or excessive flow of water from ice or snow melt.

Stage II Condition – A flood watch, or emergency spillway activation or dam overtopping/breach may be possible.

Stage III Condition – Emergency spillway activation, dam overtopping or imminent failure is probable.

11. Amount of rainfall that will initiate a:

Stage II Condition	<u>4</u>	Inches per 6 hrs.
	<u>5</u>	Inches per 12 hrs.
	<u>6</u>	Inches per 24 hrs.
Stage III Condition	<u>6</u>	Inches per 6 hrs.
	<u>8</u>	Inches per 12 hrs.
	<u>10</u>	Inches per 24 hrs.

The amount of flow in the emergency spillway that will initiate a:

Stage II Condition	<u>2.0</u>	Feet (depth of flow)
Stage III Condition	<u>3.0</u>	Feet (depth of flow)

Total depth of emergency spillway available before crest of dam is overtopped: 3.64 Feet

12. Does a staff gage exist? Yes No

Staff Gage Location and Description: _____

N/A

Frequency of observations by rainfall/staff gage observer during a:

Stage I Condition	<u>Every 12-Hours</u>	
Stage II Condition	<u>Every 4-Hours</u>	
Stage III Condition	<u>Continuous</u>	(recommend continuous)

Clearly identify access route and means of monitoring during flood conditions at the dam.

Monitoring can be performed from either side of the dam, however in most cases monitoring will occur from a Staging area at the QLCA clubhouse and high ground adjacent to the clubhouse with a clear line of sight to the concrete spillway on the upstream side. At no time during flood conditions should anyone cross the dam (road closure); or go onto the docks in the marina (marina closure); or go into adjacent low-lying areas. Depending on conditions at the time, binoculars may be required to visual estimate the depth of flow in the upstream side of the concrete spillway, and if a staff gage is added in the future, it should have 3" lettering or larger with color coding of depth of flow in 1' increments (3' total depth of flow).

Note: It is recommended that the Observer remain on post until potentially serious or serious conditions subside.

13. Evacuation Procedures:

- a. The dam owner/operator should notify the local emergency services office (i.e., the city/county 24-hour dispatch center). Phone number should be listed in #5 above.
 - b. Once the local emergency services office has been notified of any problem at a dam site, it should take appropriate protective measures in accordance with the local Emergency Operations Plan and this Emergency Preparedness Plan. Local emergency services actions will include:
 - (1) Notify the individuals who own downstream property
 - (2) Begin Alert, Notification, and Warning
 - (3) Immediately evacuating the inundation areas, when stage III conditions warrant.
 - (4) Begin Emergency Public Information procedures open emergency shelters.
 - (5) Provide Situation Reports to the State Emergency Operations Center (804) 674-2400 or (800) 468-8892.
 - c. Once the local government has been notified of a condition requiring evacuation, the dam owner/operator and local government are mutually responsible for effecting evacuation.
 - (1) The dam owner/operator will: Inform VDOT and York County of the situation onsite. Assist with closing
 - a. Inform VDOT and York County of the emergency situation recommendations.
 - b. Close the Marina, as warranted and setup an incident command center (ICC) at the QLCA clubhouse
 - c. Help VDOT and York County close West Queens Drive, or with other needs.
 - d. Provide an Observed on-post until the incident subsides with regular reporting to VDOT and York County.
 - (1) Local emergency services will:
 - a. Provide coordinated direction to the QLCA observer for public safety in accordance with this EPP.
 - b. Close West Queens Drive, as warranted.
 - c. Maintain communications until the incident subsides.
 - d. Help conduct a post-incident report with lessons learned.
 - e. Provide hourly SCADA reporting on rainfall amounts near the dam site.
 - e. Methods for notification and warning to evacuate include:
Check appropriate method(s)
 - : (1) Telephone – Per Telephone Numbers in this EPP
 - : (2) Police/fire/sheriff radio dispatch vehicles with loudspeakers, bullhorns, etc. – As directed by local emergency services and this EPP.
 - : (3) ~~Personal runners for door to door alerting~~
 - : (4) Radio/television broadcasts for areas involved – As directed by local emergency services at this EPP
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CERTIFICATION BY OWNER

I certify that a copy of this plan has been filed with _____
(City/County) and _____ (Name), the local Emergency Services Coordinator. Also,
that a copy of this form has been filed with the State Department of Emergency Management; that this plan shall be adhered to
during the life of the project; and that the information contained herein is current to the best of my knowledge.

Signed: _____
Owner's Signature Print Name

This _____ day of _____, 20 ____ .

Please fill out and mail to:
Virginia Department of Emergency Management
Plans Division
10501 Trade Court
Richmond, Virginia 23236

**Mail the executed form to the appropriate
Department of Conservation and Recreation
Division of Dam Safety and Floodplain Management
Regional Engineer**