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AIRPORT EMERGENCY PLAN

Final

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Basic Plan

Purpose

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at Carson City Airport. It is intended to assist the airport manager, airport staff, and emergency organizations in carrying out their responsibilities efficiently in case of an airport emergency.

Note that, in addition to this document, a brief reference guide titled Airport Emergency Procedures is included in the emergency kit located at the airport, which provides additional guidance to specific emergency situations.

Introduction

We recognize that not all emergency situations can be anticipated. If an emergency arises and is not covered in this plan, the Airport Manager can direct such actions as he or she may deem necessary.

This plan was approved and adopted on _____.

Airport Emergency Plan Coordinator

The coordinator of this plan may be the airport manager or their designated representative, who will be responsible for the administration and review processes of this plan and will ensure the implementation of these procedures during any emergency or disaster. Emergency response may vary depending on hazard-specific conditions as contained herein. An Incident Command will be established in a manner consistent with Carson City emergency response procedures and National Incident Management System (NIMS) guidelines.

Basic Assumptions

In developing this plan, we considered the following:

- How best to work together as a team and use the resources of the city and airport.
- How to manage communications at the airport during an emergency.
- How to hand off control as the availability of staff and the nature of the emergency changes.
- How to coordinate radio frequencies so that all emergency responders can communicate effectively with each other.
- Where to go during an emergency.
- How to inform tenants and other airport users about the emergency.
- How to restrict access and control bystanders during an emergency.

Organization and Assignment of Responsibility

The individuals and agencies that have a role in an emergency at the Carson City Airport are listed in Table 1. This list is not meant to be all-inclusive in terms of the agencies or individuals involved, as others may be needed.

Table 1. Airport Emergency Responsibilities

Position or Description	Responsibilities for Airport Emergency
Airport Manager or designee	• Serve as Emergency Coordinator. * • Establishes Incident Command for all response and recovery operations, as appropriate. • Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan (AEP). • Contact 911 and provide appropriate alerts and notifications. • Coordinate the airport's closing when necessary and disseminate relevant safety-related information to aviation users (NOTAMs).
Carson City Manager or designee	• Provide access to city resources.
Fire Chief or Designee /Carson City Fire Department	• Manage and direct firefighting and rescue operations. • Direct hazardous materials response. • Coordinate mutual aid resources through the Incident Command System. • Responsible for EMS, triage, and transport of sick and injured. • Assume Incident Command as appropriate.
Sheriff or Designee Carson City Sheriff's Office	• Manage and direct sheriff operations and assist with investigations. • Assist with traffic control and scene security. • Assist with search and rescue or evacuations. • Respond as needed for activities involving crowds or assemblies of people. • Respond to bomb threats or acts of terrorism. • Assume Incident Command as appropriate.
Carson City Emergency Manager or designee	• Assist the airport with obtaining all resources offered by the state or federal governments. • Assist the City in obtaining any state or federal government resources that may be needed because of an emergency. • Support and assist with responder, public, and airport information sharing and reporting.
Carson Tahoe Hospital	• Provide emergency medical services to the airport during emergencies, including triage, stabilization, first aid, medical care, and transportation of the injured. • Coordinate planning, response, and recovery efforts with hospitals, fire and Law Enforcement departments, airport operators, etc. • Coordinate the hospital disaster plan with the airport and community Emergency Operations Plan (EOP).
Tenants and FBOs	• Coordinate the use of their available equipment and supplies. • Coordinate the use of their workers. The tenants usually have information about the airport, aircraft, and other technical knowledge.
Public Works Department	• Coordinate the use of resources for debris removal or building maintenance. • Coordinate restoration of public utilities. • Provide equipment for emergency response and recovery.
	*Note: In the absence of the airport manager, an airport staff member may serve as the emergency coordinator until the airport manager is on-site.

Administration and Review

The Airport Manager reviews this document every 12 months and recommends updates and changes to the Carson City Airport Authority. As part of this review, local emergency and medical personnel may conduct a tabletop exercise to identify needed changes every 12 months. At least once every three years, the Airport Manager may conduct a full-scale emergency plan exercise. Emergency plan reviews and exercises may involve all the agencies that have responsibilities in the execution of the emergency plan.

After the Airport Manager submits the updated emergency plan to the Carson City Airport Authority, the board should have final approval of the revised plan.

In the event of a major emergency or disaster that exceeds the resources and capabilities of the airport, and which requires immediate state and/or federal assistance, the Nevada Division of Emergency Management (DEM) Duty Officer may be contacted at the following phone numbers:

- [REDACTED] 24/7,
- NSP Dispatch can act as a backup [REDACTED]

Functional Areas

This section provides information on tasks and core responsibilities that may be applied to all airport emergencies. Detailed information about specific emergency situations is found in the standard operating procedures for hazard-specific areas.

Note: Many general aviation airports do not have enough staff to designate an individual to cover each function. FAA Advisory Circular 150/5200-31C recognizes this and states that in many instances, these roles may need to be combined or may include off-airport expertise.

Command and Control

Command and control of an airport emergency will vary depending on the type of emergency and the response required. The Incident Command System (ICS) will be utilized in a manner consistent with the Carson City Emergency Operations Plan.

In case of an emergency, the first qualified person on scene should establish command and then transfer command to a more qualified staff member as necessary or until relieved by a proper agency or authority (i.e., Fire, Law Enforcement, or Federal Agency) the Airport Manager may be assigned as the Airport liaison within the Incident Command Structure or may become an I.C. in a unified command structure.

The Carson City Fire Department, located at [REDACTED], should be the first choice for the Emergency Operations Center (EOC).

The Carson City Emergency Manager will help provide resource coordination and information flow between government agencies, the public, and the private sector as needed.

Communication

Primary communication for responding agencies will be through two-way radios using frequencies assigned by the Carson City Dispatch Center.

If secondary communications are needed, electronic communications, cell phones, amateur radio, or secondary Carson City communication equipment may be used.

The Carson City Airport uses the following civil aviation band frequencies: [REDACTED] MHz

Alert Notifications and Warning

The Airport Manager, their designee, or airport tenants will be responsible for initiating a 911 call in an emergency.

Note: Notifications regarding airport emergencies may also be reported by the public in some cases.

The airport manager should coordinate with the incident commander (I.C.) and/or emergency manager to notify the appropriate aviation agencies and ensure that notifications are made to protect the public.

The Airport Manager should notify the appropriate key Carson City government and private organization officials.

Dispatch of emergency personnel will be the responsibility of the Carson City Dispatch Center after alert notification is received.

Emergency Public Information

Airport management should coordinate with Incident Command to ensure actions are taken to protect the public in the event of an emergency. Instructions should be delivered to the public through the following methods:

- Mass Notification System
- Wireless Emergency Alert
- Carson Now
- KKFT Radio 99.1

The Incident Commander may assign a public information officer (PIO) to work within the Incident Command System (ICS) and coordinate public information.

Media briefings should be coordinated through the PIO with the approval of the Incident Commander.

Protective Actions

The Airport Manager will coordinate with the Incident Commander to ensure actions are taken to protect the public in accordance with procedures of the Carson City Emergency Operations Plan.

Evacuation/shelter-in-place orders will be coordinated through the Incident Commander. The Airport Manager will work within the ICS structure to assist with evacuations of airport buildings.

Law Enforcement

Law enforcement agencies will operate within the Incident Command System; they will ensure the availability of sufficient numbers of qualified and trained law enforcement personnel to support an airport emergency. Law enforcement will coordinate multi-jurisdictional law enforcement response and any required mutual aid.

Law enforcement will establish security for all airport emergency scenes, including traffic control and security at access points. Law enforcement will assume Command for situations involving bomb threats or terrorism.

Firefighting and Rescue

The Carson City Fire Department (CCFD) will utilize the Incident Command System (ICS) and ensure the availability of sufficient numbers of qualified and trained personnel to support an airport emergency. CCFD will provide EMS, triage, treatment, and transport of sick and injured. CCFD will coordinate appropriate response and recovery operations, including any mutual aid needed.

CCFD will assume Command for all fire suppression, rescue operations, and hazardous material incidents.

Health and Medical Services

The Carson Tahoe Hospital will provide medical services, including stabilization, first aid, and emergency medical care at the hospital during an airport emergency. Carson Tahoe will be responsible for ensuring that coordination with any other mutual aid agency is accomplished through Incident Command.

Hospital: Carson Tahoe Hospital

[REDACTED]

[REDACTED]

Carson City, Nevada

Emergency Medical Services (EMS): Carson City Fire Department

The following are pre-determined areas that may be utilized at the discretion of the Incident Commander for uninjured, injured, and deceased:

- Main Terminal Building
- South Hangar Building
- Experimental Aircraft Association (EAA) Building

Resource Management

The Incident Commander will ensure that the appropriate resources are obtained for the emergency, including response and recovery operations. The following is a list of resources to support potential emergencies:

- Carson City Emergency Management
- Carson City Fire Department
- Carson City Public Works Department
- Connolly Crane Service

An airport emergency kit is at [REDACTED] (also shown in Figure 2).

*NOTE: Handheld VHF radio is available in the furnace closet and maintenance office

Contents of Emergency Kit:

- Copy of airport emergency plan
- Airport grid map. Includes gate locations, fire department access point, location of lighted x's and airfield lighting vault, directions to turn off airfield lights. The key for lighting vault.
- Copies of forms for aircraft incidents, missing aircraft, bomb threat
- Copy of the "immediate action guide."
- Airport tenant contact list
- Two flashlights and one lantern
- One wool blanket
- First aid kit
- Caution tape
- Package of twenty n-95 masks
- Spill kit.

Each agency, department, or service of the Carson City government will provide for the maintenance of records during an emergency. These records shall be submitted on the proper ICS forms. They should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. This information will be provided to the ICS finance section through the proper chain of command.

Airport Operations and Maintenance

The airport manager or representative will be responsible for controlling the airport during an emergency. In conjunction with the I.C., the Airport Manager will determine if the runway or other airport surfaces need to be closed. If the runway is closed, the Airport Manager/designee will ensure that yellow x's for runway closure are placed as appropriate.

The Airport Manager/designee will issue NOTAMs for airport conditions and closures and any required coordination with air traffic control facilities. The Airport Manager/designee will use their discretion to notify airport tenants via the Tenant Bulletin system.

The Airport Manager will coordinate airport operations with Incident Command as required and make all necessary equipment and facilities available.

Standard Operating Procedures and Checklists for Specific Hazards

This section focuses on the special planning needs and hazards to airports. It addresses the essential operational actions needed to help complete a specific response function. Some hazards that may require a response are:

- Aircraft incidents and accidents.
- Natural disasters.
- Bomb incidents.
- Hazardous materials incidents.
- Structural Fires.
- Failure of power.
- Missing aircraft.

The following section includes detailed instructions and checklist information for hazard-specific sections and the airport grid map.

Reference: Title 49: Transportation

PART 830—NOTIFICATION AND REPORTING OF AIRCRAFT ACCIDENTS OR INCIDENTS AND OVERDUE AIRCRAFT, AND PRESERVATION OF AIRCRAFT WRECKAGE, MAIL, CARGO, AND RECORDS

Airport Access

Airport access is through Station 52 North Gate or Knox Box located at Gate 1 east of main terminal building off 2600 E College Parkway.

Post-Incident Procedures

Implement Responders and Family/Victim Assistance Plan

- The Airport Manager may secure facilities for victims' families and friends that are easily accessible and are removed from areas involved with the emergency response or designated for the media.
- The Airport Manager may provide areas for the care of emergency responders.

Implement Media Plan

- Implement a media plan that covers all phases of the airport emergency.
- The Airport Manager will designate an area for the media to gather and set up to cover the situation if necessary.
- The Airport Manager may serve as the Public Information Officer (PIO) or designate a person. The PIO will interface with the media when needed. This designated individual will disseminate information consistent with inputs from all involved agencies and approved by Incident Command or Unified Command.
- The PIO will conduct media briefings in the designated location if the scale or duration of the airport emergency incident warrants it.

Establish Safe Airport Operations

The Airport Manager will ensure that all appropriate actions are taken, regardless of the type of emergency, to establish safe airport operations after an incident.

- If the airport has been closed due to an emergency, before reopening, the Airport Manager will ensure:
 - Aircraft operating areas are safe and secure.
 - Aircraft movement areas to be reopened have been inspected.
 - Adequate aircraft rescue and firefighting protection is available if needed.
 - Public safety is assured.
 - The airport manager will ensure that responsibility is assigned to document all actions taken. The airport manager will write an incident report and submit it to the airport authority for review. This report should include all pertinent information regarding the incident, such as type of incident, time and date of occurrence, names and addresses of persons involved, witnesses, reporting party, response actions, and recommendations for further actions.
 - Cancel NOTAMS.

Work Through Investigations

An investigation will begin in the event of an aircraft accident, possibly during the response and recovery phase. The NTSB is responsible for accident investigations involving civil aircraft, but it is not uncommon for that responsibility to be delegated to the FAA.

Based on instructions from the NTSB or the FAA, the location of the accident may be secured prior to the NTSB or investigative authority arriving on the scene of an aircraft emergency incident. This may include establishing a perimeter around the accident scene to protect property and preserve evidence.

Appendix A.

Airport Emergency Initial Response Checklist for Aircraft Accident/ Incident

- Call 911 if an incident involves any injury or fire. If airport staff is at the airport, be prepared to escort first responders to the incident.
- Monitor CTAF at all times and notify any traffic of the pavement closures.
- Call flight services [REDACTED] to active NOTAM if necessary.
- If NOTAM is issued, contact Oakland Center [REDACTED] and NorCal TRACON [REDACTED] to verify they are aware of NOTAM.
- Notify Airport manager [REDACTED], and/or Airport Ops [REDACTED]
- Post a voice message on AWOS to advise of any closure or hazard.
- Call Reno FSDO. Prior to calling, have the Aircraft tail number and be prepared to describe damage to Aircraft and any injuries [REDACTED].
- As soon as practical, have airport staff remain on-site with disabled aircraft if it is on movement area pavement or inside of RWY or TWY safety area. (with ops/maintenance vehicle – beacon on and monitor CTAF)
- Begin filling out Aircraft incident report.

Appendix B.

Hazard 1: Aircraft Incidents and Accidents

Definition and Classification of Incidents and Accidents

Aircraft accident: Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury because of the occurrence or in which the aircraft receives substantial damage.

Aircraft incident: Any occurrence associated with the operation of an aircraft that is not considered an "aircraft accident."

Incident Classification System

- Alert 1: An accident may happen. For example, if there is a landing gear problem, or a situation or emergency exists or is perceived to exist that may result in an incident or accident. This includes situations where it is unknown if an incident or accident emergency has occurred.
- Alert 2: An aircraft is known or suspected to have an operational defect that affects normal flight operations to the extent that there is a danger of an accident.
- Alert 3: An aircraft accident occurred at or near the airport.

Emergency Contact Information

Fire/Sheriff Departments:	911
Sheriff	██████████
Airport Manager: NOTAM:	██████████
Leidos FSS	██████████
FAA Western Pacific Operations Center: (the FAA will contact NTSB)	██████████
Airport Operations	Cell: ██████████
CCFD Emergency Management	Cell: ██████████
CCFD Fire Chief/HazMat	Cell: ██████████
Carson City Street Supervisor	Cell: ██████████
Carson City Public Works Supervisor	Carson City Dispatch Center
On-Call	██████████
Carson City Manager	Work: ██████████
*Connolly Crane Service Butler-General Manager Michael	Manager Cell: ██████████ Office: ██████████

*Connolly Crane Service. Email: ██████████ They can pick up and move any Aircraft, with a 1 hour response time during regular business hours and a longer response time after hours. They will respond anytime.

Alert Notification and Warning

Once it has been determined that a potential or actual airport/aircraft emergency exists, appropriate parties listed under Emergency Contact Information should be notified by the Airport Manager or the Airport Manager's designee. After making appropriate phone calls, the Airport Manager or the Airport Manager's designee should be available by phone or in-person to direct responders and answer questions.

Note: The Airport Manager or the Airport Manager's designee may have other response duties depending on the level of training and/or local procedures.

Alert 1 Fire House Standby Classification Response

If able, airport staff should advise 911 dispatch and provide the following information if known:

- Type of aircraft
- N-number
- Type and amount of fuel.
- Number, or potential number, of passengers and crew.
- Nature of emergency (difficulty: rough running engine, low fuel, etc.)
- Type and/or amount and location of cargo.
- Number of passengers on board
- Location of aircraft

Alert 2 Airport Standby Classification Response

911 dispatch should be provided with the same information as above, plus any additional details that should allow preparation for likely contingencies. Emergency equipment should be operating and positioned with engines running and all emergency lights operating, enabling rapid response to the incident/accident site.

- Standby locations on the Carson City Airport should be accessed through the Station 52 North Gate, and responding units should position themselves in such a manner as to have a clear view of the runway and taxiways. Personnel in charge of response equipment (fire department) should anticipate the aircraft's rollout and station emergency response vehicles some distance upwind from the rollout area.
- Communication with the aircraft by airport staff should be made if possible (on Unicom frequency [REDACTED] or the emergency frequency [REDACTED]) and passed to the fire department. This provides a safety factor for rollout; should an emergency require it, the vehicle could be on the move to the aircraft stopping point from an upwind direction.
- The fire department vehicle will move on a fast parallel course to the aircraft once it is apparent that the aircraft is going to pass the standby position.

Alert 3 Accident Classification Response

Appropriate fire department procedures should be put into effect. The airport staff or reporting party should relay all pertinent updated information to 911 dispatch. 911 dispatch is responsible for relaying information to responding emergency units, including the accident's location, using direction and distance from the arrival/departure building, thresholds, mid-field, street/road intersections, or landmarks.

Notify the FAA Western Pacific Operations Center of conditions at the accident site, particularly if such conditions could interfere with flight operations. Airport staff should issue applicable NOTAMs and ensure appropriate CTAF advisories are communicated. Note: that all NOTAMs should specify if the airport will remain open for emergency aircraft.

Recovery

Preservation of wreckage

If the accident involves personal injury or death, the wreckage CANNOT BE MOVED OR DISTURBED except for emergency extrication to protect the wreckage from further damage or to protect the public from injury. The Incident Commander should ensure the preservation of wreckage until otherwise authorized by the FAA Western Pacific Operations Center duty officer (see Emergency Contact List) or until the appropriate governing agency takes custody of or releases the wreckage.

Following FAA approval, the wreckage may be moved away from the runway/taxiways or accident scene to facilitate the timely reopening of the airport. The aircraft owner is responsible for removing or making arrangements to remove the damaged aircraft. With the pilot's consent, the FBO's may assist in the recovery process. Prior to any Airport equipment being used in the recovery, the pilot must sign a release of liability waiver.

Following removal of the wreckage, the Airport Manager/designee will inspect the runway/taxiway pavement and surrounding surfaces for damage and debris, and, if satisfactory, the airport may be reopened to air traffic. If the runway is closed, X's should be removed from the runway ends.

The Airport Authority will bill all costs for the recovery and removal of aircraft from the operational areas of the airport to the owner/operator of the aircraft involved.

Public Information

Airport personnel or other city personnel should avoid making any statements to the news media during an emergency at the airport or aircraft accident scene unless previously directed. The Airport Manager and a representative from the FAA or NTSB will normally serve as the public information officer (PIO). Any city employee with questions about media inquiries will refer the media to the PIO.

Organizational Response and Responsibilities

Airport Staff

- Locate the aircraft owner/operator if pilots or passengers are unable to communicate.
- Check with the FBO for any parties that might have been waiting for or associated with the aircraft.
- Check with the FAA Western Pacific Operations Center to determine if a flight plan exists for the aircraft and obtain related pilot and owner information.
- If the aircraft tail number is readable or known, use the Internet to quickly determine the owner/operator at <https://registry.faa.gov>:
 - Type in aircraft's N number.
 - Click on "Submit."
- Complete airfield inspections and documentation.
- Issue appropriate NOTAMs.
- Cooperate with investigations.

The Airport Manager/designee should notify appropriate officials, assist with the investigative process, and provide documentation, including the Airport Incident Report form.

Airport Fixed-Base Operators (FBO)

If the FBO operator is informed of an aircraft incident/accident:

- Provide the specific or best estimate of the location on or near the airport or closest intersection, landmark, etc., of the emergency.
- Call 911 (law enforcement/fire dispatch).
- State the "ALERT Level (Alert 1, 2, or 3)." Provide information from the description of Alert Level.
- Make a CTAF advisory call (123.0) if there's a danger to other aircraft.
- Contact Airport Staff: Airport Manager [REDACTED] or Airport Operations [REDACTED] 8
- Standby to direct firefighters or EMS to the accident site.

Fire Department

The Fire department personnel on the scene will utilize the ICS to direct all fire suppression efforts and rescue of individuals involved in the incident. The Incident Commander will assess the situation and ensure that adequate equipment is available for rapid-fire suppression,

rescue of victims, and transportation of victims to area hospitals. The I.C. will maintain contact with the Airport Manager/designee.

Sheriff Department/Department of Public Safety

- Secure the area and ensure the free flow of emergency equipment into the incident scene.
- Handle crowd control, site security, and control of ingress and egress to the incident scene by authorized personnel.
- Treat and secure the accident/incident scene as a major crime scene.

Public Works Department

The Public Works Department will respond to any serious aircraft or airport incident when directed by the Incident Commander. The Director of Public Works or his designee will help the Airport return to normal operations quickly. The Director of Public Works or his designee will coordinate with the I.C. and assist in and supervise the recovery, removal, or salvage of property that creates a problem at the airport and restricts aircraft operations. This may include the removal of aircraft and hazardous debris on runways and taxiways. The Public Works Department may respond with the initial equipment necessary to accomplish its mission, such as:

- Front-end loader
- Dump truck.
- Flatbed trailer
- Sweeper
- Adequate cables and ropes to move an aircraft.
- Support equipment (e.g., barricades, cones, and lighting systems for night recovery operations)

Airport Tenants

Airport tenants and their employees should be considered a prime source of readily available equipment and labor and may have an intimate knowledge of the airport and the aircraft. These individuals can be invaluable, especially if their background includes aircraft maintenance, medical training, or aircraft transportation. If used voluntarily, these individuals must be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting other emergency operations.

CCFD Emergency Medical Services (EMS)

EMS will provide emergency medical services, including triage, patient care, and transport. EMS will coordinate with the Carson-Tahoe Hospital and Incident Command for any required mutual aid.