Definitions

This appendix defines terms used in the Reclamation Manual Directive and Standard, FAC 01-01, and its appendices.

1. **After-Action Report or AAR.** A report documenting a planned event (e.g., exercise) or incident which explains why and how the EAP exercised or activated; describes the event or incident and actions taken; and identifies strengths, deficiencies, and recommended corrective actions.

2. **Communications Interoperability.** Communications interoperability includes the systems, procedures, and frequencies providing the ability to communicate across jurisdictions and disciplines.

3. **Corrective Action Recommendations.** Recommended concrete, actionable steps that are intended to resolve emergency management preparedness gaps and shortcomings experienced in exercises or real-world incidents.

4. **Dam Failure.** Catastrophic type of failure characterized by the sudden, rapid, and uncontrolled release of impounded water. There are lesser degrees of failure, but any malfunction or abnormality outside the design assumptions and parameters that adversely affect a dam’s primary function of impounding water is properly considered a failure. Lesser degrees of failure can progressively lead to or heighten the risk of a catastrophic failure. They are, however, normally amendable to corrective action\(^1\).

5. **Emergency Action Plan or EAP.** A formal document that identifies potential emergency conditions at a dam and specifies preplanned actions to be followed to minimize property damage and loss of life. The EAP, in conjunction with other documents such as standing operating procedures, specifies actions the dam owner/operator should take to moderate or alleviate the problems at the dam. EAPs contain procedures and information to assist the dam owner/operator in issuing early warning and notification messages to responsible downstream emergency management authorities.

6. **EAP Communications Drill.** An EAP communications drill, sometimes referred to as a notification drill, evaluates the effectiveness and interoperability of the primary and alternate (backup) means of communications and ensures that notification procedures are valid and effective. In addition, this drill can be used to update the communications directory and/or notification chart associated with that EAP.

7. **Emergency Level Categories.** A system of classifying the severity of a hazard at a dam that provides a framework for detection, decisionmaking, and internal and external communications (notifications). These emergency level categories may be referred to as

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\(^1\)FEMA 64, *Federal Guidelines for Dam Safety: Emergency Action Planning for Dams.*
response levels, alerts, emergency categories, etc. in an EAP. Emergency level categories are always correlated to specific initiating conditions (e.g., hydrologic, seismic, seepage) as defined in each EAP.

8. **EAP Orientation Seminar.** An informal discussion designed to orient participants with the EAP, subsequent roles and responsibilities, and the EAP’s relationship with associated plans (e.g., standing operating procedures, site security plan). This seminar introduces all personnel with a role in the EAP to new or updated emergency procedures and their responsibilities.


10. **Facility.** Buildings or complexes, dams, and power plants. This includes dams and appurtenant structures located on the same reservoir.

11. **Full-Scale Exercise or FSE.** This exercise evaluates the entire emergency organization or its major parts in an interactive manner over a substantial period of time. Typically the most complex and resource-intensive type of exercise involving multiple agencies, organizations, and jurisdictions that validate many facets of preparedness. Emergency preparedness officials respond in a coordinated manner to a timed, simulated incident that includes the mobilization of field personnel and resources and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

12. **Functional Exercise or FE.** FEs validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity at the management level. A FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.\(^2\)

13. **Hazard.** Any source of potential damage to, harm to, or adverse effects on people, property, installations, or missions, whether naturally-occurring or caused by the actions or inactions of humans.

14. **High-Hazard Dam.** Dams assigned the high-hazard potential classification are those where failure or mis-operation will probably cause loss of human life.\(^3\)

\(^2\)HSEEP 2013
\(^3\)FEMA 333, *Federal Guidelines for Dam Safety - Hazard Potential Classification System for Dams.*
15. **Homeland Security Exercise and Evaluation Program or HSEEP.** Under Presidential Policy Directive 8, HSEEP provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. HSEEP provides a consistent approach to exercises and measuring progress toward building, sustaining, and delivering core capabilities. An emergency exercise program includes both discussion-based exercises (e.g., orientation seminars, tabletops) and operations-based exercises (e.g., drills, functionals, full-scales).

16. **Improvement Plan or IP.** Plan for converting corrective action recommendations into concrete, actionable steps to resolve capability gaps and shortcomings identified in exercises or real-world incidents, and includes a planned course of action to implement and track the corrective action recommendations.

17. **Incident.** An incident in terms of dam operation includes an impending or actual sudden release of water caused by an accident to, or failure of, a dam or other water retaining structure; the result of an impending flood condition when the dam is not in danger of failure; or any condition that may affect the safe operation of the dam. The release of water may or may not endanger human life, downstream property and structures, or facility operations.

18. **Inundation Map.** A map showing areas that would be affected by flooding from an uncontrolled release of a dam’s reservoir.4

19. **Lifeline.** Something regarded as indispensable for maintaining or protection of life.

20. **Potential Failure Mode.** A physically plausible process for dam failure resulting from an existing inadequacy or defect related to a natural foundation condition, the dam or appurtenant structure’s design, construction, the materials incorporated, operations and maintenance, a response to a natural event such as a flood or earthquake, or aging process that can lead to an uncontrolled release of impounded water.4

21. **Reclamation Duty Officer or RDO.** Designated Reclamation employees physically located at the Hoover Dam Security Control Center on a 24/7 basis who will receive incoming notifications on incidents or observations, and who will forward that information according to established procedures.

22. **Significant-Hazard Dam.** Dams assigned the significant-hazard potential classification are those dams where failure or mis-operation results in no probable loss of human life, but can cause economic loss, environmental damage, disruption of lifeline facilities, or can impact

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4FEMA P-946, *Federal Guidelines for Inundation Mapping of Flood Risks Associated with Dam Incidents and Failures.*
other concerns. Significant-hazard potential classification dams are often located in predominantly rural or agricultural areas, but could be located in areas with population and significant infrastructure.³

23. **Stakeholders.** Key personnel from other Federal, tribal, state, and local emergency management agencies, as well as non-governmental, private sector, and volunteer organizations.

24. **Tabletop Exercise or TTX.** A TTX involves key personnel discussing hypothetical, simulated scenarios in an informal setting⁵. TTXs are used to enhance general awareness; validate plans and procedures; rehearse concepts; assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident; facilitate conceptual understanding; identify strengths and areas for improvement; and achieve changes in attitudes.⁶

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⁵Based on FEMA 64, *Emergency Action Planning for Dams.*
⁶Based on HSEEP 2013 definition.