

**EMERGENCY ACTION PLAN**

**SURVEILLANCE, WARNING AND EVACUATION PROCEDURES**

**HIDDEN LAKE DAM  
DEP NUMBER D64-203**

**LOCATED IN WAYNE COUNTY, PAUPACK TOWNSHIP**

**LATITUDE 41° 28' 01"**

**LONGITUDE 75° 12' 32"**

**OPERATED BY: ROBERT FREDERICKS  
PRESIDENT OF HIDDEN LAKE ESTATES  
HAWLEY, PA 18428**

**TELEPHONE: HOME: (570) 226-1701 ROBERT FREDERICKS  
HOME: (570) 226-2437 EDWARD MOEN  
24- HOUR:**

**OWNED BY: HIDDEN LAKE ESTATES  
ADDRESS: 156 ACACIA DRIVE  
HAWLEY, PA. 18428-4582**

**TELEPHONE: HOME: (570) 226-1701 ROBERT FREDERICKS  
HOME: (570) 226-2437 EDWARD MOEN**

**DATE: APRIL 12, 2006  
REVISED:**

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**PROMULGATION AND CONCURRENCE**

**We, the undersigned, on date indicated, have reviewed the requested support activity in the Emergency Action Plan for the HIDDEN LAKE ESTATES Dam. Our support action will be executed in accordance with existing Standing Operation Procedures.**

\_\_\_\_\_  
ROBERT FREDERICKS, PRESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EDWARD MOEN, TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FRANK J. SMITH, DIRECTOR,  
WAYNE COUNTY EMA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WILLIAM IGOE,  
PAUPACK TOWNSHIP COORDINATOR  
WAYNE COUNTY EMA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**ii**  
**PEMA AND DEP APPROVALS**

**The Pennsylvania Emergency Management Agency, hereby finds the Emergency Action Plan contains key elements for an effective warning and evacuation plan.**

\_\_\_\_\_  
Director, PEMA EASTERN Area Office

\_\_\_\_\_  
DATE

**The Department of Environmental Protection, Bureau of Waterways Engineering, Division of Dam Safety hereby approves the Emergency Action Plan for HIDDEN LAKE DAM (D64-203).**

\_\_\_\_\_  
Chief, Division of Dam Safety

\_\_\_\_\_  
DATE



## **I. PURPOSE AND SCOPE**

- A. To safeguard the lives as well as to reduce property damage of the citizens living within the dam's potential downstream flood or inundation area.
- B. To provide for effective dam surveillance, prompt notification to local emergency management agencies, citizen warning and evacuation response, when required.
- C. To identify emergency actions to be taken by the dam owner/operator, public officials, emergency personnel, and to outline response actions in the event of a potential or imminent failure of the dam.

## **II. SITUATION**

- A. The dam is a 17-foot high, 550-foot long earthen embankment recreation dam, maintaining a normal pool of 186 acre-feet of water with a maximum pool capacity of 343 acre-feet.
- B. The dam is located at the headwaters of Seeley Brook, southwest of Hawley. Directions to the dam being 1.0 mile west on SR0590 from the intersection of US Route 6 and SR 0590, 0.2 mile west on TR 395 and 0.3 mile north on Acacia Drive.. Refer to Location Map at ***Attachment C***.
- C. The inundation area resulting from a sudden dam failure follows Seeley Brook into the waters of Lake Wallenpaupack. It flows through House Pond, crosses SR 0590 and then enters Lake Wallenpaupack. Most of the area above House Pond is undeveloped woodland. There is one residential structure adjacent to House Pond that is within the inundation area. See Inundation Map at ***Attachment A***.
- D. Within the inundation area is approximately 1 home. Refer to the Inundation Map at ***Attachment A***.

## **III. CONCEPT OF OPERATIONS**

- A. SURVEILLANCE - (DAM OWNER OR OPERATOR)
  - 1. Normal Conditions
    - a. The Board of Hidden Lake Estates POA or our designated assigned representative will conduct an on-site visual inspection of the dam, the dam's spillway(s), control systems, and the toe area below the dam at a minimum of once every three months. Any abnormal or questionable conditions will be immediately brought to the attention of the owner's engineer and the Division of Dam Safety of DEP.

2. Unusual Event Conditions

- a. Possible failure of this dam is most likely to occur during severe thunderstorms, heavy rains with local flood warnings, tropical storms and hurricanes, or heavy rains with frozen ground and/or snow cover.
- b. The Board of Hidden Lake Estates POA, namely Robert Fredericks (president HLEPOA), Edward Moen (Treasurer HLEPOA), or our designated assigned representative will commence 24-hour continuous around-the-clock surveillance of conditions at the dam site when:
  - (1) The water level in the impoundment area has reached the threshold level of 1 feet below the top of the dam, or
  - (2) The National Weather Service issues a flash flood watch or warning and conditions warrant, or
  - (3) Any condition(s) listed in paragraph 3.C.1. is observed during routine dam maintenance or an inspection, or
  - (4) Following the occurrence of an earthquake in the general region of the dam.

B. TERMINATION OF SURVEILLANCE

- 1. The Board of Hidden Lake Estates POA, namely Robert Fredericks (president HLEPOA), Edward Moen (Treasurer HLEPOA), or our designated assigned representative may terminate 24 -hour surveillance of dam site conditions when:
  - a. The National Weather Service ends a flash flood watch or warning, and
  - b. Heavy rains have ended and the water level in the lake has dropped 1 foot below the top of the dam and is receding.
  - c. After personal inspection by a knowledgeable professional engineer of the dam site, following an earthquake, overtopping of the dam, or an evacuation of the inundation area as a result of this EAP, or other serious problems resulting in a notification of a dam site emergency.

C. WARNING NOTIFICATION

1. The Board of Hidden Lake Estates POA, namely Robert Fredericks (president HLEPOA), Edward Moen (Treasurer HLEPOA), or our designated assigned representative is responsible for determining the dam's threat potential. The following conditions constitute a dam emergency and require notification to the Wayne County Communications Center 911 and the Department of Environmental Protection's Northeastern Regional Office.
  - a. The water level in the impoundment area has reached the threshold level of 1 foot below the top the dam.
  - b. The depth of flow in the spillway has reached the depth of 2 feet.
  - c. Imminent failure of this dam might be indicated by observance of one or more of the following conditions at the dam site.
    - (1) The lake or pond level is at or near the top of the dam and water is flowing, or about to flow, over the top of the dam.
    - (2) The overflow pipe or spillway is damaged, or clogged with debris or ice, which is resulting in a rapid rise in the lake or pond level.
    - (3) The spillway is experiencing heavy flows which are causing severe erosion to the spillway or the dam embankment.
    - (4) Any structural movement or failure of the concrete (masonry) spillway or the spillway abutment walls.
    - (5) Any sloughing or sliding of the embankment upstream or downstream slope. Also, earth slides in the spillway channel, either upstream or downstream the dam's crest, which could impede the flow in the spillway.
    - (6) Subsidence, sinkholes or cracks found in any part of the dam's embankment or abutting slopes.
    - (7) Any new discharge of water is observed through the dam's embankment or abutting slopes, adjacent to any conduit outlets, or under the dam, which appears as a boil along the downstream toe. Should such a discharge occur and the water is cloudy or muddy in color, then a very serious problem exists.

(8) There are no other conditions, which the dam owner's engineer knows are a concern for the dam's safety.

2. Warning notification will be relayed from the Wayne County Communications Center 911 to all emergency responders and designated government officials and agencies.
3. Emergency management officials will accomplish the needed actions, which are explained in this EAP, in accordance with their existing recommended operating guidelines and existing municipal or county emergency operation plans.

#### D. EVACUATION

Evacuation or pre-evacuation warning of the public may commence upon notification by the Board of Hidden Lake Estates POA or our designated assigned representative. of a potential or imminent failure of the dam. Emergency responders will initiate action in accordance with plan outline and any existing internal organizational recommended operating guidelines, and existing municipal or county operation plans

### IV. RESPONSIBILITIES AND DUTIES - EMERGENCY RESPONSE

#### A. DAM OWNER (SURVEILLANCE- DAM SITE EMERGENCY)

1. The Board of Hidden Lake Estates POA, namely Robert Fredericks (president HLEPOA), Edward Moen (Treasurer HLEPOA), or our designated assigned representative will provide for 24-hour on site dam surveillance and monitoring.
2. When the situation meets the criteria under the warning notification guidelines, presented in Section 3.C.1, indicating a failure of the dam is possible or a significant threat condition is developing, the Board of Hidden Lake Estates POA , namely Robert Fredericks (president HLEPOA), Edward Moen (Treasurer HLEPOA ) will initiate warning communication to the Wayne County Communications Center 911 and the Department of Environmental Protection's Northeastern Regional Office.

#### B. WAYNE COUNTY COMMUNICATIONS CENTER 911

1. The Wayne County Communications Center will notify (Telephone numbers and points of contact are listed in Attachment D):
  - a. Wayne County EMA

- b. Lakeville Volunteer Fire Company
- c. PA State Police – Honesdale Barracks
- d. Hawley Ambulance Company

C. Wayne County EMA

1. The Wayne County EMA will contact the following personnel and agencies (See Attachment D):
  - a. Paupack Township EMA
  - b. Wayne County Elected Officials
  - c. Wayne County EOC staff, as necessary
  - d. **Media - Advisory and/or Warning (Activate EAS).** Refer to Attachment E
  - e. Wayne County EOC staff, as necessary
  - f. American Red Cross – Wayne County Chapter (when mass care or family assistance is required). Coordinate sheltering per ESF 6 of County EOP.
  - g. Pennsylvania Emergency Management Agency
  - h. Wallenpaupack School System (school bus routes?)
  - i. PENNDOT District 4 Honesdale Office
2. The Wayne County EMA will ascertain and report to PEMA any unmet needs requirements.
3. The Wayne County EMA will initiate Damage Assessment and Recovery procedures as the situation requires.

D. LOCAL MUNICIPAL EMA's

1. PAUPACK TOWNSHIP EMA
  - a. Notify municipal elected officials.

- b. Advise municipal services (water, sewer, etc.).
- c. Keep the County EMA apprised of the situation.
- d. Coordinate the evacuation (where appropriate).
- e. Perform initial damage assessment.

E. FIRE DEPARTMENTS

1. LAKEVILLE VOLUNTEER FIRE COMPANY

- a. Provide citizen notification and route alerting to advise residents living within their jurisdiction. (See Inundation Map - Attachment A)
- b. Assist in evacuation.
- c. Assist police and EMS, as requested.
- d. Provide communications support if feasible and requested.

F. POLICE SERVICES

1. PENNSYLVANIA STATE POLICE – HONESDALE BARRACKS

- a. Dispatch radio vehicle to dam site in order to provide alternate communications system.
- b. Assist evacuation traffic flow and establish traffic control points (TCP) at pre-designated locations (See Inundation Map – Attachment A and Traffic Control Points – Attachment B).
- c. Prevent unauthorized entry into emergency areas.
- d. Provide assistance with route alerting, if requested.

G. EMERGENCY MEDICAL SERVICES (EMS)

1. HAWLEY AMBULANCE COMPANY

- a. Provide evacuation transportation assistance and coordinate with designated fire services agencies for transportation of persons with disabilities and any special needs.
- b. Assist fire and police departments as requested.

- c. Provide EMS support to any mass care center as requested.

H. AMERICAN RED CROSS

1. WAYNE COUNTY CHAPTER (If requested by Wayne County EMA)

- a. Alert person(s) responsible to set-up and operate reception center at the Lakeville Community Hall or at the Queen of Peace Church in Hawley as appropriate.
- b. Support operations of the reception center and activate mass care center staff.
- c. Maintain operations of reception center/mass care center as requested by EMA officials until final disposition of evacuees is completed.

I. PENNSYLVANIA DEPARTMENT OF TRANSPORTATION (Penn DOT)

1. Provide services, signs, barricades and guidance on roads and bridges affecting the evacuation and recovery.

V. ADMINISTRATION AND LOGISTICS

A. Notices (see Attachment F) will be posted at the following public places:

1. Paupack Township Municipal Building
2. Troop R Pennsylvania State Police Honesdale Barracks
3. Lakeville Volunteer Fire Company
4. Hawley Ambulance Company Office

B. The Notice (see Attachment F) must state that copies of the Emergency Action Plan for this dam are available for inspection at the following locations (include physical address):

1. Wayne County Emergency Management Agency Office, 925 Court Street, Honesdale, Pa. 18431-1996. (570) 253-1632 or 253-1622 (24 hour)

2. Paupack Township Emergency Management Office, Paupack Municipal Building, HCR #1 Box 134, Hawley, Pa 18428 570-226-4135 W. IGOE
  3. Hidden Lake Estates POA, 156 Acacia Drive, Hawley, Pa. 18428
- C. New Notices will be sent to those agencies in paragraph "A" above whenever Plan is revised.

## **VI. AUTHORITY AND REFERENCES**

### **A. AUTHORITY**

1. The Dam Safety and Encroachments Act (32 P.S. sections 693.1-693.27), May 16, 1985.
2. The Pennsylvania Code - Title 25, Chapter 105 Dam Safety and Waterways Management, Section 105.63 and 105.134.
3. Emergency Management Services Code, 35 Pa C.S. Section 7101 et seq., as amended.

### **B. REFERENCES**

1. Guidelines for Developing an Emergency Action Plan for Hazard Category 1 & 2 Dams. Prepared by the Department of Environmental Protection, Water Management, Bureau of Waterways Engineering, Division of Dam Safety, and the Pennsylvania Emergency Management Agency, June 2005.
2. Inspection, Maintenance and Operation of Dams in Pennsylvania. Prepared by the Department of Environmental Protection, Water Management, Bureau of Waterways Engineering, Division of Dam Safety, August 2004.
3. Wayne County Emergency Operations Plan.

## **VII. DEFINITIONS**

- A. **ABUTMENT** - The part of the valley's hillside against which the dam abuts. Right and left abutments are those on respective sides of the dam as an observer looks downstream.
- B. **AFFECTED COUNTIES/MUNICIPALITIES** – Those jurisdictions within Pennsylvania or adjoining states that, according to the inundation map, may experience flooding as a result of a failure of the dam.

- C. **BOIL** - A disturbance in the surface layer of soil caused by water escaping under pressure from behind a water-retaining structure such as a dam or a levee. The boil may be accompanied by deposition of soil particles (usually sand or silt) in the form of a ring (miniature volcano) around the area where the water escapes.
- D. **BREACH** - An opening or a breakthrough of a dam sometimes caused by rapid erosion of a section of earth embankment by water.
- E. **CONDUIT** - A pipe used to convey water through or around or under a dam.
- F. **CONTROL TOWER** - A structure in the dam or reservoir used to control withdraw of water from the reservoir thru pipes or culverts.
- G. **CREST OF DAM** - The crown of an overflow section of the dam. In the United States, the term "crest of dam" is often used when "top of dam" is intended. To avoid confusion, the terms **crest of spillway** and **top of dam** should be used for referring to the overflow section and dam proper, respectively.
- H. **CULVERT** - (a) A drain or waterway structure built transversely under a road, railway, or embankment. A culvert usually comprises a pipe or a covered channel of box section. (b) A gallery or waterway constructed through any type of dam, which is normally dry but is used occasionally for discharging water; hence the terms scour culvert, draw off culvert and spillway culvert.
- I. **DAM** - A barrier built across a watercourse for impounding or diverting the flow of water.
- J. **DAM FAILURE** - The uncontrolled release of a dam's impounded water. It is recognized that there are degrees of failure. Any malfunction or abnormality, outside the design assumptions and parameters, which adversely affect a dam's primary function of impounding water, is properly considered a failure. Minor malfunctions or abnormalities can result in a sudden failure of a dam.
- K. **EARTH DAM (EARTHFILL DAM)** - An embankment dam in which more than 50% of the total volume is formed of compacted fine-grained earth.
- L. **EMBANKMENT** - Fill material, usually earth or rock, placed with sloping sides.

- M. **EMERGENCY** - A condition of serious nature which develops unexpectedly and endangers the structural integrity of a dam or endangers downstream property and human life. An emergency requires immediate action.
- N. **EMERGENCY ACTION PLAN (EAP)** - A formal plan of procedures designed to minimize consequences to life and property in the event of an emergency at a dam.
- O. **FACE** - With reference to a structure, the external surface that limits the structure, e.g., the face of a wall or dam.
- P. **FAILURE** - An incident resulting in the uncontrolled release of water from an operating dam. See “Dam Failure”.
- Q. **FOUNDATION OF DAM** - The natural material on which the dam structure is placed.
- R. **GROIN** - That area along the contact (or intersection) of the face of a dam with the abutment.
- S. **HAZARD** - A situation which creates the potential for adverse consequences such as loss of life, property damage, and adverse social and environmental impacts. Impacts may be for a defined area downstream of a dam from floodwaters released through spillways and outlet works of the dam or waters released by partial or complete failure of the dam. They may also be for an area upstream of the dam from effects of backwater flooding or effects of landslides around the reservoir perimeter.
- T. **INUNDATION AREA** - The downstream area that would be flooded or otherwise affected by the failure of a dam or large flows. This area can be subject to a fast moving flood wave, 20 to 50 MPH is common, with a height of 1 foot to tens of feet
- U. **INUNDATION MAP** - A map delineating the area that would probably be flooded in the event of a dam failure. This map must be prepared by a registered professional engineer.
- V. **NOTIFICATION** - To promptly inform appropriate individuals or emergency agency about an emergency condition so they can initiate appropriate actions.
- W. **NORMAL WATER LEVEL (NORMAL WATER POOL)** - For reservoir with a fixed overflow spillway crest, it is the lowest level of that crest.

- X. **OPERATOR** - The person or position in a company or organization, who is responsible for a dam's operation and surveillance.
- Y. **OUTLET** - A constructed opening through which water can be safely discharged for a particular purpose from a reservoir.
- Z. **OWNER** - Any person, authority or agency that manages a dam or reservoir.
- AA. **SEEPAGE** - The movement of water that might occur through the dam, its foundation or its abutments. Small amounts of clear water seepage is normal. Increase in the amount of water flow or change in color is a concern for a dam's safety.
- BB. **SLIDE** - The movement of a mass of earth and/or down a slope. In embankments and abutments, this involves the separation of a portion of the slope from the surrounding materials.
- CC. **SPECIAL NEEDS FACILITY** – A building or establishment relating to people who have specific needs, such as children or those associated with a disability.
- DD. **SPILLWAY** - A structure over or through which flows are discharged. If the flow is controlled by gates, it is considered a controlled spillway; if the elevation of the spillway crest is the only control, it is considered an uncontrolled spillway.
- EE. **SPILLWAY CHANNEL** - A channel conveying water from the spillway crest to the river downstream.
- FF. **TOE OF DAM** - The junction of the downstream face of a dam with the ground surface. Also referred to as downstream toe. For an embankment dam, the junction of the upstream face with ground surface is called the upstream toe.
- GG. **TOP OF DAM** - The elevation of the uppermost surface of a dam, usually a road or walkway, excluding any parapet wall, railings, etc.
- HH. **TRAFFIC CONTROL POINT (TCP)** – Manned posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement and also limit entry into the inundation area when an emergency situation requires it.

## **VIII. EXERCISE AND TRAINING**

The dam owner will advise and cooperate with the Wayne County EMA of any exercises scheduled, and coordinate with the Wayne County EMA to exercise all or portions of this EAP as part of the county's all-hazard exercise program schedule.

## **IX. PLAN MAINTENANCE AND DISTRIBUTION**

- A. This Plan will be reviewed every five years by the owner or the owner's engineer. During the five year review:
1. The owner's engineer will field review the flood (inundation) area for any increase in downstream development and revise the Inundation Map, if needed.
  2. The owner's engineer will review and revise surveillance conditions as needed.
  3. The owner will coordinate with Wayne County EMA if population increase or development within the inundation area could affect the emergency response requirements. If so, a new or revised plan should be developed.
  4. The owner will obtain concurrence from the affected county EMA offices.
  5. The owner will submit revised plan to DEP for approval.
- B. A copy of the approved EAP will be distributed to those emergency response agencies listed in Section 4 and a letter certifying distribution of the approved EAP will be sent to the DEP, Division of Dam Safety.

### **ATTACHMENTS:**

ATTACHMENT A - DOWNSTREAM FLOOD AREA (INUNDATION) MAP

ATTACHMENT B - TRAFFIC CONTROL POINTS

ATTACHMENT C - LOCATION MAP

ATTACHMENT D - TELEPHONE ROSTER

ATTACHMENT E - MEDIA ANNOUNCEMENT

ATTACHMENT F - NOTICE

# **ATTACHMENT B**

## **TRAFFIC CONTROL POINTS**

**ROAD CLOSURE A – East of the intersection of SR 0590 and T-395 on SR 0590**

**ROAD CLOSURE B – West of the intersection of SR 0590 and a private road to the west on SR 0590.**

**ROAD CLOSURE C – On Acacia Drive just west of the dam.**

**ROAD CLOSURE D – On Acacia Drive just east of the dam.**

**ACCESS CONTROL POINT #1 – Acacia Drive at the intersection of Acacia Drive and SR 3028 (Milford Owego Turnpike)**

**Access Control Point #2 – Acacia Drive at the intersection of Acacia Drive and T-395 (Bone Ridge Road) This access point is gated.**

# ATTACHMENT D

## TELEPHONE ROSTER

<u>DAM OPERATOR</u>	<u>HOME:</u>	<u>24 HOUR:</u>
ROBERT FREDERICKS	570-226-1701	570-226-1701
EDWARD MOEN	570-226-2437	570-226-2437

**DAM OWNER:**  
**HIDDEN LAKE ESTATES SAME AS PHONE NUMBERS ABOVE**

	<u>WORK:</u>	<u>24 HOUR</u>
WAYNE COUNTY COMM.	570-253-3109	911
WAYNE COUNTY EMA	570-253-1622 OR 1632	911
PAUPACK TWNSHP EMA	570-226-4135	911
PENN STATE POLICE	570-253-7126	911
LAKEVILLE VOL. FIRE	570-226-2607	911
HAWLEY AMBULANCE	570-226-4601	911
AMERICAN RED CROSS	570-253-2310	570-253-3109
DEP REGIONAL OFFICE WILKES-BARRE	570-826-2511	570-826-2511
PEMA	717-651-2001 (BOTH)	
DEP DAM SAFETY HARRISBURG OFFICE	717-787-8568	717-787-4343
PENNDOT HONESDALE	570-253-3130 OR 1-800-538-3147	

**ATTACHMENT E**  
**MEDIA ANNOUNCEMENT**

**WARNING MESSAGE:**

The Wayne County Emergency Management Agency advises that due to conditions at the Hidden Lake Estates Dam in Hawley, the public should avoid the area downstream of the dam in the proximity of Housepond Pond on SR 0590. Stay tuned for further information.

\*\*\*REPEAT PERIODICALLY\*\*\*

**EVACUATION MESSAGE:**

The Wayne County Emergency Management Agency is advising all residents living downstream of the Hidden Lake Estates Dam in Hawley to evacuate the area immediately. Evacuate the area and go to the Lakeville Community Hall & Fire Dept. Building on SR 590. If you require shelter during this emergency you should report to Lakeville Community Hall & Fire Dept. Building on SR 590.

\*\*\*REPEAT PERIODICALLY\*\*\*

**INCIDENT RESOLVED, SAFE TO RETURN:**

The Wayne County Emergency Management Agency is advising residents of the area downstream of the Hidden Lake Estates Dam in Hawley that the problem at the dam has been resolved and that residents may return to their homes.

\*\*\*REPEAT PERIODICALLY\*\*\*

**NOTE:** The above messages should be modified as necessary to fit the situation.

