

# New York State Department of Environmental Conservation

## Division of Water

Bureau of Flood Protection and Dam Safety, 4<sup>th</sup> Floor

625 Broadway, Albany, New York 12233-3504

Phone: (518) 402-8185 • FAX: (518) 402-9029

Website: [www.dec.ny.gov](http://www.dec.ny.gov)



### Dam – Incident Report Form

6 NYCRR Part 673 requires Dam Owners to submit a written Incident Report to NYSDEC when either of the following incidents occurs at a Class C - High Hazard or a Class B - Intermediate Hazard dam:

- 1) Activation of the Emergency Action Plan (Part 673.7(h)); or
- 2) Flow through an erodible auxiliary spillway (Part 673.9);

Submit the completed form within 5 days of the end of the incident to:

NYSDEC - Dam Safety Section  
625 Broadway, 4<sup>th</sup> floor  
Albany, NY 12233-3504  
phone: (518) 402-8185  
fax: (518) 402-9029

NYS Dam ID No. : \_\_\_\_\_ Hazard Class: (select one):    B – Intermediate    C – High

Dam Name: \_\_\_\_\_ Reservoir/Impoundment Name: \_\_\_\_\_

Dam Location: Street Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ County: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Description of incident and cause(s): (Please Continue on Additional Pages as Necessary) \_\_\_\_\_

Start date, time of incident: \_\_\_\_\_ (AM) (PM)

Was the Emergency Action Plan activated? (Yes) (No)    If so, when? : \_\_\_\_\_ (AM) (PM)

Has the emergency ended? (Yes) (No)    If so, when? : \_\_\_\_\_ (AM) (PM)

Did flow pass through an erodible Auxiliary Spillway? (Yes) (No)

Depth and Duration of Auxiliary Spillway flow: \_\_\_\_\_

Spillway/Auxiliary Spillway condition (did any damage occur?): \_\_\_\_\_

Immediate responses to incident: \_\_\_\_\_

Long term response to incident: \_\_\_\_\_

#### Contact Information

Dam Owner Name: \_\_\_\_\_ Form Prepared By: \_\_\_\_\_

Dam Owner Address: \_\_\_\_\_ Form Preparer's Phone: \_\_\_\_\_

\_\_\_\_\_ Form Preparer's Fax: \_\_\_\_\_

\_\_\_\_\_ Form Preparer's Email: \_\_\_\_\_

Dam Owner Phone: \_\_\_\_\_

Attach additional sheets, including maps, sketches or photos as necessary to fully describe the incident.