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# **AIRPORT EMERGENCY PLAN**

Adopted  
May 20, 2020

# Carson City Airport Emergency Plan

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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 with 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 all emergency situations cannot be anticipated. If an emergency situation arises that is not covered in this plan, the Airport Manager has the authority to direct such actions as he or she may deem necessary.

This plan was approved and adopted on May 20, 2020.

### ***Airport Emergency Plan Coordinator***

The coordinator of this plan may be the Airport Manager or his or her designated representative, who will be responsible for the administration and review processes of this plan and who will ensure implementation of these procedures during any emergency or disaster condition. Emergency response may vary depending on hazard-specific conditions as contained herein. An Incident Command will be established 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**

<b>Position or Description</b>	<b>Responsibilities for Airport Emergency</b>
Airport Manager or designee	<ul style="list-style-type: none"> <li>• Serve as Emergency Coordinator.*</li> <li>• Establishes Incident Command for all response and recovery operations, as appropriate.</li> <li>• Establish, promulgate, coordinate, maintain, and implement the Airport Emergency Plan (AEP).</li> <li>• Contact 911 and provide appropriate alerts and notifications.</li> <li>• Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to aviation users (NOTAMs).</li> </ul>
Carson City Manager or designee	<ul style="list-style-type: none"> <li>• Provide access to city resources.</li> </ul>
Fire Chief or Designee /Carson City Fire Department	<ul style="list-style-type: none"> <li>• Manage and direct firefighting and rescue operations.</li> <li>• Direct hazardous materials response.</li> <li>• Coordinate mutual aid resources through Incident Command System.</li> <li>• Responsible for EMS, triage and transport of sick and injured.</li> </ul>
Sheriff or Designee Carson City Sheriff's Office	<ul style="list-style-type: none"> <li>• Manage, direct Sheriff operations, assist with investigations.</li> <li>• Assist with traffic control and scene security.</li> <li>• Assist with search and rescue or evacuations.</li> <li>• Respond as needed for activities involving crowds or assemblies of people.</li> <li>• Respond to bomb threats or acts of terrorism.</li> <li>• Assume Incident Command as appropriate.</li> </ul>
Carson City Emergency Manager or designee	<ul style="list-style-type: none"> <li>• Assist the airport with obtaining all resources offered by the state or federal governments.</li> <li>• Assist the City in obtaining any state or federal government resources that may be needed as a result of an emergency situation.</li> </ul>
Carson Tahoe Hospital	<ul style="list-style-type: none"> <li>• Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and transportation of the injured.</li> <li>• Coordinate planning, response, and recovery efforts with hospitals, fire and Law Enforcement departments, airport operator, etc.</li> <li>• Coordinate the hospital disaster plan with the airport and community Emergency Operations Plan (EOP).</li> </ul>

Tenants and FBOs	<ul style="list-style-type: none"> <li>• Coordinate the use of their available equipment and supplies.</li> <li>• Coordinate the use of their workers. The tenants usually have information about the airport, aircraft, and other technical knowledge.</li> </ul>
Public Works Department	<ul style="list-style-type: none"> <li>• Coordinate the use of resources for debris removal or building maintenance.</li> <li>• Coordinate restoration of public utilities.</li> <li>• Provide equipment for emergency response and recovery.</li> </ul>
	<p>*Note: In the absence of the Airport Manager, an airport staff person may serve as the Emergency Coordinator until the Airport Manager is on-site.</p>

**Administration and Review**

The Airport Manager is responsible for reviewing this document every 12 months and making recommendations for 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 assist with identifying 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 of the agencies that have responsibilities in the execution of the emergency plan.

After the updated emergency plan has been submitted to the Carson City Airport Authority by the Airport Manager, 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:

- 775-687-0498 M-F 8:00 a.m. to 5:00 p.m.
- 775-687-0400 7 Days a week after 5:00 p.m.

## **Functional Areas**

This section provides information on tasks and core responsibilities that may be applied to all airport emergencies. Detailed information particular to 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.

### **1. Command and Control**

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

In case of emergency, the Airport Manager or designee should establish Incident Command until relieved by a proper agency or authority (i.e. Fire, Law Enforcement or Federal Agency) once relieved of command 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 777 S. Stewart St, should be the first choice for the Emergency Operations Center (EOC).

The Carson City Emergency Manager will assist in providing resource coordination between government agencies and the private sector as necessary.

### **2. Communication**

Primary communication for responding agencies will be through the use of communication radios using Carson City emergency frequencies.

In the event secondary communications are needed, equipment may include electronic communications, cell phones, amateur radio, or secondary Carson City communication equipment.

The Carson City Airport uses the following civil aviation band frequencies: 123.00 MHz.

### **3. Alert Notifications and Warning**

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

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

The Airport Manager should coordinate with the Incident Commander (I.C.) to notify the appropriate aviation agencies and should ensure that notifications are made to protect the general 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.

#### **4. 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:

- Code Red
- 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 IC PIO.

#### **5. Protective Actions**

The Airport Manager will coordinate with Incident Commander to ensure actions are taken to protect the public in accordance with procedures for 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.

#### **6. Law Enforcement**

Law enforcement agencies will operate utilizing the Incident Command System (ICS); 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 points of access. Law enforcement will assume Command for situations involving bomb threats or terrorism..

#### **7. Firefighting and Rescue**

The Carson City Fire Department (CCFD) will operate utilizing 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, and rescue operations.

#### **8. Health and Medical Services**

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

**Hospital:** Carson Tahoe Hospital  
1600 Medical Pkwy  
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

## **9. Resource Management**

The Incident Commander will be responsible for ensuring 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

An airport emergency kit is located at 2600 E College Parkway (also shown in Figure 2). The contents are:

- Copy of AEP and laminated copy of Emergency contact information list
- Laminated copy of the airport map
- Copies of forms that address the hazards contained in this plan
- A handheld radio tuned to the required frequency of 123.0
- Four high-powered flashlights and spare batteries
- Blanket
- First aid kit
- List and contact information for all airport tenants
- Laminated copy of the “Immediate Action Guide”
- Caution tape
- Two ventilator masks
- Directions for where to find X’s to close a runway, as well as the hazardous spill containment pads and other items used in responding to these hazards

Each agency, department, or service of Carson City government will provide for the maintenance of records during an emergency. These records shall be submitted on the proper ICS forms and 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.

## **10. Airport Operations and Maintenance**

The Airport Manager or representative will be responsible for the control of the airport during an emergency. The Airport Manager in conjunction with the IC 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 be responsible for issuing NOTAMs for airport conditions and closures as well as any required coordination with air traffic control facilities. The Airport Manager/designee will use their discretion to make the appropriate notifications to airport tenants via the Tenant Bulletin system.

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



## Standard Operating Procedures and Checklists for Specific Hazards

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

- Aircraft incidents and accidents Page 9
- Natural disasters Page 14
- Bomb incidents Page 16
- Hazardous materials incidents Page 18
- Structural fires Page 19
- Failure of power Page 21
- Missing aircraft Page 23

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 locked at Gate 1 east of main terminal building off of 2600 E College Parkway.

### 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 as a result 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, 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 actually 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 danger of an accident.

**Alert 3:** An aircraft accident has occurred on or in the vicinity of the airport.

## Emergency Contact Information

Fire/Sheriff Departments:	911
Sheriff	775-722-5856
Airport Manager: NOTAM:	Cell: 775-240- 0533
Leidos FSS	877-487-6867
FAA Western Pacific Operations Center: (the FAA will contact NTSB)	847-294-8400
Airport Operations	Cell: 775-443- 7288
CCFD Emergency MGT/HAZMAT	Cell: 775-233- 5107
CCFD Fire Chief	Cell: 775-842- 1549
Carson City Street Supervisor	Cell: 775-721- 7275
Carson City Manager	Work: 775-887- 2100

### **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 , his designee. After making appropriate phone calls, the Airport Manager or his or her designee should be available by the phone or in person to direct responders and answer questions.

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

### **Alert 1 Fire House Standby Classification Response**

If able, airport staff should advise 911 dispatch provided 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 dispoatch 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.

1. 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 re-sponse vehicles some distance upwind from the rollout area.
2. Communication with the aircraft by airport staff should be made if possible (on Unicom frequency 123.00 or the emergency frequency 121.50) 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.
3. 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. All pertinent updated information should be relayed by the airport staff or reporting party to 911 dispatch. 911 dispatch is responsible to relay information to responding emergency units and include the location of the accident 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. Carson Aviation, the Cactus Air Force and the Carson City Public Parks department may assist in this recovery process.

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 involved aircraft.

## **Public Information**

Airport personnel or other city personnel should avoid making any statements to the news media during an emergency situation 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>:
  1. Type in aircraft's N number.
  2. 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 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 775-240-0533 or Airport Operations 775-443-7288
- Stand by to direct firefighters or EMS to the accident site.

***Fire Department***

The Fire department personnel on the scene will utilize the ICS and will direct all efforts of fire suppression 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 IC 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.
- Assist firefighters in the suppression of fire and rescue of victims if requested by the Incident Commander.
- Treat the accident/incident scene as a major crime scene and secure it as such.

***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 will assist the Airport in returning the airport to normal operations in an expeditious manner. The Director of Public Works will coordinate with the IC and assist in and supervise the recovery, removal, or salvage of property that creates a problem on 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 utilized, on a voluntary basis only, it is imperative that these individuals be deployed under supervision and assigned specific functions to avoid duplication of efforts and the possibility of disrupting the other emergency operations.

#### ***CCFD Emergency Medical Services (EMS)***

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

## **Hazard 2: Natural Disasters**

In the event of a natural disaster such as a tornado, hailstorm, flooding, severe thunderstorm, or high wind, the Carson City Emergency Management Plan and the Hazardous Weather Emergency Operations Plan will be followed.

### **Emergency Contact Information**

- Fire/Sheriff Departments: 911
- Airport Manager/Operations 775-240-0533/775-443-7288
- NOTAM: Leidos Flight Service 877-294-8400
- Public Works Director 775-887-2355

### **Alert Notifications and Warning**

All parties listed under Emergency Contact Information should be notified. The general public will be warned of severe weather, radio, etc.

### **Response**

If time allows: CodeRED Emergency Notification System

1. Notify airport tenants of the threatening condition.
2. Advise aircraft owners and pilots so they can depart the airport ahead of the condition or secure their aircraft properly.
3. Survey the airport for unsecured objects that may become projectiles in high winds or be damaged by floodwaters.
4. Move aircraft to safe areas (hangars) or position and secure as best as time allows.
5. Stop fueling operations when lightning is observed in the vicinity.
6. Secure airfield lighting as necessary to protect from flood damage.
7. Lower or remove the windsock.
8. Issue a NOTAM advising of airport conditions.

The designated storm shelter area will be Airport Terminal Building 2600 E College Parkway

If required:

- The Incident Commander may activate the Emergency Operations Center (EOC), located at 777 S. Stewart St to coordinate any airborne emergency relief.
- Coordinate with all military and relief flight operations for the orderly flow of air traffic.
- Designate unloading areas and the movement from the airport of relief supplies.
- Provide current weather and airport status information to the city manager, police chief, fire chief, emergency management staff, and utility departments.
- The Carson City Public Works Director or his designee will be the Incident Commander and may enter into a unified command with the fire department and the Airport management. All will work within ICS and follow the guidelines in the Carson City Emergency Operations Plan.

### **Recovery**

The Incident Commander will ensure all local utilities are notified, such as NV Energy, Southwest Gas, AT&T, and Public Works. All available resources and equipment will be utilized as necessary to return the airport to an operational condition as soon as possible this will ensure an additional avenue for emergency relief.

## **Organizational Response and Responsibilities**

### ***Airport Management***

- Provide alert information to responding agencies, airport tenants, users, and the general public at the airport.
- Conduct inspections and issue appropriate NOTAMs.
- Monitor the NOAA weather radio to ascertain conditions that will affect the airport. The airport may also obtain a tone alert monitor to watch weather or other relevant emergencies.
- Complete documentation regarding the event, including incident report, damage assessments, and financial impacts.

### ***Fire Department***

- Respond to protect persons and property.
- Coordinate rescue operations as needed.

### ***Sheriff Department***

- Respond to protect persons and property.
- Participate in traffic control, evacuations, or sheltering of the general public.

### ***Public Works***

- Direct resources as necessary to assess damage make repairs and restore utilities.
- Provide equipment for shoring up public buildings or removing debris.



### **Hazard 3: Bomb Incidents/Terroristic Threats**

Criminal activities and disturbances may include bomb threats, terrorism, vandalism, or crowd control problems. In general, law enforcement will assume Incident Command for these situations.

#### **Emergency Contact Information**

Carson City Sheriff's Department:	911
Airport Manager/Airport Operations	775-240-0533775-443-7288
TSA:	866-907-8391
AOPA GA SECURE Hotline:	866-427-3287
Carson City Manager:	775-887-2100

#### **Alert Notifications and Warning**

All parties listed under the Emergency Contact Information should be notified. It may not be necessary to contact the TSA or AOPA GA-SECURE Hotline for all criminal activities, such as those not involving aircraft operations.

#### **Response**

Law enforcement will be the primary response agency and assume Incident Command. For bomb threats, airport management or personnel may be involved with gathering initial threat information and providing alert notifications and warnings.

#### **Recovery**

The Airport Manager should coordinate with law enforcement, conduct necessary inspections, issue appropriate NOTAMs, and return the airport to normal operations.

#### **Organizational Response and Responsibilities**

##### ***Airport Management***

- If a threat is phoned in to the airport, use the bomb threat form to get as much information as possible.
- For a suspicious package or parcel, leave it unopened where it was discovered.
- Establish an isolation zone on the airport and clear it of all personnel.
- Have all passengers leave baggage and cargo. All persons should be detained until cleared by the designated law enforcement personnel.
- Notify the CC Sheriff's department by calling 911.
- Notify the TSA by calling 866-907-8391.
- If on an aircraft, notify the person(s) or firm that owns the aircraft.
- For threats on aircraft or hijacking situations, direct all aircraft to the pre-determined isolation area located Runway 27 run-up area .
- Notify the tenant of the building, if any, and direct all persons to be evacuated to a minimum of 500 feet from the threatened building; ensure a tenant familiar with the building will meet with authorities to help identify building contents during the bomb search.
- Ensure all personnel and vehicles are kept a minimum safe distance of 500 feet from around the building; divert flights away from any building with a suspicious package or device.

***Sheriff Department***

- Respond to the scene and assume Incident Command.
- Assist with crowd control, evacuations, and protection of the public.
- Establish scene security and isolation areas.
- Coordinate any required law enforcement mutual aid.

## **Hazard 4: Hazardous Materials Emergencies**

A hazardous materials emergency involves the possible spillage of hazardous material on a commercial, military, or private aircraft in flight or any hazardous materials incident on airport property.

### **Emergency Contact Information**

Carson City Fire/Sheriff Departments:	911
Airport Manager/Airport Operations	775-240-0533/775-443-7288
NDEP State Duty Officer:	888-331-6337

### **Alert Notifications and Warning**

Upon notification from the pilot or other responsible person(s), or observation of a hazardous material incident on airport property, notify the fire department by telephone (911).

### **Organizational Response and Recovery Responsibilities**

#### ***Airport Management***

- Provide alert notifications by calling 911 and move to safety.
- Notify any affected airport tenants or the general public at the airport and provide public information on evacuation or shelter-in-place procedures as coordinated with incident command.
- Issue appropriate NOTAMs closing isolation areas of the airport.
- If the incident is on an aircraft, upon landing, direct the pilot to the predetermined isolation zone located Runway 27 run-up area.

#### ***Fire Department***

- Assume incident command
- For a hazardous materials spill (gas, fuel oil, etc.) of more than five gallons, or for assistance in dealing with any hazardous materials incident, notify the Nevada EPA Spill Duty Officer at 775-687-9485 or 888-331-6337.
- Establish a 1,500-foot perimeter around the area or adequate distance per the *Emergency Response Guide* published by the Department of Transportation for isolation distance from the aircraft.
- Protect persons and property and implement evacuation or sheltering-in-place procedures.
- Permit only rescue crews and authorized personnel within the perimeter if radioactive smoke-borne or wind-carried particles are present.
- Close doors and windows of buildings in the area where blowing smoke-borne or other particles are present. Evacuate area.
- Determine if an actual spill has occurred. If the hazardous material container is found to be unbroken, the alert will be canceled and the material will be held in custody until proper disposal instructions are received. If a spill has occurred, the fire department and the senior fire official on scene will take charge, and the official will become the incident commander. The fire department will direct all containment and cleanup operations.

#### ***Emergency Medical Services (EMS)***

- Provide any emergency medical services, patient care, or transport.

#### ***Public Works***

- Provide equipment and resources for containment if necessary and as directed by incident command.

## **Hazard 5: Structural Fires**

A structural fire emergency involves fires occurring at or in airport buildings such as terminals or hangars.

### **Emergency Contact Information**

- Carson City Fire/Sheriff Depts: • 911
- CCFD Non-Emergency • 775-887-2210
- Airport Manager/Airport Operations • 775-240-0533/775-443-7288
- Public Works Director • 775-887-2355

### **Alert Notifications and Warning**

Airport management or a representative will contact all parties listed in the emergency contact information and notify affected tenants at the airport.

### **Response**

Carson City Fire Department will be the primary response agency and will assume Incident Command.

### **Recovery**

Airport management and the public works department will be responsible for returning the airport to normal operations and working with affected building owners to clean up and document actions taken.

### **Organizational Response and Responsibilities**

- Airport Manager or Representative Call 911.
- Take protective actions for employees and the public.
- Evacuate area according to evacuation plan.
- Coordinate response activities.
- Control access to facility until it has been inspected and/or will not impede with emergency response organizations.
- Coordinate news releases with incident command, if necessary.

#### ***Airport Staff/Maintenance***

- Assist with critical services including utility support (activation/cutoff) as needed.
- Provide safety inspections.
- Assist in facility restoration.

#### ***Tenants***

- Provide assistance on voluntary basis or in accordance with established agreements.
- Provide specialized tools, equipment, and knowledge of building contents as needed.

#### ***Fire Department***

Fire department personnel on the scene will serve as Incident Command and will direct all efforts of fire suppression 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 scene Incident Commander will maintain contact with the Airport Manager.

***Sheriff Department***

- 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.
- Assist firefighters in the suppression of fire and rescue/evacuation of victims if requested by the Incident Commander.

***CCFD Emergency Medical Services (CCFD EMS)***

- Provide emergency medical services for patient care and transport.

***Public Works***

- Direct clean-up operations of public buildings as necessary.

## **Hazard 6: Failure of Utilities**

A utility failure on the airport may require closing the airport due to lack of lighting for aircraft operations or the need to keep operating aircraft and people away from a gas leak. The failure of the water main may require stopping work in hangars and ceasing fueling operations if water is required for first aid, such as eye wash stations or cleanup from a fuel spill. The fire department should be consulted about its ability to fight a fire while the water is cut off.

### **Emergency Contact Information**

Carson City Fire/Sheriff Departments:	911
Airport Manager /Airport Operations	775-240-0533/775-443-7288
Public Works Director	775-887-2355

In case of electrical power failure:

- Call NV Energy at 775-834-4100
- Stay clear of all downed power lines.

In case of gas line rupture:

- Clear the immediate area.
- Call Southwest Gas at 877-860-6020
- Notify CCFD (if necessary) at 911

In case of water main break:

- Call Carson City Municipal Water Company) at 775 283-7395

### **Alert Notification and Warning**

Airport management or a representative will notify the responsible utility company of the failure as well as the public works department.

### **Organizational Response and Recovery Responsibilities**

#### ***Airport Management***

- Notify staff and repair personnel of the outage.
- Issue NOTAM, if required.
- Notify the NORCAL TRACONAREA E (FAA Air Traffic Control Facility ) regarding a failure that may affect the safety of flight. NORCAL TRACONAREA E: 916-361-6874.
- Notify tenants.
- Coordinate and disseminate public information to address public safety and impacts of utility failures in public buildings or parking lots.
- Inspect airport facilities to ensure proper working conditions before returning to service and normal operations. The critical facilities prioritized for return to service and inspections include:
  - AWOS
  - Runways, Taxiways Alpha & Delta, Airport Lighting
  - Fuel Facilities

#### ***Public Works***

- Coordinate any repairs necessary with the utility companies and restore services to priority areas of the airport.

## **Hazard 7: Missing Aircraft**

### Emergency Contact Information

Carson City Fire/Sheriff 's Departments: 911

Airport Operations: 775-443-7288

Leidos Flight Services: 877-294-8400

### **Alert Notifications and Warning**

The Airport Manager or representative may be notified by the FAA or the general public in cases of missing or overdue aircraft. It is possible that the pilot of a missing or overdue aircraft may have landed and not cancelled a flight plan. In these cases, the missing aircraft and pilot may be found somewhere on the airport facilities, and so notification to all responding agencies may not be required.

### **Organizational Response and Recovery Responsibilities**

- Airport Manager or representative Search airport facilities and check with tenants for missing or overdue aircraft.
- Alert local response agencies as appropriate for possible search and rescue operations.
- Obtain information regarding missing or overdue aircraft (see Missing/Overdue Aircraft Information Form).
- Coordinate with the FAA.

#### ***Fire Department***

- Assist with any search and rescue operations.
- Coordinate any required mutual aid assistance.
- Consider activation of the EOC.

#### ***Sheriff's Department***

- Assist with any search and rescue operations.

## **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 media to gather and set up to cover the situation if necessary.
- The Airport Manager may serve as the Public Information Officer (PIO) or may 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 situation, prior to 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 for documenting 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.



## **Attachments**

- Bomb Threat Form
- Aircraft Incident Report
- Missing Aircraft Form
- Airport Grid Map
- Emergency Contact Information

## Bomb Threat Form

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. What is your phone number? \_\_\_\_\_
9. Note the exact wording of the threat (write on back).
10. What are the sex, race, and age of the caller? \_\_\_\_\_
11. What was the length of the call? \_\_\_\_\_
12. Number at which the call was received: \_\_\_\_\_
13. Time received: \_\_\_\_\_
14. Was the caller's voice familiar? If so, whom did it sound like:  
\_\_\_\_\_
15. Was the caller's voice calm, angry, excited, slow, rapid, soft, loud, laughing, crying, normal, distinct, slurred, nasal, stuttering, lisping, raspy, deep, ragged, clearing throat, breathing deeply, cracking, disguised, have an accent, familiar, or whispered? \_\_\_\_\_
16. Did you hear any background sounds? \_\_\_\_\_
17. Was the threat language well spoken, foul, irrational, incoherent, taped, or read like a rehearsed message? \_\_\_\_\_

- **Call 911.**
- **Evacuate the building/aircraft to a safe distance.**
- **Contact the Airport Manager/Airport Operations 775-240-0533/775-443-7288**

# Aircraft Incident Report

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Type of Incident (check one)

Aircraft Accident/Incident: \_\_\_\_\_

Natural Disaster: \_\_\_\_\_

Property Damage: \_\_\_\_\_

Bomb Threat: \_\_\_\_\_

Other: \_\_\_\_\_

Reported by

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Location: \_\_\_\_\_

Weather conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Aircraft type and tail number: \_\_\_\_\_

Name(s) of pilot(s): \_\_\_\_\_

Pilot(s) contact information: \_\_\_\_\_

Units that responded to incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Missing Aircraft Form

The Airport Manager and staff will assist in locating aircraft on or near the airport by taking the following information and actions:

Notified of a missing aircraft (N-number): \_\_\_\_\_

By (name): \_\_\_\_\_

Of (organization): \_\_\_\_\_

Contact number: \_\_\_\_\_

Estimated time of arrival: \_\_\_\_\_ at (airport): \_\_\_\_\_

Aircraft type: \_\_\_\_\_

Aircraft color: \_\_\_\_\_

Pilot name: \_\_\_\_\_ number: \_\_\_\_\_

Local contact (name): \_\_\_\_\_ number: \_\_\_\_\_

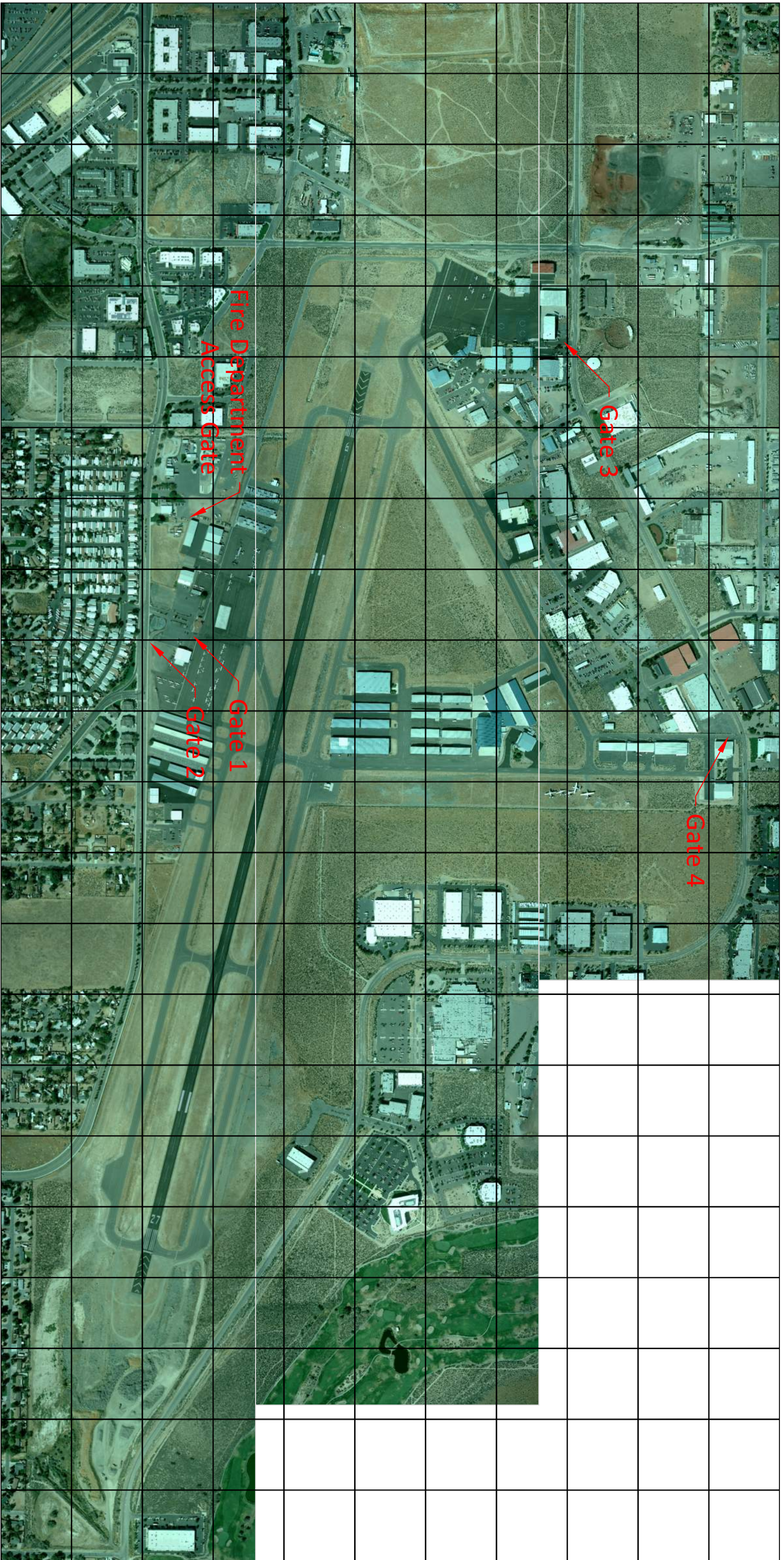
People on board: \_\_\_\_\_

Last contact (time): \_\_\_\_\_ location: \_\_\_\_\_

1. Check to see if the aircraft is on the ramp.
2. Check the hangar list to see if the pilot or a local contact have a hangar on the field.
3. Call the hangar owner to ask if the aircraft is in hangar.
4. Visit the hangar if unable to contact hangar owner.
5. Contact police to find out if an aircraft crash has been reported in the area.
6. Physically tour the airport property, looking off the ends of runways and any low spots where an aircraft would not be easily seen.
7. Report back to the person who reported the aircraft missing.
8. If the initial report came from the pilot's family or friends, contact Leidos Flight Services at 887-294-8400 or the FAA at 847-294-8400.
9. If the aircraft is not initially located, contact the Airport Manager 775-240-0533 or Airport Operations 775-443-7288.

## **Airport Grid Map**

*Attach airport safety map here. List detailed information on access route and considerations for each area of the airport.*



A B C D E F G H I J K L M N O P Q R S T U V

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11

Gate 3

Gate 4

Gate 1

Gate 2

Fire Department  
Access Gate