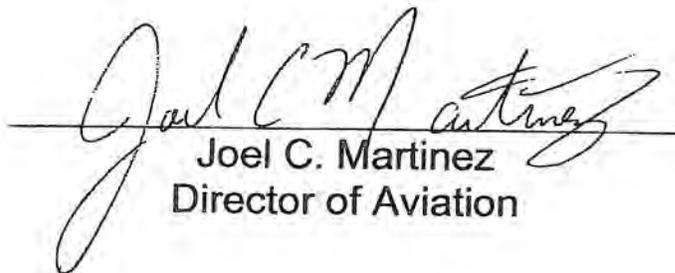


Waco Regional Airport

AIRPORT EMERGENCY PLAN (AEP) CLASS I Airport

TO COMPLY WITH CFR 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION



Joel C. Martinez
Director of Aviation

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Waco Regional Airport
Airport Emergency Plan

Contents

| | |
|---|---------|
| PROMULGATION PAGE | iv |
| SIGNATURE PAGE | v |
| PURPOSE | I-1-1 |
| SITUATION AND ASSUMPTIONS | I-1-2 |
| OPERATIONS..... | I-1-5 |
| Organization and Assignment of Responsibilities..... | I-1-7 |
| Administration and Logistics..... | I-1-13 |
| Plan Development and Maintenance | I-1-14 |
| Training, Drills and Exercises..... | I-1-14 |
| Authorities and References | I-1-15 |
| Section II - Functional Annexes | |
| I. Command and Control..... | I-2-A-1 |
| II. Communications..... | I-2-A-3 |
| III. Alert Notification and Warning..... | I-2-A-5 |
| IV. Emergency Public Information (EPI)..... | I-2-B-1 |
| V. Protective Actions..... | I-2-C-1 |
| VI. Law Enforcement/Security..... | I-2-D-1 |
| VII. Firefighting and Rescue (ARFF)..... | I-2-E-1 |
| VIII. Health and Medical..... | I-2-F-1 |
| IX. Resource Management..... | I-2-G-1 |
| X. Airport Operations and Maintenance..... | I-2-H-1 |
| Hazards | |
| I. AIRCRAFT INCIDENTS AND ACCIDENTS..... | I-3-A-1 |
| II. TORNADO (NATURAL DISASTER)..... | I-3-B-1 |
| III. TERRORISM..... | I-3-C-1 |
| IV. STRUCTURAL FIRES, FUEL FARM AND FUEL STORAGE AREAS .. | I-3-D-1 |
| V. HAZARDOUS MATERIALS..... | I-3-E-1 |
| VI. WATER RESCUE..... | I-3-F-1 |
| VII. POWER FAILURE..... | I-3-G-1 |
| VIII. CROWD CONTROL..... | I-3-H-1 |
| IX. SABOTAGE, HIJACK, AND OTHER UNLAWFUL INTERFERENCE WITH OPERATIONS..... | I-3-I-1 |
| Exhibits..... | |
| Exhibit 1..... | I-4-A-1 |
| Exhibit 2..... | I-4-B-1 |
| Exhibit 3..... | I-4-C-1 |

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**Waco Regional Airport
Airport Emergency Plan**

PROMULGATION PAGE

This page officially declares this document to be the existing Airport Emergency Plan (AEP) for Waco Regional Airport. The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. Waco Regional Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the airport as ready as possible.



Joel C. Martinez
Director of Aviation

Date: 4/14/14

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Waco Regional Airport
Airport Emergency Plan

SIGNATURE PAGE

The following representatives have reviewed this document:

Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

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Signature: _____ Date: _____ Department: _____

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Signature: _____ Date: _____ Department: _____

Name: _____ Title: _____

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Waco Regional Airport
Airport Emergency Plan

PURPOSE

- I. The specific goals of this document are to:
- A. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
 - B. Set forth lines of authority and organizational relationships, and show how all actions should be coordinated.
 - C. Describe how people and property will be protected in emergencies and disasters.
 - D. Identify personnel, equipment, facilities, supplies, and other resources available—within the airport or by agreement with communities—for use during response and recovery operations.
 - E. As a public document, cite its legal basis, state its objectives, and acknowledge assumptions.
 - F. Facilitate response and short-term recovery to set the stage for successful long-term recovery.

II. The FAA does not mandate a particular format. However, Waco Regional Airport of Waco, TX, being certificated under 14 CFR Part 139, intends to follow the recommendations set forth by AC 150/5200-31A. If this document contains the recommended information and if it is functional, i.e. the users are familiar with the content and can find the information they need when they need it, then the format is good. If, however, during drills, exercises, actual response, plan review, etc., that test is not met, then some change in format is in order.

A. This AEP will follow a functional approach and will be organized into the following four parts:

1. Basic Plan.
2. Functional Sections or Annexes.
3. Hazard - specific Sections.
4. SOPs and Checklists.

SITUATION AND ASSUMPTIONS

- I. The following assumptions and statements are to be considered for this document:
 - A. Natural and accidental events will occur within the City of Waco and around the airport that create emergent situations and pose the potential of disastrous proportions.
 - B. The threat of Terrorism and the use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
 - C. There will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response and response times will be retarded in proportion to the number of decisions required.
 - D. A properly designed and implemented Airport Emergency Plan will prevent the loss of life, minimize illness and injury, and preserve property and community integrity.
 - E. Provisions of Homeland Security Statutes and regulations will govern certain response activities. The recovery of losses and costs from Federal resources will require specific preparations and compliance with specific regulations.
 - F. The Airport Emergency Plan will be in operation during and after any disaster affecting the airport or surrounding community.
 - G. The City of Waco will exercise a leading role in the management of a major disaster or multi-jurisdictional emergency. Waco Regional Airport of Waco, Texas being operated by the City of Waco, will follow the Waco-McLennan Basic Emergency Operations Plan (WMBEOP) and will not develop or endorse any conflicting policies or procedures.
 - H. The demand by the public for information will be very high and accentuated in certain types of disasters. The management of public reaction will require the distribution of needed information.
 - I. Certain emergency support functions will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.

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Waco Regional Airport
Airport Emergency Plan

- J. The Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the complex jurisdiction environment of the City of Waco, TX of Waco Regional Airport.
- K. All airport employees with assigned functions and duties will perform them fully. Provisions will be made for employees to address family needs that cause conflicting priorities. Others, who are qualified, will perform duties if assigned personnel are not able.
- L. Waco Regional Airport is a small non-hub airport for American Airlines-Dallas-Fort Worth International Airport and may need to serve in an elevated capacity after a disaster, to accommodate aircraft on an emergent basis or to support relief efforts.
- M. Waco Regional Airport may service as a staging area for evacuees during emergencies or to transport the injured by air to other facilities.
- N. Waco Regional Airport has specific limitations for the weight of aircraft and length of safe landing runway available.
- O. Helicopter operations are common at the airport already.
- P. Requirements of the FAA and relationships established with American Airlines for air traffic control will prevail, even in a disaster.
- Q. Critical operating capacities of the airport will remain viable after an event such as the condition of the runway, communications, power, etc.
- R. Waco Regional Airport will be able to function within its design limits and provide a substantially increased capacity to accommodate the movement of personnel and material into the county.
- S. Arterial road systems will remain operable to allow access to the facility.
- T. Air traffic control, fueling, maintenance and other normal operational capacities will be able to accommodate changes in the volume and type of traffic.
- U. Adequate security safeguards will be activated to protect the asset from intentional or accidental compromise.
- V. The areas covered by this plan and threats that are likely to arise are as follows:
 - Aircraft Incidents and Accidents
 - Disabled Aircraft Removal

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Airport Emergency Plan

- Bomb Threats/Incidents
- Crowd Control
- Structural Fires, Fires at Fuel Farms, or Fuel Trucks
- Hazardous Material Spills
- Power Failure for the Movement Areas Lighting System
- Sabotage/Hijack
- Tornado/Severe Weather
- Water Rescue

II. Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster. A Hazard Analysis Program is intended to identify those hazards, which create the greatest vulnerability to the airport and its surrounding area. In addition, it determines what characteristics of the airport may affect response activities; and what information used in the preparing the AEP must be treated as assumption rather than fact.

Waco Regional Airport
Airport Emergency Plan

OPERATIONS

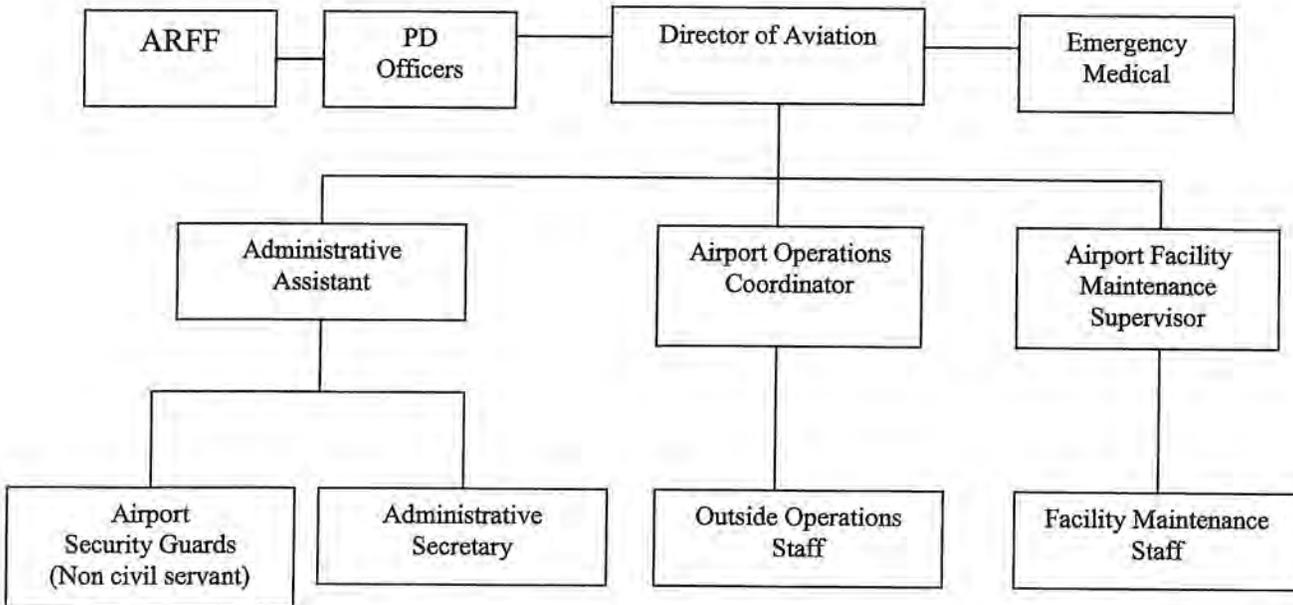
I. Waco Regional Airport is owned and operated by the City of Waco. Under normal, non-emergency conditions, Waco Regional Airport has the primary responsibility of commercial service provided by American Airlines via Dallas- Fort Worth International DFW. As well as house over 100 aircraft used for various functions including training, corporate, charter and law enforcement support.

II. In order to perform the above tasks, the Airport Director has organized Waco Regional Airport into two Divisions:

A. Administration

B. Operations and Maintenance

III. In an emergency situation, the following diagram depicts the organizational structure of the airport.



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Waco Regional Airport
Airport Emergency Plan

**** All above personnel will follow the direction of the Incident Commander when applicable.**

IV. General response procedures and actions for implementation of the AEP at Waco Regional Airport are as follows:

A. TYPES OF ALERTS

1. ALERT I

Are a Minor in-flight difficulties such as oil leaks, loss of radios, etc. or any other event that would require some type of response by airport personnel; ARFF, and Airport Police will be notified by Waco Regional Airport ATCT or the Airport Administration and the appropriate personnel from all departments will respond when needed and as necessary.

2. ALERT II

Major in-flight difficulties; such as faulty landing gear, engine trouble, engine fire, or other problems, which could result in crash upon landing. This would also include structural fires on ramps or in hangars that affects or could affect the safety of aircraft operations.

3. ALERT III

An aircraft: crash, explosion, aircraft fire, or any other disaster.

V. Implementation of the AEP during routine weekday business hours.

A. In the event of a disaster, the Director of Aviation or the Directors designee shall have the authority to initiate the AEP-either in its entirety or in a portion determined to be sufficient to handle the situation at hand.

VI. Implementation of the AEP during non-business hours.

A. During non-business hours, it shall be the responsibility of the Airport personnel on duty, or if no Airport personnel are on duty the Aircraft Rescue and Firefighting to declare a disaster and to initiate the AEP after they have consulted with the Director of Aviation.

B. Based on the specific disaster and associated needs, the first Airport employee on the scene will begin making notifications to the various departments and agencies that will need to be involved during the emergency response.

VII. All of the agencies responding will be coordinated under the direction of the On-Site Commander. Coordination and cooperation between the agencies and personnel will be

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Waco Regional Airport
Airport Emergency Plan

continuous until such time as the incident has been terminated. The On-Site-Commander may differ depending on the type of emergency.

Organization and Assignment of Responsibilities

I. The following outlines what each organization or function on the airfield might be expected to perform in the case of an emergency.

A. Air carrier(s)/Aircraft operator(s).

1. Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on boards.
2. Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
3. Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
4. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.

B. Air Traffic Control

1. Contact ARFF service regarding aircraft incidents/accidents and providing them information relevant to the emergency. Provide ARFF vehicle operators with information regarding the last known position of the accident aircraft, the best estimate of the accident.
2. Coordinate the movement of non-support aircraft away from any area on the airport, which may be involved in an emergency.
3. Coordinate the movement of support aircraft to/from the emergency scene.

C. Airport Authority/Management

1. Assume responsibility for overall response and recovery operations once life, property and safety matters have been mitigated. Until such time the Fire Chief or designee will be the Incident Commander.
2. Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.

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Waco Regional Airport
Airport Emergency Plan

3. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).

D. Airport Tenants

1. Coordinate the use of their available equipment and supplies.
2. Coordinate the use of their manpower that may have knowledge of the airport, aircraft, and other technical knowledge.

E. Animal Care/ Control

1. The movement of animals through the airport as cargo or pets accompanying their owners is fairly common. Animal Care professionals should be included in AEP development and provide professional assistance during emergencies. This can be assigned to a governmental animal control department or contract with a non-profit or volunteer organization, such as the Humane Society or Society for the Prevention of Cruelty to Animals (SPCA).
2. Coordinate the services and assistance provided to the animal victims impacted by the emergency.
3. Removal and care of wildlife involved in collision with aircraft.

F. American Red Cross

1. Provide comfort to casualties and relatives. Staff responsibilities should be made clear to avoid conflicts or duplication of effort from other providers of such services, such other arrangements made by the air carrier or the National Transportation Safety Board (NTSB) under the Aviation Disaster Family Assistance Act (ADFAA).

H. Justice of the Piece

1. Coordinate and provide body identification and other investigative activities.

I. Emergency Management Agencies (EMAs)

1. Coordinate local EOP(s) with the AEP.

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Waco Regional Airport
Airport Emergency Plan

2. Consider role airport may have in support of state or regional defense or disaster response plans.

J. Emergency Medical Services

1. Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and the transportation of injured.
2. Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, American Red Cross, Airport Operator, etc.

K. State or Local environmental Agency

1. Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.

L. Explosive Ordnance Disposal (EOD)- McLennan Sheriffs Bomb Technicians

1. Provide technical support for related situations.

M. Federal Aviation Administration (FAA)

1. Certify and uphold the practices and procedures of the aviation industry.
2. Provide investigation service in support of improving safety and enforcement of the regulations, as necessary.

N. Federal Bureau of Investigation (FBI)

1. Investigate any alleged or unexpected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).

O. Aircraft Rescue and Firefighting (ARFF)

1. Manage and direct firefighting and rescue operations until life, property and safety matters have been mitigated.

P. Government Authorities

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Waco Regional Airport
Airport Emergency Plan

1. In order to avoid conflict and confusion between participants, the AEP should clearly define the obligation, controls, and limitations placed on the airport authority by government agencies. Post-accident investigation, unlawful seizure of aircraft, bomb threats and bombings may fall into jurisdiction other than that of the airport authority.

Q. Hazardous Materials Response Team

1. Provide response and recovery support for hazardous material emergencies as defined by statute.

R. Health and Medical

1. Coordinate overall planning, response, and recovery efforts with hospitals, EMS, fire and police departments, American Red Cross, airport operator, etc. to ensure practicality and interoperability.

S. Hospital(s)

1. Coordinate the hospital disaster plan with the airport and community EOP.

T. Mental Health Agencies

1. Provide coordinated program for survivors, relatives, eyewitnesses and emergency response personnel for dealing with the possible long-term effects of the emergency.

U. Mutual Aid Agencies

1. Coordinate and integrate emergency services into the AEP through mutual aid agreements and Standard Operating Procedures (SOPs).
2. In some locations there are regulations or laws governing mutual aid activities and agreements.

V. National Weather Service

1. Provide related technical support information in support of emergency response and recovery operations.

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Waco Regional Airport
Airport Emergency Plan

2. Assist with alert and warning processes, particularly with weather related emergencies.

W. National Transportation Safety Board (NTSB)

1. Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

X. Police/Security

1. Manage law enforcement resources and direct traffic control and law enforcement operations.

Y. Post Office

1. Ensure the security of the mail, protect postal property, and restore service.

Z. Municipal Information Services/ Media

1. Gather, coordinate and release factual information.

AA. Public Work/Engineering

1. Manage public works resources and direct public works operations (e.g. road maintenance, debris/trash removal, etc.).
2. Coordinate with private sector utilities (e.g. power and gas) on shutdown and service restoration.
3. Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

BB. Search and Rescue

1. Coordinate and provide search and rescue services as needed, usually for off-airport aircraft emergencies.

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Waco Regional Airport
Airport Emergency Plan

CC. All tasked individuals/organizations, including, but not limited to, those listed above:

1. Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
2. Analyze need and determine specific communications resource requirements.
3. Identify potential sources of additional equipment and supplies.
4. Provide for continuity of operations by taking action to:
 - a. Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - b. Protect records, facilities, and organizational equipment deemed essential for Waco Regional Airport training operational capabilities and conducting emergency operations.
 - c. Protect emergency response staff:
 - i. Provide appropriate protective clothing and respiratory devices.
 - ii. Ensure adequate training on equipment and procedures.
 - iii. Provide security.
 - iv. Rotate staff or schedule time off to prevent burnout.
 - v. Make stress counseling available.
 - vi. Ensure the functioning of communication and other essential equipment.

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Waco Regional Airport
Airport Emergency Plan

| Agency | Airport Manager/Chief Executive | Fire Department | Police Department | Health and Medical Coordinator | Emergency Response Manager | Communications Coordinator | Public Information Officer | Airport Operations and Maintenance | Warning Coordinator | Resource Manager | Volunteer Organizations | Other Agencies |
|------------------------------|---------------------------------|-----------------|-------------------|--------------------------------|----------------------------|----------------------------|----------------------------|------------------------------------|---------------------|------------------|-------------------------|----------------|
| Functions | | | | | | | | | | | | |
| Direction and Control | P | P/S | P/S | P/S | S | S | S | S | S | S | S | S |
| Communications | S | S | S | S | S | P | S | S | S | S | S | S |
| Alert and Warning | S | S | S | S | S | S | S | S | P | S | S | S |
| Emergency Public Information | S | S | S | S | S | S | P | S | S | S | S | S |
| Protective Actions | P | P/S | P/S | P/S | S | S | S | S | S | S | S | S |
| Fire and Rescue | S | P | S | S | S | S | S | S | S | S | S | S |
| Law Enforcement | S | S | P | S | S | S | S | S | S | S | S | S |
| Health and Medical | S | S | S | P | S | S | S | S | S | S | S | S |
| Operations and Maintenance | S | S | S | S | S | S | S | P | S | S | S | S |
| Resource Management | S | S | S | S | S | S | S | S | S | P | S | S |

LEGEND

P : Primary Responsibility

S : Support Responsibility

P/S : One of these may be in charge, depending on the nature and scope of emergency

Emergency Response Organization Responsibility Matrix

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Airport Emergency Plan

Administration and Logistics

I. Availability of Services and Support

- A. The availability of services and support for emergencies can be located in the organization and assignment of responsibilities section, AEP Hazard Specifics section, and the appendix section of this AEP. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.

II. Mutual Aid Agreements

- A. All Fire and EMS Mutual Aid Agreements with other departments are maintained by the Fire Chief.
- B. All Law Enforcement Mutual Aid Agreements are maintained by their respective department, Waco Police Chief, or Waco McLennan County Office of Emergency Management.

III. Staffing – Assignments, Re-Assignments, and Volunteer Solicitation.

- A. All Airport personnel will be expected to report to their respective stations during a major disaster or emergency to ensure the fullest extent of Airport Operational Capability. Many Airport personnel will have numerous primary or support responsibilities during an emergency.
- B. Airport Management will consult with incident-command and assign Airport personnel to specific duties that may not coincide with their normal day-to-day responsibilities.
- C. Un-trained volunteers will be taken as a last resort type option. Areas such as sandbagging for impending flood waters, preparing food for disaster workers, and collecting clothing for survivors are the type of responsibilities a volunteer may expect.

IV. General Policies for Managing Resources, Record Keeping, Reporting, and Tracking Resources.

- A. Airport Management will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Waco Regional Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport.
- B. The Airport Manager is authorized to make purchases costing up to \$3,000 without prior approval or the need for taking the proper channels through the purchasing department. This may be instituted on a daily basis for the

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Waco Regional Airport
Airport Emergency Plan

purpose of acquiring emergency supplies and services immediately if these things that are needed are out of the immediate scope of the Airport and its supporting agencies.

Plan Development and Maintenance

- I. **General.** This document is required and approved by the Federal Aviation Administration and establishes guidance and procedures for organizations and individuals tasked to deal with emergency situations at the airport during the operation of air carrier aircraft. It is designed to minimize the possibility and extent of personal injury and property damage on the airport.
- II. **Schedule of Review.** This plan shall be reviewed at least once every 12 months with the agencies and individuals involved to insure that all parties know their responsibilities and that all information in the plan is current. A scheduled review of the following will be conducted for accuracy:
 - A. Telephone numbers contained in this AEP will be reviewed quarterly for accuracy by actually calling the individuals/ organizations listed. Changes should be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.
 - B. Radio frequencies used in support of the AEP should be tested at least monthly. If these frequencies are used on a day-to-day basis, documentation to that effect should be provided.
 - C. Emergency resources should be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. Consideration should be given to placing these resources on the daily or periodic Airport Self-Inspection Program.
 - D. Personnel assignments to include descriptions of duties and responsibilities will be reviewed semi-annually.
 - E. Mutual aid agreements will be reviewed annually or as specified in the agreement.
 - F. Off-airport activity should be reviewed on an on-going basis. Maintain an open dialogue with off-airport agencies, such as utilities, public works departments, etc. to learn of activity that may affect the airport's emergency response effort, i.e. road construction and closures, major utility work, etc.

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Waco Regional Airport
Airport Emergency Plan

Training, Drills and Exercises

I. A full scale exercise of this plan will be conducted at least every 36 consecutive calendar months. A functional critique/feedback program will be in place and “lessons learned” will be incorporated into the planning the process. The Airport conducts annual review of the AEP and will update the plan as necessary. Along with the annual review the following year a table-top exercise will be conducted and which will be followed by a full scale exercise to meet the 36 month requirement.

Authorities and References

I. The Waco McLennan Basic Emergency Operations Plan (WMBEOP) is founded on a spectrum of ordinances and statues and is promulgated by the direction of the City Manager. Waco Regional Airport is contained within this plan to provide or request aid from other agencies or facilities. The airport is listed as having assisting responsibilities for emergency support functions; transportation, resource support, health and medical and public information.

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Section II - Functional Annexes

I. Command and Control.

A. Purpose. The Command and Control section provides an overview of the mechanisms used by Waco Regional Airport to direct and control response recovery activities. Command and Control provides for those activities essential to saving lives, protecting property, and restoring the airport to normal operations following an emergency situation.

B. Situation and Assumptions. The Waco Regional Airport is subject to many hazards that would require the use of a centralized emergency operations area. The EOC, which would be provided by the Waco McLennan OEM, is mobile and would be placed in a suitable location, which would facilitate policy-making as well as coordination and control of multi-jurisdictional forces in a large-scale disaster or emergency. All direction and control activities would be handled from the EOC by the Waco Regional Airport. In the event that the mobile EOC was not available the Waco Regional Airport Terminal Conference Room would be the centralized emergency operations area.

C. Operations/Organization and Assignment of Responsibilities. The individuals and agencies listed below have primary and support responsibilities relative to Direction and Control. The Primary and Secondary status will depend on the emergency/disaster.

1. EOC-Primary/Secondary

- a. The EOC will assist with the acquisition and delivery of emergency supplies and equipment.
- b. The EOC will assist with the direction and control of arriving emergency responders and associated equipment
- c. The EOC will assist with emergency notifications.

2. ARFF(Fire Department)-Primary/Secondary

- a. ARFF will send an employee to the EOC for communication purposes
- b. Until the scene is secure Fire/ Command shall be designated Incident Commander. At that time a Unified Command will be established with Fire, Police, EMS, and Airport Management, hereafter referred to as Command.

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Waco Regional Airport
Airport Emergency Plan

3. Director of Aviation- Primary/Secondary

- a. The Director of Aviation may activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
- b. The Director of Aviation is the IC after the scene is secured and Fire Protection District relinquishes control and has overall responsibility for direction and control until and if practical they are relieved by the Director of Aviation.
- c. The Director of Aviation will coordinate with Police and Fire to determine the best location for EOC setup.

4. Airport Operations Coordinator-Primary/Secondary

- a. The Airport Operations Coordinator may activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
- b. The Airport Operations Manager is the IC after the scene is secure and has overall responsibility for direction and control operations until relieved by the Director of Aviation.
- c. The Airport Operations Manager will coordinate with Police and Fire to determine the best location for EOC setup.

5. Airport Police Department- Primary/Secondary

- a. The PD shall maintain the Airport Security Program
- b. The PD is responsible for maintaining security of the disaster/emergency site and or aircraft until such time that control is relinquished over to the NTSB
- c. The PD is responsible for maintaining security of the EOC as well as recording entry and exit from the same.
- d. The PD is responsible for maintaining security of the airport perimeter as well as the airfield.

6. NTSB- Primary/Secondary

- a. The NTSB is responsible for taking custody and control of the disaster/emergency site as well as the aircraft(s) should one be involved.

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Waco Regional Airport
Airport Emergency Plan

b. The NTSB is responsible for coordinating the accident investigation unless criminal action is determined to be a contributing factor.

7. Flight Standards- Secondary

- a. FS acts as a representative of the NTSB.
- b. FS assists in the investigation procedures.
- c. FS takes enforcement actions as necessary.

8. Public Relations-Secondary

- a. The Director of Municipal Information Services or the Director of Aviation will serve as the public relations committee.
- b. They are responsible for disseminating information regarding direction and control issues.
- c. Public Relations are the point of contact for all news media.
- d. Public relations will coordinate all airport news releases with the current IC.

9. FBO Managers/Transportation Security Managers/Charter Managers-
Secondary

- a. These managers are responsible for assisting the Airport when called upon when it comes to direction and control activities surrounding an emergency/disaster.
- b. These managers are responsible for assisting the Airport when it comes to the removal of wreckage or disabled aircraft.

D. Administration and Logistics.

E. Plan Development and Maintenance. Annual review of the Direction and Control section, in addition to plan development and maintenance, is the responsibility of the Airport Operations Manager

F. Reference and Authorities.

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Waco Regional Airport
Airport Emergency Plan

II. Communications.

A. Purpose. The Communications section provides information on how of Waco Regional Airport will establish, maintain, augment, and provide redundancy for all types of communication devices needed during emergency response operations.

B. Situation and Assumptions/Operations.

1. The Airport and PD have their own in house 2-channel communication frequency. Each airport owned vehicle is equipped with one of these radios and we supplement these with 10 hand-held radios that operate on this frequency.
2. The Airport, PD and ARFF (Fire Department) all have 2-way aircraft radios in their vehicles in order to communicate with each other and ATCT. 6-8 hand-held radios that operate on these frequencies are also used as supplementary or back-up communications.
3. During an emergency/disaster at the airport communication between the Airport, ARFF, PD and ATCT will be established and maintained on 121.1.
4. Other frequencies that may be utilized during a disaster are as follows:
 - a. 119.3-Air Frequency Air Traffic Control Tower
 - b. 121.1- Ground Frequency Air Traffic Control Tower
5. The Director of Aviation will have a direct communication line via cellular phone with the following agencies:
 - a. ARFF
 - b. PD
 - c. Waco- McLennan EOC
 - d. Airport Operations Coordinator
 - e. Airport Administrative Assistant
 - f. Municipal Information Services Director
6. The Airport Operations Coordinator will have a direct communication line via cellular phone with the following agencies.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

- a. ARFF
- b. PD
- c. Waco- McLennan EOC
- d. Director of Aviation
- e. Airport Administrative Assistant

7. In the event of a shortage of aircraft radios the owner of any handheld may be required to allow the Airport use of this equipment during an emergency/disaster.

F. Plan Development and Maintenance. Annual review, in addition to plan development and maintenance of the Communications section, is the responsibility of the Director of Aviation Services and certain agencies involved in the AEP.

G. Reference and Authorities.

III. Alert Notification and Warning.

A. Purpose. The Alert and Warning section will identify the methods and sequences to be used in notifying all appropriate personnel of the emergency as well as those in the immediate vicinity. This section will describe the Alert and Warning system available at the airport as well as who is responsible for activation, deactivation, and testing. The ability to direct emergency forces through alert and warning communication is essential to the effective operations in an emergency.

B. Situation and Assumptions.

1. Waco Regional Airport is vulnerable to many hazards (i.e. natural disasters, structural fires, bomb threats, hijacking attempts, aircraft accidents, etc.), which would require activation of the alert and warning procedures.
2. Initial reports of an emergency may be generated from one of several sources- the Airport, PD, ATCT, Waco McLennan Emergency Management, or perhaps even an individual from the public sector.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

3. In the event of an Alert I, II, or III, the primary method of alarm notification will be the ATCT to ARFF (Fire Department) direct emergency phone line. This is a phone in the tower cab that goes directly to the ARFF station 10. **This audible alert system is tested daily and the ATCT performs a radio test weekly.** The ATCT will then notify the Airport.
4. Normal use telephone lines are a secondary method of alarm notification. ATCT may dial 911 or the ARFF station directly at 254-750-1710. ATCT may also notify the Airport by calling the Administration Building at 254-750-8655, or notify one of the following personnel via cell phone:
 - 1) Director of Aviation 254-749-8780
 - 2) Airport Operations Coordinator 254-716-2680
6. In the event of a countywide disaster Waco Regional Airport will be notified via the Emergency Alert and Warning System broadcast from the Waco-McLennan OEM. The Emergency Broadcast System receiver is mounted on the south parking lot at the airport.
7. In the event of a terminal building or property incident, a number of alarm systems are present at the Waco Regional Airport. All terminal buildings/FBO are equipped with smoke detectors and sprinkler systems that will be activated in the event of smoke or fire.
8. Warning information concerning the weather is typically received from one of the three means noted below:
 - a. ATCT or FSS may be contacted for a weather briefing, or in some instances they may contact the Airport.
 - b. The Emergency Alert and Warning System will automatically begin broadcasting warnings when severe weather is in the area.
 - c. The last method is the Airport receiving specific weather information via NOAA or Grey Regional Airport.
9. Airport Security operates on the airfield 8 hours a day seven days a week. When the ATCT closes at 0000L the Airport Security becomes the primary notification agent during an emergency.
10. Mutual Aid are alerted through the Emergency Operations Center.
11. It is assumed that the Airport Alert and Warning system would survive and remain functional during a disaster/emergency. In a situation where the Emergency Broadcast System provided by Waco- McLennan OEM failed the PD, and Airport employees would deploy to initiate and/or facilitate the alert and warning process via Cell Phone and Radios etc.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

C. Operations.

1. Airport –Primary

- a. The Airport will initiate disaster/emergency (Alert III) notifications, activate the EOC, and begin with the response process.
- b. The Airport will monitor radio traffic to ensure that the channels are clear for emergency communications.
- c. The Airport is responsible for advising of any status changes in the disaster/emergency.
- d. The Airport will maintain and provide information to all decision makers involved in the disaster/emergency.
- e. The Airport will work with the media in order to assist with the dissemination of disaster/ emergency information to the public sector.

2. ARFF (Fire Department)-Primary/Secondary

- a. In the event of an Alert III notification from the ATCT, ARFF will immediately respond to the emergency/disaster site and assess.
- b. Depending on the specific disaster/emergency, ARFF is capable of assisting with the alert and warning process.

3. ATCT- Primary/Support

- a. The ATCT will initially contact the ARFF units if an Alert is in effect, and then proceed making updated notifications on the flight status to ARFF units and the Airport.
- b. The ATCT will provide ground control services for access to the active runway/taxiway system as needed.

4. PD- Support

- a. The PD will initiate the appropriate disaster response notifications while simultaneously responding to the emergency site to assist and begin providing the appropriate levels of safety and security

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

b. The PD will provide vehicle and foot patrols to assist in the alert and warning process when requested.

5. FBO's- Secondary/Support

1. The FBO Managers and Transportation Security Manager will assist in the notification process to their respective clients and personnel.

D. All Tasked Organizations: Upon receipt of an alert signal or warning message, initiate internal notification procedures to:

1. Notify all employees and other volunteers assigned to emergency response duties of the emergency situation.
2. As appropriate to the situation:
 - a. Suspend or curtail normal business activities.
 - b. Notify and recall essential off-duty employees.
 - c. Send non-critical personnel home.
 - d. Evacuate the organization's facilities.
3. If appropriate, augment the alert and warning effort through the use of vehicles or personnel equipped with public address systems to deliver the alert and warning message.

E. Administration and Logistics

1. Contact information for emergency use is located in Exhibit 1
2. A public alert system is not currently present at Waco Regional Airport. A public alert system is however in use by The City of Waco Public Information Office.
3. Testing and maintenance of the alert and warning system will be the responsibility of Waco McLennan County Emergency Management.
4. Repair and replacement of the alert and warning system will be the responsibility of Waco McLennan County Emergency Management.
5. A public alert system in use by the Waco McLennan County Emergency Management for county wide emergency and can be utilized by the airport when needed.

F. Plan Development and Maintenance. Annual review, in addition to plan development and maintenance of the Alert and Warning section, is the responsibility of the Director of Aviation.

G. Reference and Authorities.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

IV. Emergency Public Information (EPI).

A. Purpose. The EPI section will describe the means, organizations, and processes that the Waco Regional Airport will use to provide timely, accurate, and useful information/instructions before, during, and after a disaster/emergency.

B. Situation.

1. The Waco Regional Airport has the potential to be affected by many disasters/emergencies as described in the Hazard Specific section. In each situation, it would become necessary for the Airport and/or IC and EOC to distribute information to the news media, which in turn would relay the pertinent information to the public.
2. The news media serving the Waco, Texas and the surrounding areas, the Airport most likely to be used are as follows:
 - a. Television Stations
KWTX
KXXV
KCEN
 - b. Print
Waco Tribune-Herald
3. Additional means of notification include person-to-person notification, broadcast emails and faxes, and notification on private company frequencies. In the event a foreign language translation is necessary the Airport has employees that are fluent in Spanish and English, all other languages will require an outside source.

C. Assumptions

1. There will be state and nationwide interest regarding coverage of the disaster/emergency with the majority of media being unfamiliar with the processes outlined in the AEP.
2. Cooperation is expected from local media in terms of focusing on the dissemination of emergency public information versus spotlighting a spectacle story. However, Waco Regional Airport knows that some media will attempt to gain information from unofficial sources.
3. An effective EPI program is expected to help reduce further harm or casualties and to minimize the effects of the disaster/emergency where the general public is concerned.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

D. Organization and Assignment of Responsibilities.

1. Time permitting the Director of Aviation or his designee, will brief the media on the pertinent issues regarding the disaster/emergency. These briefings will continue for the duration of the emergency/disaster and the Director of Aviation or his designee will determine the frequency of these briefings.
2. The Director of Aviation, or his designee, will be briefed by all involved agencies with the emergency/disaster status before they brief the media on that emergency/disaster.
3. The Director of Aviation or his designee will brief all airport tenants on the emergency/disaster status and give instructions on what those tenants need to do in order to ensure the safety of their personnel and property before the general public/media are briefed on the status of the emergency.
4. The Airport will provide the proper escort for the media in the event of a prolonged emergency/disaster.

E. Organization and Assignment of Responsibilities.

1. Airport -Primary

- a. The Airport, specifically the Director of Aviation or his designee, is responsible for disseminating emergency information/instructions to the media and therefore the public.
- b. If needed, the Airport Director or his designee will make the emergency contact notifications to non-city personnel and private companies.
- c. The Airport will conduct a post-event evaluation and critique.
- d. The Airport, with the assistance of the PD, will provide escorts and identification requirements for the media so they may have access to the emergency/disaster site. It shall be noted that in a typical aircraft accident this operation will be of the lowest priority until the emergency/disaster has ended.
- e. The Airport will communicate and coordinate continually with the primary tenant/flight department/FBO involved in the emergency/accident.

2. FBO's-Primary/Secondary

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

a. The FBO Managers will assist and provide support, wherever possible, to the Airport. This will mainly be in the form of disseminating pertinent information to their customers regarding the current emergency/disaster.

3. ARFF -Secondary

a. ARFF will assist with the dissemination of disaster/emergency information and instructions via vehicle mounted public address systems or person-to-person notification if needed.

b. ARFF will confirm area safety for media access if necessary.

4. PD-Secondary

a. The PD will assist with the dissemination of disaster/emergency information and instructions via person to person if needed.

b. The PD will confirm appropriate security measures for media access.

c. PD will ensure preservation of all wreckage and accident evidence until relieved by the NTSB.

5. NTSB-Secondary

a. The NTSB will assist the Airport by providing accurate and up to date information, which may be passed on to the media and public.

6. Waco- McLennan OEM-Secondary

a. The Waco- McLennan OEM will provide support to the Airport.

E. Administration and Logistics.

a. All outgoing information, whether verbal or in writing, will be verified for accuracy prior to being disseminated.

b. The Airport will rely heavily on its supporting agencies to provide them with status reports concerning the emergency/disaster. ARFF, OEM, PD and the Airport will work together to disseminate accurate and timely information. In the event of a county wide disaster, all information dissemination will be handled by the Waco-McLennan Office of Emergency Management as well as the Disaster Coordinator for Waco Regional Airport which is the Director of Aviation and the Assistant Disaster Coordinator which is the Airport Operations Coordinator.

c. The waiting room at Texas Aero will be the main media center.

F. Plan Development and Maintenance. Annual review, in addition to plan development and maintenance of the Emergency Public Information section, is the responsibility of the Director of Aviation.

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APR 14 2014

Waco Regional Airport
Airport Emergency Plan

G. Reference and Authorities.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

V. Protective Actions.

A. Purpose. The Protective Actions section will describe the provisions that are in place to ensure a safe and orderly evacuation (Time Permitting). It will also address emergency sheltering when time is a factor and evacuation ceases to be an option.

B. Situation and Assumptions.

1. The Waco Regional Airport is vulnerable to several hazards that could facilitate the need for evacuation should the lives and property of the traveling public and/or employees be threatened. Natural disasters such as an earthquake, tornado, floods as well as hazardous materials are just a few of the hazards that could trigger an order to evacuate.

2. Evacuation of people at risk for emergency situations that occur with little or no warning can be implemented on an ad hoc basis by the Director of Aviation or Airport Operations Coordinator. Evacuation instructions should be based on known/assumed health risks associated with the hazard and a determination that sheltering is no longer a viable option. The Airport knows that there will be some instances where it would be more appropriate to shelter rather than evacuate.

3. There will be certain sectors of the traveling public that will need special attention and assistance (i.e. visual/hearing impaired, physically challenged, and individuals with language barriers).

4. The Primary decision for ordering an evacuation will come from the Director of Aviation, Airport Operations Coordinator and/or their designee. There may be instances where the ARFF (Fire Department) Fire Chief, the PD, or an EOC Incident Commander may have to make a decision. While many people will begin the evacuation process on their own, it is anticipated that a majority of the people will be looking for and follow information, instructions, and guidance given by the Airport on evacuation procedures. There will undoubtedly be some individuals within the airport population who may not understand or will refuse to follow given directions. The PD will have the authority to escort these people to a safe location by whatever means necessary.

5. The PD, ARFF, and the Airport will assist with the evacuations in the event of a disaster/emergency. It is also assumed that any other agencies called upon will also freely assist the Airport with an evacuation.

C. Operations/Organizations and Assignment of Responsibilities.

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APR 14 2014

Waco Regional Airport
Airport Emergency Plan

1. Airport –Primary

- a. The Director of Aviation is responsible for ordering an evacuation in the event that such action is necessary.
- b. The Airport Operations Coordinator or his designee is responsible for ordering an evacuation in the event that such action is necessary and the Director of Aviation is not available to make said decision.
- c. The Airport is responsible for directing the appropriate evacuation announcements to the Airport Tenants by whatever means necessary.
- d. All available airport equipment will be utilized to ensure emergency transportation for everyone at the airport.

2. PD-Primary

- a. The PD will assist the Airport with the notification and evacuation process.
- b. The PD will provide traffic control as well as site security should an evacuation take place. This includes directing additional Police Officers that will be called upon to assist.
- c. The PD is in a position, and should be ready, to activate an evacuation should the need arise.

3. ARFF (Fire Department) - Primary/Secondary

- a. The ARFF will render traffic control and evacuation assistance to the Airport and PD (manpower permitting).
- b. The ARRF Captain is in a position, and should be ready, to activate an evacuation should the need arise.

D. Administration and Logistics. The Airport is responsible for the procurement of its own essential supplies that are needed for an evacuation operation. The Airport Vehicles and PD vehicles are available for use during the evacuation process if needed.

E. Plan Development and Maintenance. Annual review of the Protective Actions section, in addition to plan development and maintenance is the responsibility of the Director of Aviation.

F. Reference and Authorities.

FAA APPROVED

APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

VI. Law Enforcement/Security.

A. Purpose. The Law Enforcement section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency. The Waco Police Department exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site as well as provide rapid egress to awaiting medical facilities. The Waco Police Department will provide search and rescue operations in an off airport emergency/disaster that occurs near vicinity of the airport.

B. Situation and Assumptions.

1. Law enforcement would play a critical role in the event of a major disaster or incident within the physical confines of Waco Regional Airport. They would play a significant role in an off airport incident/disaster that was still in the vicinity of Waco Regional Airport.

2. It is possible that situations could arise which would tax the PD. Local law enforcement resources such as the McLennan Sheriffs Office and the Texas Department of Public Safety, in addition to outside resources should adequately fill any supplementary assistance needed by the PD.

3. Telephone calls regarding a potential or impending disaster/incident may be received directly by the PD at (254-750-7500) or through the 911 Dispatch Center should an individual dial "911" from a telephone in the area.

4. Severe weather conditions are monitored and reported to the PD and everyone else who has a need to know by the Airport. The Airport monitors weather conditions via local radar reports; FSS weather Data, Contracted Companies (text weather and color radar with animation) and reports directly from DFW International Airport.

a. During an on property disaster/incident (Alert III), all Law Enforcement activity will be under the direction and control of the PD.

b. It is expected that a large-scale disaster/emergency will initially tax or exceed the law enforcement capabilities of the PD. It is also expected that a majority of the outside resources will respond when called upon. Participating communities should have sufficient personnel on duty without having to compromise the safety on well being of their communities.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

C. Operations.

1. PD

- a. The PD is responsible for the protection of life and property as well as to enforce law and order.
- b. The PD is responsible for providing perimeter security as well as security if the Security Identification Display Area (SIDA) and the Airfield Operations Area (AOA) per the Airport Security Plan.
- c. The PD is responsible for providing traffic and crowd control with the primary emphasis being on ensuring that all emergency responders have rapid access to the disaster/incident site as well as quick egress to awaiting medical facilities.
- d. The PD is responsible for assisting with any evacuations or search and rescue efforts. The PD will provide scene security at any and all necessary locations, including the disaster/incident site.
- e. The PD will provide who shall serve as a liaison with the media.
- f. The PD may be responsible for assisting with any special escort needs.

2. Local Police Agencies- Waco Police.

- a. Local Police Agencies that respond to assist with the disaster/incident have the following assigned responsibilities – traffic/crowd control, protection of life and property, and that of ensuring rapid access and egress of all emergency personnel/vehicles onto or off of the staging area. This is accomplished by monitoring the main gate that is being used for access and egress at the airport. This also allows these agencies to keep unauthorized personnel from entering the airport.

D. Plan Development and Maintenance. Annual review of the AEP is the responsibility the Director of Aviation in conjunction with local law enforcement. Annual maintenance of this section is the responsibility of the Director of Aviation in conjunction with the above named agencies.

E. Reference and Authorities.

FAA APPROVED

APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

VII. Firefighting and Rescue (ARFF).

A. Purpose. The Fire and Rescue section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies. It includes a summary of the personnel and equipment, where they are located, general notification procedures, and overall statement of capabilities. The main focus of the Fire and Rescue section is to establish procedures and to organize all outside resources so there is no doubt as to our abilities to respond and meet all needs surrounding a significant disaster/emergency.

B. Situation and Assumptions.

1. Waco Regional Airport is subject to many hazards and situations that could overwhelm fire and rescue resources as well as hinder firefighting activities. The main responsibilities that fall upon fire and rescue agencies are as follows- fire suppression, search and rescue efforts, administration of basic first aid, and response to hazardous materials incidents.
2. Waco Regional Airport has organized outside assistance through the Fire Department via mutual aid agreements in addition to aid from local, state, and federal government agencies.
3. The following information describes Waco Regional Airport's overall Airport Rescue and Firefighting status in conjunction with the Fire District and includes the certification element of 14 CFR Part 139.
 - a. 139.315 Aircraft Rescue and Firefighting: Index Determination the Waco Regional Airport maintains vehicles and personnel meeting the requirements of an Index "A" Airport, aircraft at least 60 feet in length.

A. Operations/ Organization and Assignment of Responsibilities.

1. The ARFF Station consists of an ARFF Captain and one ARFF Personnel. Currently Station 10, which is our primary ARFF response station, has one primary ARFF apparatus, one secondary ARFF apparatus. Back-up ARFF personnel are housed at Station 12 near the corner of Flat Rock Road and China Springs Highway approximately 1 mile from Waco Regional Airport. The goal of these two agencies is fire prevention and the protection of life and property. This is accomplished by the ongoing training of ARFF personnel.

E. ARFF Vehicle Communications:

1. All ARFF Vehicles that will be operating are equipped with the following two-way radios:

FAA APPROVED

APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

- a. The ARFF Vehicles are equipped with two-way voice radios to communicate with each other, the Fire Protection District; the Air Traffic Control Tower (ATCT) and the Common Traffic Advisory Frequency (CTAF) when ATCT is not in operation.
- b. The Battalion Chief will also be equipped with a hand-held portable ground-control frequency radio and a mobile telephone.
- c. All other key ARFF personnel may be given hand-held portable ground-control frequency radios.
- d. Some pieces of ARFF equipment supplied by Fire District are also equipped with external public-address speakers.

F. ARFF Vehicle Marking and Lighting:

1. Fire Protection District vehicles are red in color and the airport dedicated ARFF truck is lime green in color and both are equipped with flashing red beacons and reflective striping to contrast with the background and optimize nighttime visibility.

G. ARFF Vehicle Maintenance and Cover:

1. Maintenance –
 - a. The City of Waco owned ARFF vehicle stationed at Waco Regional Airport is maintained by either the manufacturer, depending on the nature of maintenance, or City of Waco Fleet Maintenance Technician.
 - b. The Fire Department ARFF vehicles are maintained by the Fire District Maintenance Technicians.
2. Cover – All ARFF vehicles whether they are housed at Waco Regional Airport or the Fire Department, are provided with temperature controlled, completely encompassing shelters.

H. Inoperable ARFF Vehicle Procedures:

1. In the event that an ARFF vehicle becomes inoperable and thus loses its full operational capability, a NOTAM will be issued informing operators of our decreased ARFF capabilities. If a Part 121 operation is scheduled during this time, the Fire Department will supply the airport with a suitable piece of equipment to satisfy Waco Regional Airport's Part 139 requirements.
2. Procedures outlined in FAR Part 139.319, FAR Part 139.339, and the approved ACM will be followed in the event of ARFF equipment becoming inoperable.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

I. ARFF Vehicle Response Capabilities during Air Carrier Operations.

1. The primary ARFF vehicle housed at Waco Regional Airport is capable of reaching the farthest point on the Airport from its current location and begins rescue/firefighting operations within 3 minutes of notification. Remaining required vehicles will be able to respond within 4 minutes of notification and begin rescue/firefighting operations.
2. ARFF vehicle responses are in compliance with FAR Part 139.319 (h)

J. ARFF Personnel:

1. The Fire District consists of 3 shifts, A, B, and C, and 70 Fire Fighters and EMT personnel. There is a Battalion Chief who is referred to as Command, who will control all the firehouses, and there is a Captain at each firehouse that will control that specific firehouse. All Firefighters and Captains are quartered in their respective firehouses 24 hours a day, year round.
2. All ARFF personnel are equipped with the latest in aircraft fire protection clothing and equipment in accordance with FAR Part 139.319.

K. ARFF Personnel Training:

1. The current training of ARFF personnel is maintained and delivered Fire Training Officer. Training includes but is not limited to:
 - a. Airport Hazmat
 - b. ARFF Safety
 - c. ARFF Apparatus and Hardware
 - d. ARFF Driver Operator
 - e. ARFF Tools and Equipment
 - f. Emergency Medical Care
 - g. Extinguishing Agents
 - h. Incident Command System
 - i. ARFF Tactical Operations
 - j. Aircraft Incident Exercises
 - k. Aircraft Familiarization Training
 - l. Airport Familiarization Training including duties required by designated ARFF personnel under the AEP
 - m. ARFF Vehicle Training and the of Waco ARFF Vehicle capabilities and operation
2. All ARFF personnel are to be trained annually on an ongoing schedule. Training records are maintained on file for no less than 24 months.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

L. ARFF Emergency Medical Personnel:

1. The Fire District has at least one EMT/Firefighter on duty daily (24 hours a day), trained and accredited in basic emergency medical care. This training is in the following areas:

- a. Bleeding
- b. Cardiopulmonary Resuscitation (CPR)
- c. Shock
- d. Primary Patient Survey
- e. Injuries to the Skull, Spine, Chest, and Extremities
- f. Internal Injuries
- g. Moving Patients
- h. Burns
- i. Triage

2. In addition to the ARFF personnel that are medically trained, Fire District provides ambulance service with at least one paramedic and one EMT who are on duty/call 24 hours a day, year round.

M. ARFF Alerting System

1. The Fire District and Waco Regional Airport ARFF station are notified by the following in case of a fire alarm, building incident, and airfield or aircraft incident:

- a. 911- Only
- b. Via the Airport Police Department
- c. Via the Airport - Only
- d. Via the Air Traffic Control Tower
- e. Via fire alarms and further notification from the tenant

2. Tests of the systems that are applicable are performed on an as needed basis.

N. ARFF Emergency Access Roads

1. At this time Waco Regional Airport has no designated ARFF emergency access roads; however all service roads, access roads, and airport roadways are available for use by emergency vehicles.

2. Additionally, all other airport surfaces, paved or turf, are designed and maintained for use by ARFF or other airport vehicles as practical, weather permitting.

FAA APPROVED

APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

O. Administration and Logistics

P. Plan Development and Maintenance. Annual review of the AEP is the responsibility the Director of Aviation in conjunction with local Fire Department. Annual maintenance of this section is the responsibility of the Director of Aviation in conjunction with the above named agencies

Q. Reference and Authorities

FAA APPROVED

APR 14 2014

CT

FAA APPROVED

APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

VIII. Health and Medical.

A. Purpose. The Health and Medical section identifies the methods used in mobilizing and managing health and medical services in response to emergencies. The Health and Medical section was developed to ensure that Waco Regional Airport has the ability to provide the necessary medical services following a disaster/emergency of any type of magnitude.

B. Situation and Assumptions.

1. Any delays regarding arriving health and medical support could result from the very disaster/emergency itself in addition to potential traffic congestion, roadway damage, etc. This is not considered a significant threat as the Waco Regional Airport by several transportation routes.
2. East Emergency Medical Services is the primary triage, treatment, and medical transport service utilized by the Waco Regional Airport with backup medical service and ambulance transportation from the surrounding communities.
3. A major disaster/emergency occurring at the Waco Regional Airport would possibly create medical activity and concern beyond the routine day-to-day medical operations.
4. The Waco Regional Airport will rely heavily on the East Texas Medical Services, Waco Fire Department and the Waco McLennan Office of Emergency Management for health and medical assistance during a mass casualty/injury disaster/emergency.

C. Operations. The Director of Aviation is responsible for formulating, verifying and reviewing the contents of the AEP.

D. Organization and Assignment of Responsibilities.

1. In the event of an aircraft accident or incident occurring in which numerous casualties and injuries are sustained, the Health and Medical portions of the AEP shall be immediately initiated. This plan represents general guidelines to be followed and may be amended at any time in order to meet the situation at hand.
2. The first paramedic or EMT to arrive on the scene shall take charge of the medical effort until relieved by the EMS Supervisor, County Coroner, Medical Examiner, or other higher authority.

FAA APPROVED

APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

3. The ranking EMS Officer/Supervisor will be responsible for the following:
 - a. The categorization of casualties/injuries
 - b. Directing and tagging of casualties
 - c. Directing the stabilization of casualties/injured
 - d. Directing the transportation of the casualties to designated hospitals
4. Ambulance and Transportation Provisions
 - a. Ambulance and medical transports can be expected to be contacted by their dispatchers. Medical evacuation helicopters from various local hospitals will also be contacted via the Waco-McLennan Office of Emergency Management for dispatch to the scene. In conjunction with these aircraft, local news helicopters and tenant helicopters may be enlisted to assist in the medical rescue efforts.
 - b. The primary staging areas for responding ambulances will depend on the location of the emergency/disaster. If the accident/incident is located on or near runway 1-19 the main ramp will serve as the staging area. If the accident/incident is located on or near runway 12L-30R the north ramp or echo run-up pad will serve as the staging area. Units will remain in these areas until directed by the EMS Supervisor or Airport to proceed to close proximity of the accident/incident site.
5. Casualty Identification Tags
 - a. The casualty identification tags will be supplied by the Fire Protection District, EMS, and if needed the Waco-McLennan Office of Emergency Management or the McLennan County Coroner. It will be the responsibility of these agencies to administer the tags as necessary. If used properly they will provide a continuous record of where the victims were found, what ambulance transported them and to what hospital. EMS will usually be the controlling agency when it comes to casualty identification tags.
 - b. Tags will be attached to the victim and the items on the tags are to be filled in and priority designated by the designated EMS authority on the scene.
 - c. Ambulance operators will complete the identification cycle once the casualty has arrived at the hospital.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

6. Marking Flags

a. The Fire Protection District or the Waco-McLennan Office of Emergency Management will provide marking flags. These will be placed in the ground where the victim was found and transported from.

7. Events that EMS or Ambulance units may expect to perform:

a. Perform an onsite primary survey and tie a casualty identification tag to the injured person denoting their placement when transported to the treatment area. Prior to movement the site where the victim is found shall be marked with a marking flag.

b. Transfer patients from the treatment area to area hospitals as directed by the EMS supervisor. Ambulances will go to the hospital they are directed to and a record of the individual shall be kept at the treatment area. This will usually be done with the casualty identification tag.

c. Air ambulances will be reserved for the most severe casualties. Patients on air ambulances may bypass the treatment area in order to expedite their arrival at hospitals; however a record must be kept of their situation and departure from the scene. This will usually be done with the casualty identification tag.

d. No ambulance should be dispatched without a written list of identification. One copy of this list will be kept at the treatment area, a copy will go with the driver of the vehicle, and a copy will go to the designated hospital.

e. As directed by the situation, an additional ambulance staging area may be established in close proximity to the disaster scene at the discretion of the On Site Commander or EMS Supervisor.

f. Ambulances will be ordered to report back to the staging area in use on completion of their trips to a hospital unless otherwise directed.

Note: Ambulances are readily available from the Fire Protection District and their associated EMS medical services and surrounding communities.

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Waco Regional Airport
Airport Emergency Plan

8. Medical Assistance

a. In the event of a disaster requiring major medical assistance, the Emergency Operations Coordinator may call on any or all of the hospitals located within McLennan County. If necessary, medical teams from these hospitals will be dispatched to the scene to assist. Otherwise the hospitals will be instructed to initiate their mass-casualty plans by the EMS supervisor or Waco-McLennan County Office of Emergency Management. A list of local hospitals and their phone numbers is included in the appendix section of the AEP.

b. First Aid personnel and litter bearers will be made up of the EMS and properly trained first responders.

c. It is feasible that there may be too many rescue workers at the site. In the event that this should happen the extra personnel will be directed to the staging area and put in a standby mode until they receive further instruction.

d. McLennan County Justice of the Peace will be dispatched to the site where they will take charge of fatalities. These personnel and their staff will set up a temporary morgue in a hangar designated by the airport and attempt to make identifications until such time as the fatalities may be moved to a more adequate location.

9. Provisions for the Injured/Uninjured/Deceased

a. Injured and uninjured persons will be taken through triage for examinations before they will be released. Injured persons will be kept at triage until such time as they are taken to area hospitals. Injured persons shall be dispatched to the hospitals in priority of injuries. Walking wounded will normally be the last to be taken to area hospitals. If applicable the ARC will provide assistance for the less injured and insure they receive nourishment, comfort, and provisions as needed.

b. Uninjured persons, after being checked out in triage, will be taken to an area of an airport terminal building/office where they will be afforded an area of protection from the elements as well as an area away from media personnel. These persons shall be given access to telephones and every effort will be made to aid them.

c. In the event of multiple fatalities the Airport will designate a hangar as the temporary morgue. Refrigerated trucks will be dispatched to the airport where the fatalities will be stored until they can be moved to an appropriate morgue for examination and identification.

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Waco Regional Airport
Airport Emergency Plan

E. Administration and Logistics.

1. Health and Medical information that should be documented, and reported, to the Waco- McLennan County OEM, EMS, or McLennan County Justice of the Peace is information related to injuries, deaths, and incidents of disease.
2. All emergency responders should exhaust their supplies/equipment through their own channels prior to contacting the EOC.

F. Plan Development and Maintenance.

1. An annual review, in addition to plan development and maintenance of the Health and Medical section is the responsibility of the Director of Aviation and agencies with responsibilities within this section.

G. Reference and Authorities.

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CT

Waco Regional Airport
Airport Emergency Plan

IX. Resource Management.

A. Purpose.

1. The Resource Management section will describe the process by which Waco Regional Airport will identify, locate, obtain, and distribute resources in an efficient and orderly manner in response to a disaster/emergency.

B. Situation and Assumptions.

1. Resource Management activation, and associated support activities, is based on the circumstances reflecting each individual emergency. Resources from surrounding agencies may experience brief delays due to surrounding infrastructure damage; however this should be minor due to the numerous roadways surrounding the airport and multiple access points around the airport. Maps of the airport and surrounding areas may be found in the Appendices 1-4-A.

2. The Airport Maintenance Facility and Airport Administration building will be used as the primary locations for materials/resource management functions. The Airport Maintenance Facility is located between the ARFF station and the Main Terminal Building at Waco Regional Airport. The majority of equipment available will be located at the Airport Maintenance Facility.

3. The airport's general resource categories that are available in the event of an emergency/disaster are as follows:

a. Materials Management - All available materials, supplies, and equipment are kept on file in the Airport Administration Offices. This list is maintained by the Director of Aviation. Waco Regional Airport also has contracts with numerous vendors that are obligated contractually to assist if called upon by the airport, Waco- McLennan County OEM, or the City of Waco Municipal Government. This covers virtually any supply that may be needed in an emergency situation. This list is maintained by the Director of Aviation and kept on file in their office.

b. Personnel - An airport telephone directory and organizational chart can be found in the AEP appendix. The PD and ARFF organizational charts may be found in their respective functional annexes. These three agencies will be the primary organizations in all other functional annexes.

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APR 14 2014

Waco Regional Airport
Airport Emergency Plan

c. Vehicles/Heavy Equipment - See AEP appendix for a complete listing of all available airport vehicles and heavy equipment.

d. Radio Communications - See AEP appendix for a complete listing of all available airport communication equipment and radio call sign information.

C. Operations.

1. If the need for outside vendor assistance is encountered, the Director of Aviation or his designee will work to procure this assistance in conformance with standard City of Waco Acquisition practices. Victims of the emergency/disaster take precedence in the allocation of resources with all departments and mutual aid responders having been asked to deplete their own resources before asking the Airport seek outside vendor assistance.

D. Organization and Assignment of Responsibilities.

1. Airport –Primary

a. Director of Aviation

i. The Director of Aviation will activate resource management operations and all associated employees upon receiving notification of the emergency/disaster from the Airport Operations Coordinator or PD.

ii. The Director of Aviation, or his designee, will determine what resources will be needed that the airport and its supporting agencies cannot currently supply.

iii. The Director of Aviation will make notification to the EOC that additional personnel are needed in the effort to procure supplies that are lacking.

iv. The Director of Aviation, based on input from supporting agencies, will decide how resources are allocated.

b. Administrative Assistant-Primary

i. The Administrative Assistant under the direction of the Director of Aviation will procure all outside resources and resources needed to replenish those used during an emergency/disaster.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

ii. The Administrative Assistant will direct and control the employees assigned to assisting him/her in the effort of resource procurement and management.

iii. The Administrative Assistant will keep all records or resource allocation and procurement and provide the various agencies assisting with copies of these records.

c. Airport Operations Coordinator- Primary

i. The Airport Operations Coordinator will ensure that the equipment, supplies, personnel, etc. are allocated in the manner the Director of Aviation intended.

ii. The Airport Operations Coordinator will consult with local FBO's and tenants when a resource from their inventory is needed.

iii. The Airport Operations Coordinator will ensure the medical triage supplies from the McLennan County EOC are available and delivered in a timely manner.

iv. The Airport Operations Coordinator will maintain records for resources acquired from local airport tenants and the EOC.

d. Airport Facility Maintenance Supervisor-Primary

i. The Airport Facility Maintenance Supervisor will ensure that the equipment, supplies, personnel, etc. are allocated in the manner the Director of Aviation intended.

ii. The Airport Facility Maintenance Supervisor will consult with local FBO's and tenants when a resource from their inventory is needed.

iii. The Airport Facility Maintenance Supervisor will supply the Director of Aviation with records of Airport and Tenant Resource Allocation.

e. Airport Trades worker-Primary/Secondary

i. The Airport Trades worker will ensure the operation of equipment used during the emergency/disaster.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

ii. The Airport Trades worker will work with the Administrative Assistant to procure spare parts and vehicle maintenance items to ensure uninterrupted operations of all mechanical equipment.

iii. The Airport Trades worker will advise the Airport Facility Maintenance Supervisor on equipment status and availability.

f. Airport Maintenance -Secondary

i. The Airport Maintenance under the direction of the Airport Operations Coordinator will ensure the timely delivery and operation of airport resources.

g. Airport Secretary-Secondary

i. The Executive Secretary will assist the Administrative Assistant in the procurement of resources and the record keeping of allocated resources.

h. EOC/OEM-Secondary

i. The EOC will serve as a liaison between all agencies to ensure that all necessary resources are readily identified, located and delivered.

ii. The EOC will serve as a liaison between IC and all mutual aid resources.

iii. The EOC and OEM will provide assistance in the acquisition of additional needs and/or resources.

i. FBO's/Tenants/Airlines-Secondary

i. The FBO Managers, airport tenants, and affected airline if applicable shall provide any assistance possible in terms of additional manpower, supplies, and equipment if requested by the airport.

E. Administration and Logistics.

1. Resource requests made to any outside agency are logged on the Administrative Assistant computer with backups of the system being performed on a daily basis.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

2. The Director of Aviation, Airport Operations Coordinator, Administrative Assistant, and Facility Maintenance Supervisor all have the ability to purchase individually without any type of approval as long as that amount does not exceed anywhere from \$300- \$5,000 per day.
3. All involved agencies and organizations are required to maintain individual accounting records in sufficient detail to document subsequent requests for reimbursement.
4. Upon notification that an emergency/incident has taken place, the Administrative Assistant will maintain the City of Waco issued cell phone and radio as needed, in addition to the landlines that already exist.
5. The Administrative Assistant who will lead the Resource Management Team does not have a vehicle suitable for airfield travel. If the need arises for their presence on the airfield, an escort will be provided.
6. The Administrative Assistant and the Operations Coordinator will coordinate all pick-ups and deliveries of materials. Escorts will be provided for these vehicles.

F. Plan Development and Maintenance.

1. Annual review, in addition to plan development and maintenance of the Resource Management Section, is the responsibility of the Director of Aviation, Operation Coordinator and the Administrative Assistant.

G. Reference and Authorities.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

X. Airport Operations and Maintenance.

A. Purpose.

1. The Airport Operations and Maintenance section identifies the roles and responsibilities of operations and maintenance personnel during an airport emergency.

B. Situation and Assumptions.

1. The Airport is subject to many hazards that would directly involve the Operations and Maintenance Divisions.

2. All responding Operations and Maintenance personnel have received training on disaster/emergency operations and are familiar with their work environment.

3. It is feasible that Operations and Maintenance personnel may be the first to arrive to the disaster/emergency and those personnel may initially represent airport management during the early stages.

4. It is presumed that Operations and Maintenance would not have sufficient resources in the event of a major disaster and that problems will initially have to be handled on a priority basis.

5. When a disaster/emergency occurs, outside assistance from other city divisions as well as personnel and equipment from public utilities may be able to respond.

C. Operations

1. Personnel from airport operations will respond to the emergency, while airport maintenance personnel will standby to respond to requests for assistance
2. Airport operations personnel will evaluate the situation and its impact (real and/ or potential) on overall airport functions
3. Airport operations personnel will ensure appropriate personnel/ organizations are notified of the emergency.
 - a. Airport operations personnel will make initial determinations regarding the requirement for the issuance of Notices to Airman (NOTAMs) to include the potential need for closing the airport to safely accommodate the movement of emergency response vehicles.

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APR 14 2014

Waco Regional Airport
Airport Emergency Plan

D. Organization and Assignment of Responsibilities.

1. MOD-Primary/Secondary

- a. The MOD acts as the ranking representative for the commitment of Airport resources and emergency response activities.
- b. The MOD provides the Director of Aviation with direct chain-of-command operational control and logistical support to other supporting agencies.
- c. The MOD's are as follows:
 - i. Director of Aviation
 - ii. Airport Operations Coordinator
 - iii. Airport Administrative Assistant

2. Director of Aviation-Primary/Secondary

- a. Serves as the senior ranking Airport representative in all matters pertaining to the Waco Regional Airport.
- b. Responsible for reporting all Airport activities to the city of Waco Assistant City Manager or City Manager.
- c. Serves as MOD Monday thru Friday 8 am- 5pm except holidays.
- d. Acts as senior representative for commitment of Airport resources for emergency and non-emergency response activities on the airfield.
- e. With the assistance of the Airport Operations Coordinator and Airport Administrative Assistant, coordinates all Airport response.
- f. With the assistance of the Airport Operations Coordinator and Airport Administrative Assistant, makes all necessary initial notifications to response and regulatory agencies.
- h. In a countywide disaster, the Director of Aviation is the designated EOC representative.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

3. Airport Operations Coordinator-Primary/Secondary

- a. Acts as the ranking Airport Authority until relieved by the Director of Aviation. This means the Director of Aviation must be at the emergency site.
- b. Assists the Director of Aviation in making all necessary initial notifications to response and regulatory agencies.
- c. In a countywide disaster, the Operations Coordinator is the designated EOC representative if designated by the Director of Aviation.
- d. Under the direction of the Director of Aviation coordinates all Airport response.
- e. Will assist the Airport Administrative Assistant in directing the duties of all Airport Maintenance personnel.

4. Airport Administrative Assistant-Primary/Secondary

- a. Acts as the ranking Airport Authority until relieved by the Director of Aviation or Airport Operations Coordinator. This means the Director of Aviation or Airport Operations Coordinator must be at the emergency site.
- b. Assists the Director of Aviation and Airport Operations Coordinator in making all necessary initial notifications to response and regulatory agencies.
- c. Under the direction of the Director of Aviation and/or Airport Operations Coordinator coordinates all Airport response.
- d. Will direct the Airport Facility Maintenance Supervisor and Maintenance personnel on what duties they will perform with guidance from the Director of Aviation and/or Airport Operations Coordinator.

5. Airport Facility Maintenance Supervisor/Maintenance Personnel-
Primary/Secondary

- a. The Airport Maintenance personnel are responsible for providing manpower and equipment material resources to support all airport emergency and non-emergency activities.

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CT

Waco Regional Airport
Airport Emergency Plan

6. Emergency Operations Center-Secondary

a. The Waco-McLennan County EOC serves as a mobile incident command and communications center for Airport emergency response activities.

7. Waco Police Department- Secondary

a. The PD is responsible for assisting the Director of Aviation and Airport Administrative Assistant in providing manpower and equipment material resources to support all airport emergency and non-emergency activities.

E. Administration and Logistics.

1. The overall administration of the Operations and Maintenance function is the responsibility of the Director of Aviation, Airport Operations Coordinator and the Airport Administrative Assistant.

2. The procurement of all essential supplies and outside services will take place according to established procedures with records being kept of all emergency purchases made by the Airport. The Resources Management section addresses this topic.

F. Plan Development and Maintenance.

1. Annual review and maintenance of the Operations and Maintenance section is the responsibility of the Director of Aviation, Airport Operations Coordinator and the Airport Administrative Assistant. These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications.

G. Reference and Authorities.

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CT

Hazard Specific Section

I. AIRCRAFT INCIDENTS AND ACCIDENTS.

A. PURPOSE. For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.

B. SITUATIONS AND ASSUMPTIONS.

1. ARFF Index A
2. 24 hour operation
3. 18 hour ATCT
4. Four runways – RWY 1/19 and RWY 14/32
5. Waco Regional Airport has the following daily operations:
 - a. Air Carrier
 - b. Cargo
 - c. Commuter
 - d. General Aviation
6. The following is a list of aircraft that normally arrive/ depart Waco Regional Airport:
 - a. CRJ 145
7. Airport Staffing:
 - a. ARFF
 - b. Law Enforcement
 - c. Airport Operations
 - d. Facility Maintenance
 - e. Administration

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

8. During periods of reduced visibility, ARFF personnel are required to operate all ARFF equipment with all available lighting on. This is a standard operating procedure regardless of day, time, or weather conditions.
9. Potential hazardous materials incident
10. Activation of the Emergency Operations Center shall be completed in an event Type 3 or Type 4 event or as Incident Commander deems necessary.

C. OPERATIONS.

1. Classification:

- a. Alert I (Local Standby Alert): An aircraft that is known or is expected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing. This is notification only. No response is required. All units involved will be manned and will standby in quarters.
- b. Alert II (Full Emergency Alert): An aircraft that is known or is expected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. All units respond to pre-designated positions.
- c. Alert III (Aircraft Accident Alert): An aircraft incident/accident has occurred on or in the vicinity of the airport. All designated emergency response units proceed to the scene in accordance with established plans and procedures.

2. Response:

- a. Inflight/Airborne Emergency: An emergency condition that affects the operational integrity of an aircraft while in flight. The degree of importance of these conditions can be defined by using status guidelines stated in FAA terms.
- b. Medical Emergency: Any condition or situation in which an individual perceives a need for immediate medical attention.
- c. Ground Emergency: An emergency condition involving an aircraft operations while on the ground and is not incident to flight operations nor classed as in-flight or airborne emergency.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

d. Structural Emergency: An emergency condition (other than those involving aircraft or other transportation mediums) that warrants the delivery of emergency services (including rescue, fire suppression, emergency medical care, law enforcement or other forms of hazard control and mitigation) involving structures, infra-structures, and or utility systems or services.

3. Emergency Phases

a. Response Phase: That portion of the response effort where the activities are focused on the dispatch and arrival of emergency first responders, initial fire suppression, rescue operations, and dealing with any hazardous materials issues.

b. Investigatory Phase: Unlike many other types of emergencies, an aircraft incident or accident may require some type of activity specific to the gathering and analysis of information, the drawing of conclusions, including the determination of cause. This activity may, depending upon the conditions, begin during the Response Phase and continue through the Recovery Phase. The investigation is normally the responsibility of the National Transportation Safety Board (NTSB). However, emergency first responders should adhere to the criteria contained in the AC 150/5200-12, Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident.

c. Recovery Phase: Returning the airport to a normal operational condition as soon as possible is extremely important. Recovery activities can begin during the Response Phase and continue through the Investigatory Phase, depending upon the situation.

4. Preservation of Evidence Airport fire fighters and other rescue personnel should understand the basic need for, and the techniques and procedure used, in aircraft accident investigation. Emergency first responders should adhere to the criteria contained in AC 150/5200-12, Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident.

Whenever possible, the wreckage should remain undisturbed until the arrival of the first National Transportation Safety Board (NTSB) accident investigator. Prior to the time the NTSB or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Airport Traffic Control Tower

- a. Activate the appropriate alarm notification system.
- b. Issue appropriate NOTAMs as requested by the airport operator or as established by Letter of Agreement.
- c. Control aircraft and ground vehicle operations on the airport in support of the emergency response, if the airport remains open.
- d. Control airspace in the vicinity of the incident/accident to ensure other aircraft do not interfere with emergency response activities.
- e. Make appropriate FAA notifications.
- f. Use of a Discrete Emergency Frequency during in-flight emergencies whenever possible provides precise communications between the ARFF IC and emergency aircraft.

2. Firefighting and Rescue (ARFF)

- a. Response to aircraft incident/accident location in accordance with established policies and procedures.
- b. Assume lead in Incident/Unified Command System for initial fire and rescue operations in accordance with established policies and procedures.
- c. Ensure appropriate mutual aid emergency response organizations have been notified and are taking appropriate action.

3. Law Enforcement/Security

- a. Initiate and maintain appropriate Traffic and Access Control.
- b. Provide scene support and security.
- c. Assist with/provide AOA access control and escort.
- d. Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- e. Provide necessary investigative support.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

4. Emergency Medical Services

- a. Provide necessary triage and on-scene treatment of casualties.
- b. Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.
- c. Provide for the movement (land, water, air) of casualties to appropriate treatment facilities as expeditiously as possible.
- d. Maintain an accurate of casualties and their respective destination treatment facilities.
- e. Coordinate with the involved air carrier the transportation of uninjured to the designated holding area.
- f. Arrange for restocking of medical supplies, as necessary.

5. Airport Operator

a. General

- i. Designate hangars or other key buildings on the airport that will be used to accommodate uninjured, injured, and deceased persons.
- ii. Activate the EOC, as needed.
- iii. Ensure all appropriate notifications have been made, including:
 - 1. National Transportation Safety Board (NTSB)
 - 2. FAA
 - 3. Airport response personnel
 - 4. FEMA, FBI, Military Services, etc.
- iv. Provide emergency support services, as requested, through the EOC.
- v. Ensure emergency response personnel have received appropriate equipment and training.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

b. Airport Operations – through the Unified/Incident Command System:

- i. Ensure that supporting emergency response agencies have responded.
- ii. Coordinate response action, with the ATCT.
- iii. Determine need to totally/partially close the airport and issue appropriate NOTAMs.

c. Procedures for opening/closing airfield.

d. Maintenance

- i. Assist/provide critical services, including utility support (activation/cut-off), as needed.
- ii. Provide sanitation services for extended operations.
- iii. Assist in the provision of required resources.
- iv. To the extent possible, arrange to have available the following equipment/supplies/services:
 1. Portable lavatories
 2. Drinking water
 3. Ropes, barricades, barrier tape, etc.
 4. Portable lighting
 5. Cones, stakes, flags, and signs.
 6. Portable shelter(s), as needed.
 7. Machinery, heavy equipment, and extraction tools.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

8. Fuel removal equipment.
9. Portable public address system.
10. Communications equipment (cellular telephones, two-way radios, etc.).
11. Participate in EOC activities.

e. Administration

- i. Provide budgeting, payment and other financial support.
- ii. Provide procurement services.
- iii. Participate in EOC activities.
- iv. Provide tracking of expenses for potential reimbursement.

f. Public Information/Community Relations

- i. Develop and provide press releases relative the airport's responsibilities and activities, as needed.
- ii. Interface with the media, as well as with air carrier and emergency response on-scene public relations personnel.
- iii. Participate in EOC activities.

6. Aircraft owner/Operator or Designated Representative

- a. Provide pertinent information to Incident Commander, to include:
 - i. Number of persons on board
 - ii. The presence and location of any dangerous goods.
- b. Provide EOC representation.
- c. Make necessary notifications, to include the FAA and NTSB.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

- d. Arrange for appropriate passenger services, to include:
 - i. The transportation of uninjured passengers/crew members.
 - ii. Adequate holding facilities for uninjured passengers/crew members.
 - iii. Commissary items, telephone facilities, clothing, and additional medical services, as needed.
 - iv. Facilities for friends and families of victims/passengers.
 - v. Passenger/crew accountability and tracking.
 - vi. Hotel and/or other alternative travel arrangements for passengers.
 - vii. Critical Incident Stress Management (CISM) support.
- e. Implement approved plan in compliance with the requirements established in the AFDA.
- f. Coordinate news releases with Airport Community/Public Relations personnel.
- g. Provide for the timely removal of the wrecked or disabled aircraft as soon as authorized by the appropriate authority.

7. Other Airport Tenants

- a. Continue to provide services based upon conditions.

8. National Transportation Safety Board (NTSB)

E. ADMINISTRATION AND LOGISTICS

F. PLAN DEVELOPMENT

1. Annual review and maintenance of the Aircraft Incident and Accidents section is the responsibility of the Director of Aviation and those agencies that have essential responsibilities within this section. These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications.

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CT

Waco Regional Airport
Airport Emergency Plan

G. AUTHORITIES AND REFERENCES

- AC 150/5220-12, Fire Department Responsibility in Protecting Evidence at the Scene of an Accident
- AC 150/5200-31C, Airport Emergency Plan, Par 7-1-9

H. UNIQUE PLANNING CONSIDERATIONS

I. Standard Operating Procedure and Checklist

a. Before the Emergency

- Test communications equipment including EOC telephone lines

b. During the Emergency (Response)

Airport Operations

- Proceed to the scene
- Report of Incident Commander. Participate in Unified Command System.
- Issue appropriate NOTAM

Make appropriate notifications

- FAA (817) 222-5600
- NTSB (202) 314-6000
- Airport Director 254-749-8780
- Maintenance Supervisor 254-716-2680

- Though discussions within the Unified Command System, ensure supporting emergency response units have been notified and are responding.
- Ensure arrangements have been made for the transportation of the uninjured to the designated holding area.
- Monitor site security and escort operations
- Provide periodic status updates to the EOC
- Assess the need for additional airport resources

c. **After the Emergency (Recovery).** The recovery effort will be dependent upon the severity of the incident, the amount of damage, facilities/ equipment systems impacted, and the availability of resources.

- As with other emergencies, consider the formation of a Situation Analysis Team consisting of representatives from appropriate airport organizations, functional areas, tenants, etc.
 - When safe to do so, ensures periodic damage assessments are conducted.

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Waco Regional Airport
Airport Emergency Plan

- Prepares an Incident Action Plan, to include long and short term considerations for:
 - Final damage assessment (written, pictorial, including video)
 - Public information announcements.
 - Facility repair.
 - Supply inventory and restoration
 - Cost documentation.
 - Economic impact.
 - Documentation of actions taken.
 - Personnel utilization by time on duty.
 - Critical Incident Stress Debriefing requirements, if necessary.
 - Equipment utilization documentation.
 - Overall clean-up activities.
Note: cleanup activities for many hazardous materials associated with an aircraft incident/ accident should be approved contractors/ organizations
 - Air Operations Area (AOA) inspections, if appropriate.
- Issue appropriate NOTAMs
- Critique the overall operation and apply lessons to planning and training program.

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CT

Waco Regional Airport
Airport Emergency Plan

Law Enforcement

d. During the Emergency.

- Send a representative to the scene to participate in the Unified Command System.
- Establish site security.
- Activate Traffic Control and Access Control Plan.
- Activate necessary mutual aid resources.
- Monitor site security and escort operations.
- Assist in the marshaling of emergency response vehicles.
- Assist in any investigations, as necessary.
- Assist, to the extent practical, in the preservation of evidence.

After the Emergency (Recovery). The recovery effort will be dependent upon the severity of the incident, that amount of damage, facilities/ equipment systems impacted, and the availability of resources.

- Prepares an Incident Action Plan, to include long and short term considerations for:
 - Final damage assessment (written, pictorial, including video).
 - Public Information announcements.
 - Facility repair.
 - Supply inventory and restoration.
 - Cost documentation.
 - Economic impact.
 - Documentation of actions taken.
 - Personnel utilization by time on duty
 - Critical Incident Stress Debriefing requirements, if necessary.
 - Equipment utilization documentation.

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CT

Waco Regional Airport
Airport Emergency Plan

Checklist for Communications & Warning
EOC Coordinator

This checklist is a guide for emergency response coordination of Communications & Warning. This checklist will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase/ Emergency Action Phase

Time: _____ Notes: _____

Install EOC telephones. Ensure telephone books are available at all stations.

Time: _____ Notes: _____

Contact EOC Coordinator for two-way radio support if needed.

Time: _____ Notes: _____

Establish two-way radio communications with Incident Commander.

Time: _____ Notes: _____

Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator

Time: _____ Notes: _____

Activate the Emergency Alert System EAS, when necessary

Time: _____ Notes: _____

Issue any public warnings immediately necessary (log time and date of each warning) including any warning to other jurisdictions

Time: _____ Notes: _____

If primary warning systems fail to work, coordinate secondary warnings.

Time: _____ Notes: _____

Remind all EOC staff to provide situations updates for potential warnings.

Time: _____ Notes: _____

Report communications status & potential problems with solution options to the EOC Coordinator

Time: _____ Notes: _____

Coordinate warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.

Time: _____ Notes: _____

Anticipate potential warning needs or problems and begin alerting appropriate warning resources.

Time: _____ Notes: _____

Notify secretarial/ clerical staff to serve in the EOC as messengers during emergencies

Time: _____ Notes: _____

Check staffing often and if needed personnel are still absent, begin calling successors.

Time: _____ Notes: _____

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APR 14 2014

Waco Regional Airport
Airport Emergency Plan

If more than one shift of coordinators is needed prepare a shift schedule and post it.

Time: _____ Notes: _____

If the scope of the incident is beyond the capabilities of the jurisdiction resources, notify the EOC Coordinator and log time and date

Time: _____ Notes: _____

Prepare an oral increased readiness report for the first meeting with the EOC coordinator

Time: _____ Notes: _____

Check the Status of emergency power for the EOC

Time: _____ Notes: _____

If relocated to the alternate EOC, ensure that all current communications are established and tested at the new locations before disconnecting current systems, if possible, especially with field personnel, affected jurisdictions and higher levels of government.

Time: _____ Notes: _____

Recovery Phase

Plan communications & warning recovery, reconstitution, mitigation and other long term actions

Time: _____ Notes: _____

Plan for the gradual shut down of emergency communications and warning operations

Time: _____ Notes: _____

Prepare communications and warning After Action Report

Time: _____ Notes: _____

Begin a Log of Actions Taken to hand record anything not covered in the this checklist. (ICS Log)

Time: _____ Notes: _____

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Waco Regional Airport
Airport Emergency Plan

Checklist for Emergency Public Information
EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Start a Log of Actions Taken to hand-record anything not covered in this checklist.
- Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator.
- Issue any immediate EPI approved by the EOC Director to the public, if necessary.
- Anticipate potential EPI needs or problems and begin alerting appropriate EPI resources.
- Report EPI status and potential problems to the EOC Director.

Emergency Action Phase

- If more than one shift of EOC coordinators is needed, prepare and post a shift schedule.
- Prepare an oral readiness report for the first coordination meeting with the EOC Coordinator.
- Collect information on incident for use to inform the public.
- Prepare EPI releases to be approved by the EOC Director for release to the media.
- Develop a JIC for use during incident.

Recovery Phase

- Plan EPI recovery, reconstruction, mitigation and other long-term actions
- Plan for the Demobilization of EPI operations
- Prepare EPI After Action Report.

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Waco Regional Airport
Airport Emergency Plan

Checklist for Law Enforcement EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Start a Log of Actions to hand-record anything not covered in this checklist.
- Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator
- Provide security for Access Control & Re-entry considerations for areas impacted by emergencies.
- Control access to the area until it is safe. Allow only those people directly involved in Emergency response operations to enter.
- Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area
- Anticipate potential Law Enforcement needs or problems and begin alerting appropriate resources. If evacuations are probable, contact additional Law Enforcement Coordinator (next in succession) to manage evacuations and planning.
- Report Law Enforcement status and potential problems to the EOC Coordinator.

Emergency Actions Phase:

- Consult a list of emergency mutual aid agreements for law enforcement.
- If the scope of the incident is beyond the capabilities of the local jurisdiction's Law Enforcement resources, develop an action plan and forward it to the EOC Director, and note the time and date.
- If more than one shift is going to be needed, prepare and post a Law Enforcement shift schedule.
- Prepare an oral increased readiness report for the first coordination meeting with the EOC Coordinator
- If necessary to relocate to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdiction and higher levels of government.

Recovery Phase:

- Plan Law Enforcement recovery, reconstruction, mitigation and other long-term actions
- Plan for the gradual shut down of emergency Law Enforcement operations.
- Prepare Law Enforcement After Action Report

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Waco Regional Airport
Airport Emergency Plan

Checklist for Fire & Rescue EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator and other EOC Section Chefs.
- Using ICS form 201, begin a record of incident.
- Anticipate potential Fire/Rescue needs or problems and begin alerting appropriate resources.

Emergency Actions Phase:

- Report Fire/Rescue Status and potential problems to the EOC Director.
- If the scope of the incident is beyond the capabilities of the local jurisdiction's Fire/Rescue resources, consult emergency mutual aid agreements, develop an action plan for mutual aid responses and forward it to the EOC Director, and note the time and date.
- If more than one shift is going to be needed, prepare and post a Fire/Rescue shift schedule.
- Prepare an oral readiness report for the first coordination meeting with the EOC Coordinator
- If relocating to an alternate EOC, notify field personnel affected and ensure that communications are reestablished at the new location.

Recovery Phase:

- Plan Fire/ Rescue recovery, reconstruction, mitigation and other long-term actions
- Plan for the demobilization of emergency Fire/Rescue operations.
- Prepare all necessary ICS forms and provide a Fire/Rescue After Action Report.

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II. TORNADO (NATURAL DISASTER)

A. PURPOSE

1. Severe weather will include any events classified as **Thunderstorms or Tornadoes**. Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour. The main concerns during a thunderstorm are lighting, high winds, and hail. A thunderstorm is considered severe if it produces hail at least three-quarters on an inch in diameter, has winds of 58mph or higher, or produces a tornado. Tornadoes are very destructive and can produce winds from 100 to 300 mph. Tornado season starts in March and runs until August, with peak activity from April until June; however tornadoes can occur year round. Prime time for tornadoes during the peak season is between 3pm-9pm, however they may occur at any time of day. Central Texas historically, has had frequent tornadoes.

2. Terms used by weather forecasters:

a. Severe Thunderstorm Watch:

Conditions are favorable for severe thunderstorms, frequent lightning, hail, and high winds to develop in the area.

b. Severe Thunderstorm Warning:

Severe thunderstorms containing most, or all of the above-mentioned elements have been spotted and are occurring. Wind speed and direction of travel are usually given.

c. Tornado Watch:

Tornadoes are possible in the area.

d. Tornado Warning:

A tornado has been sighted by weather radar. Speed and direction of travel are given, even though history tells us most tornadoes travel in a northeastern direction. If this is issued for the area surrounding Waco Regional Airport the AEP shall be initiated either on a limited basis or in its entirety.

B. SITUATION AND ASSUMPTIONS

1. The airport's facilities much like any other structure, may sustain significant damage during severe weather. Depending on the nature and severity of the severe weather, the Airport and ATC will have to asses there respective facilities to ensure that all aspects are functioning properly.

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Waco Regional Airport
Airport Emergency Plan

2. The Airport has two areas that are suitable for protection during severe weather: The men's and women's bathrooms in the baggage claim area on the Northwest side of the building are suitable for large numbers of people (40-60 persons). The stairwell to the administrative offices on the Southeast side of the building is another area suitable for a smaller number of people (8 or less). Depending on the time of day that the severe weather hits the Airport one of the aforementioned areas should provide suitable shelter during times of severe weather.

3. Airport power is the most susceptible to damage during severe weather the important features of the airport facility; ATC, runway lighting and Navigational Aides have alternate sources of power.

C. OPERATIONS

1. The Director of Aviation will monitor and be apprised of potential severe weather situations and provide direction to Airport Staff as necessary.

2. Mutual aid agreements relative to the specific emergency

3. The EOC will be activated as it normally would during severe weather situations and at the discretion of the Emergency Management Coordinator.

4. When severe weather is forecasted for the area:

a. Preparation for severe weather: Airport will secure hangar doors, tie down the jet bridges and warn local tenants to secure their facilities and warn local Sequence of actions before, during and after the emergency situation

b. During severe weather: Airport will move occupants of the main terminal building to the areas of shelter until the severe weather is no longer a threat.

c. After severe weather: Airport will inspect all facilities for damage.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Airport Traffic Control Tower

a. Inspect FAA ATCT facility.

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Waco Regional Airport
Airport Emergency Plan

- b. Contact FAA Tech Ops to conduct an inspection of their facilities on site.
- c. Restrict aircraft operations on the airport until the runway(s), taxiways, and ramps have been inspected by the airport owner/operator
- d. Issue appropriate Notice to Airman (NOTAM) upon receipt of information from authorized airport personnel, if requested

2. Firefighting and Rescue (ARFF)

- a. Conduct fire suppression and rescue operations, as needed
- b. Assist in providing emergency medical assistance, as needed
- c. Check for petroleum leaks and other potential hazardous materials problems
- d. Survey ARFF property, to include:
 - i. Determine integrity of building(s)
 - ii. Assess status of gas, electricity, water, and sanitation
 - iii. Test all telephones and notification systems
 - iv. Test apparatus mounted radios
 - v. Test station and portable radios
 - vi. Test alerting system(s)
- e. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation
- f. Review personnel requirements and adjust accordingly
- g. To the degree communications systems will permit, coordinate activities with local community fire departments, if necessary
- h. Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

3. Law Enforcement/Security

- a. Provide continued law enforcement and security services on the airport, as needed, including those required by 49 CFR Part 1542, Airport Security.
- b. Survey law enforcement property, to include:
 - i. Determine integrity of building(s)
 - ii. Assess status of gas, electricity, water, and sanitation
 - iii. Test all telephones and notification systems
 - iv. Test apparatus mounted radios
 - v. Test station and portable radios
 - vi. Test alerting system(s)
- c. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- d. Review personnel requirements and adjust accordingly.
- e. To the degree communications systems will permit, coordinate activities with local community law enforcement agencies, if necessary.
- f. Participate in Incident Command/Unified Command System in accordance with pre-established protocols.

4. Airport Operator

- a. Operations
 - i. Conduct airfield inspections, as needed
 - ii. Issue appropriate NOTAM(s), if conditions warrant and permit
 - iii. Activate the Airport Emergency Operations Center (EOC), as appropriate

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

- iv. Provide emergency support services through the EOC
- v. Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation
- vi. Review personnel requirements and adjust accordingly
- vii. To the degree communications systems will permit, coordinate activities with local community emergency management agencies, if necessary
- viii. Coordinate activities with the ATCT, as needed
- ix. Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers
- x. Participate in Incident Command/Unified Command System in accordance with pre-established protocols

b. Maintenance

- i. Assist/provide critical services, including utility support (activation/cut-off), as needed
- ii. Provide safety inspections, as needed
- iii. Assist in facility restoration
- iv. Provide sanitation support services
- v. Assist in the provision of required resources
- vi. Participate in EOC operations
- vii. Participate in Incident Command/Unified Command System in accordance with pre-established

c. Administration

- i. Provide procurement services
- ii. Provide appropriate budgeting, payment, and cost recovery authorization and services

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

- iii. Provide personnel services
- iv. Participate in EOC operations

d. Public Information and Community Relations

- i. Interface with the media, as conditions warrant
- ii. Provide news releases relative to the airport's operational capability
- iii. Assist with the interface with other airport tenants
- iv. Participate in EOC activities

6. Aircraft Owners/Operators

- a. Provide EOC representation, as needed
- b. Provide for the initial notification to families of casualties, as appropriate
- c. Provide for passenger/casualty tracking
- d. Inspect facilities owned/operated or maintained by these tenants

7. Airport Tenants

- a. Provide assistance on a voluntary basis or in accordance with established agreements
- b. Participate in Incident Command/Unified Command System in accordance with pre-established protocols
- c. Inspect facilities owned/operated or maintained by these tenants

E. ADMINISTRATION AND LOGISTICS

1. This section of the document should cover those general support requirements specific to a tornado. Because of the unique nature of this type emergency and its potential for involving a wide geographic area and potentially limiting the availability of resources, there may be a need for adjusting standard policies and procedures for items such as resource management and mutual aid.

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Waco Regional Airport
Airport Emergency Plan

F. PLAN DEVELOPMENT

1. Annual review and maintenance of the Tornados and Severe Weather section is the responsibility of the Director of Aviation and those agencies that have essential responsibilities within this section. These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications..

G. AUTHORITIES AND REFERENCES

1. This section should identify any tornado-specific statues, regulations, etc. that address related authority, (e.g. building codes). Any document used as guidance or for information, such as those by FEMA or the American Red Cross should be mentioned.

H. UNIQUE PLANNING CONSIDERATIONS

I. Standard Operating Procedure and Checklist

NOTE: A Standard Operating Procedure is a separate document from a checklist. A checklist is separate document from a Standard Operating Procedure. A SOP provides enough detail for an individual or organization to carry out its assigned responsibilities. A checklist is simply a list of actions that can be checked off to insure all required steps or actions have been taken or accounted for.

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Waco Regional Airport
Airport Emergency Plan

Tornado Incidents Airport Operations Checklist

Before the Emergency

- Test of emergency generators.
- Look for loose objects which might cause damage in heavy winds

During the Emergency (Response)

- Direct and accomplish cleanup and restoration.
- If damage occurs to tenants structure resulting from the storm, contract respective owners.
- Equipment utilization documentation.
- Overall cleanup activities.
- Air Operations Area (AOA) inspections.
- Issuance of appropriate NOTAMs

After the Emergency (Recovery) The Recovery effort will be dependent upon the severity the impact; amount of damage, facilities, equipment, systems impacted, and the availability of resources. Recovery efforts should involve:

- Facility repair
- Supply inventory and restoration
- Cost documentation
- Documentation of actions taken
- Personnel utilization by time and duty
- Equipment utilization documentation
- Overall cleanup activities
- Air Operations Area (AOA) inspections
- Issuance of appropriate NOTAMs

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APR 14 2014

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Waco Regional Airport
Airport Emergency Plan

Tornado Incidents
Checklist for Communications & Warning
EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase/ Emergency Action Phase

Time: _____ Notes: _____

Install EOC telephones. Ensure telephone books are available at all stations.

Time: _____ Notes: _____

Contact EOC Coordinator for two-way radio support if needed.

Time: _____ Notes: _____

Establish two-way radio communications with Incident Commander.

Time: _____ Notes: _____

Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator

Time: _____ Notes: _____

Activate the Emergency Alert System EAS, when necessary

Time: _____ Notes: _____

Issue any public warnings immediately necessary (log time and date of each warning) including any warning to other jurisdictions

Time: _____ Notes: _____

If primary warning systems fail to work, coordinate secondary warnings.

Time: _____ Notes: _____

Remind all EOC staff to provide situations updates for potential warnings.

Time: _____ Notes: _____

Report communications status & potential problems with solution options to the EOC Coordinator

Time: _____ Notes: _____

Coordinate warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.

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APR 14 2014

Waco Regional Airport
Airport Emergency Plan

Time: _____ Notes: _____
Anticipate potential warning needs or problems and begin alerting appropriate warning resources.

Time: _____ Notes: _____

Notify secretarial/ clerical staff to serve in the EOC as messengers during emergencies

Time: _____ Notes: _____

Check staffing often and if needed personnel are still absent, begin calling successors.

Time: _____ Notes: _____

If more than one shift of coordinators is needed prepare a shift schedule and post it.

Time: _____ Notes: _____

If the scope of the incident is beyond the capabilities of the jurisdiction resources, notify the EOC Coordinator and log time and date

Time: _____ Notes: _____

Prepare an oral increased readiness report for the first meeting with the EOC coordinator

Time: _____ Notes: _____

Check the Status of emergency power for the EOC

Time: _____ Notes: _____

If relocated to the alternate EOC, ensure that all current communications are established and tested at the new locations before disconnecting current systems, if possible, especially with field personnel, affected jurisdictions and higher levels of government.

Time: _____ Notes: _____

Recovery Phase

Plan communications & warning recovery, reconstitution, mitigation and other long term actions

Time: _____ Notes: _____

Plan for the gradual shut down of emergency communications and warning operations

Time: _____ Notes: _____

Prepare communications and warning After Action Report

Time: _____ Notes: _____

Begin a Log of Actions Taken to hand record anything not covered in the this checklist.
(ICS Log)

Time: _____ Notes: _____

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Waco Regional Airport
Airport Emergency Plan

**Checklist for Emergency Public Information
EOC Coordinator**

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Start of Log of Actions Taken to hand-record anything not covered in this checklist.
- Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator.
- Issue any immediate EPI approved by the EOC Director to the public, if necessary.
- Anticipate potential EPI needs or problems and begin alerting appropriate resources.
- Report EPI status and potential problems to the EOC Director.

Emergency Action Phase

- If more than one operational shift is needed, prepare and post an operational schedule.
- Prepare an oral readiness report for the first coordination meeting with the EOC Coordinator.
- Collect information on incident for use to inform the public.
- Prepare EPI releases to be approved by the EOC Director for release to the media.
- Develop a JIC for use during the incident.

Recovery Phase

- Plan EPI recovery, reconstruction, mitigation and other long-term actions
- Plan for the gradual shut down of EPI operations
- Prepare all EPI After Action Report.

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Waco Regional Airport
Airport Emergency Plan

Tornado Incidents
Checklist for Health and Medical EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Start a Log of Actions Taken to hand-record anything not covered in this checklist.
- Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
- Anticipate potential Health and Medical needs or problems and begin alerting appropriate EPI resources.
- Report Health and Medical status and potential problems to the EOC Director.
- If the scope of the incident is beyond the capabilities of this jurisdiction's resource, notify the EOC Director and log date and time.

Emergency Response Phase:

- If more than one shift of the EOC coordinators is needed, prepare and post a shift schedule.
- Prepare an oral readiness report for the first coordination meeting with the EOC Director.
- If necessary to relocate to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdictions and higher levels of government.

Recovery Phase:

- Plan Health and Medical recovery, reconstruction, mitigation and other long-term actions.
- Plan for the gradual shut down of Health and Medical operations
- Prepare Health and Medical After Action Report.

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Waco Regional Airport
Airport Emergency Plan

III. TERRORISM (Bomb Threat).

Note: Specific information regarding terrorism incident is considered Sensitive Security Information (SSI). Specific information is contained in the appropriate sections in the Airport Security Program. As SSI, the information is published and distributed on a need-to-know basis only. Airports regulated under 49 CFR Part 1542 will have procedures for responding to bomb threats already in their Airport Security Program (ASP).

Information is included in the ASP as required by 49 CFR Part 1542 and is available on a need-to-know basis only.

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IV. STRUCTURAL FIRES, FUEL FARM AND FUEL STORAGE AREAS.

A. PURPOSE.

1. The information contained in this hazard-specific section is intended to supplement the Basic Plan and Functional Section of the Airport Emergency Plan. It defines responsibilities and describes actions to be taken in the event a structural fire. Further, this document, in conjunction with the Basic Plan and Functional Section, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and checklists.

B. SITUATION AND ASSUMPTIONS.

1. This section should include:

a. The airport is home to over twenty structures ranging from storage hangars, office buildings and passenger terminals. The Main Terminal Building is equipped with fire sprinkler suppression system and has a fire monitoring company. The remaining buildings have varying features from full fire suppression sprinkle systems to not having any fire suppression systems in place. Those facilities have though been inspected by the Fire Marshall and are presumed to be in compliance with standard occupancy requirements.

b. ARFF Station #10 provides first response fuel fires and for all structural fires Station #12 maintains the essential equipment and apparatus for such responses.

c. The notification process may vary from ATC to tenant occupants which will use 911 Dispatch. The response times will vary from 3 minutes for fuel based fires to five minutes for structural fires.

d. Fire hydrants are located throughout the airport to support structural fire response operations.

C. OPERATIONS

1. This section explains the airport's overall approach to structural and fuel fire emergencies, i.e. what should happen, when, and at whose direction. Topics should include:

2. The Airport Personnel and respective agencies will act accordingly:

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Waco Regional Airport
Airport Emergency Plan

- a. Respond
 - b. Investigate
 - c. Recovery
3. A list of mutual aid agreements relative to structural and fuel fires.
- a. A description of sequence of actions before, during and after the emergency situation.
 - i. Respond Phase
 - ii. Investigative Phase
 - iii. Recovery Phase

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

1. Air Traffic Control Tower.

- a. If involved in a fire emergency, inspect FAA ATCT facility.
- b. Contact FAA Tech Ops to conduct an inspection of their facilities on site.
- c. Provide information and directions to aircraft operators, as appropriate.
- d. Provide necessary air and ground traffic control support for emergency response activities, as necessary.
- e. Issue appropriate NOTAM if requested by authorized airport personnel.

2. Airport Operator

- a. Provide notification to appropriate agencies.
- b. Implement protective actions for the public and employees, when necessary.
- c. Determine need to evacuate, or perform other public protective action, for the occupants of any facility impacted by the fire.
- d. Apply appropriate fire fighting agents to any fire involving fuel, if requested by the Incident Commander.

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Waco Regional Airport
Airport Emergency Plan

3. Firefighting and Rescue
 - a. Respond to alarms/fires in accordance to established policies and procedures
 - b. Provide Incident Command at fires involving airport structures
 - c. Determine the need to evacuate, or perform other public protective action, for the occupants of any facility impacted by the fire.
 - d. Apply the firefighting agents to any fire involving fuel, if requested by the Incident Commander. AC 150/5200-31C, paragraph 7-3-5(c)

4. Law Enforcement/Security
 - a. Provide crowd and traffic control, as needed.

 - b. Provide continued law enforcement and security services on the airport, as needed, including those prescribed in the Airport Security Program required by 49 CFR Part 1542, Airport Security.

4. Emergency Medical Services
 - a. Provide emergency medical services, as needed.

5. Airport Maintenance
 - a. Assist/provide critical services, including utility support, as needed.

 - b. Provide safety inspections, as needed.

 - c. Assist in facility restoration.

6. Airport Public Information/Community Relations
 - a. Interface with the media, as conditions warrant.

 - b. Provide news releases relative to the airport's operational capability.

 - c. Assist with the interface with other airport tenants.

E. ADMINISTRATION AND LOGISTICS

1. This section of the document should cover those general support requirements specific to a structure or fuel fire on the airport.

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Waco Regional Airport
Airport Emergency Plan

F. PLAN DEVELOPMENT

1. Annual review and maintenance of the Structural and Fuel Fire Section is the responsibility of the Director of Aviation and those agencies that have essential responsibilities within this section. These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications.

G. AUTHORITIES AND REFERENCES

1. This section should identify any structural fire-specific statutes, regulations, etc. that address related authority, (e.g. Building Codes, Fire Codes, OSHA, and Public Law). Any documents used as guidance or for information should be mentioned.

H. UNIQUE PLANNING CONSIDERATIONS

I. **Standard Operating Procedure and Checklist**

Structural Fires: When a fire is discovered, the observer shall immediately notify the control tower at 254-759-3015 or by radio on frequency 121.9 or 119.3. The control tower will communicate directly with the Airport Fire Station via land line and or call 911. All structure fires shall require response by the Waco Fire Department and as a result the Tower shall alert all aircraft (air or ground) of the situation and status of the Waco fire equipment during the period of emergency response.

a. **Airport Director or his representative(s)'s Responsibilities**

- 1) If necessary, initiate evacuation of the building and alert persons in adjacent buildings.
- 2) Direct the removal of aircraft in the immediate area
- 3) Close any portion of the airport which might be affected.

b. **Operations/ Maintenance Personnel Responsibilities**

- 1) Shut of power supply switches to the affected structure.
- 2) Assist the person(s) (ARFF personnel) engaged in fighting the fire, as needed.
- 3) Direct and accomplish cleanup operations in the aftermath of the fire in the event the owner of said premises is unable to do so in a reasonable time.

c. **Waco Fire Department Responsibilities**

- 1) The Waco Fire Department ARFF person(s) on duty shall immediately answer the alarm by manning the ARFF unit.
- 2) Upon receiving directions from the Control Tower as to the location of the fire, proceed directly to the scene and begin efforts to extinguish the blaze.

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Waco Regional Airport
Airport Emergency Plan

Before the Emergency

- Establish pre-fire plans for all appropriate airport structures, to include:
- Evaluation of fire suppression capabilities.
- Evaluation of water supplies, fire flow capabilities.

During the Emergency (Response)

- Ensure that fire pumps in pump have engaged
- Open access gates or doors as necessary in preparation for off-site mutual aid.
- Issue appropriate NOTAMs if necessary

After the Emergency (Recovery)

- Facility repair
- Supply inventory and restoration
- Cost documentation
- Documentation of actions taken
- Personnel utilization by time and duty
- Equipment utilization documentation
- Overall cleanup activities
- Air Operations Area (AOA) inspections
- Issuance of appropriate NOTAMs

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Waco Regional Airport
Airport Emergency Plan

**Checklist for Communications & Warning
EOC Coordinator**

This checklist is a guide for emergency response coordination of Communications & Warning. This checklist will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase/ Emergency Action Phase

Time: _____ Notes: _____

Install EOC telephones. Ensure telephone books are available at all stations.

Time: _____ Notes: _____

Contact EOC Coordinator for two-way radio support if needed.

Time: _____ Notes: _____

Establish two-way radio communications with Incident Commander.

Time: _____ Notes: _____

Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator

Time: _____ Notes: _____

Activate the Emergency Alert System EAS, when necessary

Time: _____ Notes: _____

Issue any public warnings immediately necessary (log time and date of each warning) including any warning to other jurisdictions

Time: _____ Notes: _____

If primary warning systems fail to work, coordinate secondary warnings.

Time: _____ Notes: _____

Remind all EOC staff to provide situations updates for potential warnings.

Time: _____ Notes: _____

Report communications status & potential problems with solution options to the EOC Coordinator

Time: _____ Notes: _____

Coordinate warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.

Time: _____ Notes: _____

Anticipate potential warning needs or problems and begin alerting appropriate warning resources.

Time: _____ Notes: _____

Notify secretarial/ clerical staff to serve in the EOC as messengers during emergencies

Time: _____ Notes: _____

Check staffing often and if needed personnel are still absent, begin calling successors.

Time: _____ Notes: _____

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Waco Regional Airport
Airport Emergency Plan

If more than one shift of coordinators is needed prepare a shift schedule and post it.

Time: _____ Notes: _____

If the scope of the incident is beyond the capabilities of the jurisdiction resources, notify the EOC Coordinator and log time and date

Time: _____ Notes: _____

Prepare an oral increased readiness report for the first meeting with the EOC coordinator

Time: _____ Notes: _____

Check the Status of emergency power for the EOC

Time: _____ Notes: _____

If relocated to the alternate EOC, ensure that all current communications are established and tested at the new locations before disconnecting current systems, if possible, especially with field personnel, affected jurisdictions and higher levels of government.

Time: _____ Notes: _____

Recovery Phase

Plan communications & warning recovery, reconstitution, mitigation and other long term actions

Time: _____ Notes: _____

Plan for the gradual shut down of emergency communications and warning operations

Time: _____ Notes: _____

Prepare communications and warning After Action Report

Time: _____ Notes: _____

Begin a Log of Actions Taken to hand record anything not covered in the this checklist. (ICS Log)

Time: _____ Notes: _____

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Airport Emergency Plan

Checklist for Fire and Rescue EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator.
- Using ICS form 201, begin a record of incident.
- Anticipate potential Fire and Rescue needs or problems and begin alerting appropriate resources

Emergency Action Phase

- Report Fire/Rescue status and potential problems to the EOC Coordinator.
- If the scope of the incident is beyond the capabilities of jurisdiction's Fire & Rescue resources, consult emergency mutual aid agreements, develop an action plan for mutual aid responses and forward it to the EOC Coordinator.
- If more than one operational period is needed, prepare and post a Fire/Rescue operational schedule
- Prepare an oral readiness report for the first coordination meeting with the EOC Coordinator
- If relocating to an alternate EOC, notify field personal affected and ensure the communications are reestablished at the new location

Recovery Phase

- Plan Fire/ rescue recovery, reconstruction, mitigation and other long-term actions
- Plan for the Demobilization of emergency Fire/Rescue operations
- Prepare all necessary ICS forms and provide a Fire/Rescue After Action

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Waco Regional Airport
Airport Emergency Plan

Checklist for Health and Medical EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Start a Log of Actions to hand-record anything not covered in this checklist.
- Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator
- Anticipate potential Health and Medical needs or problems and begin alerting appropriate resources and facilities
- Report Health and Medical status and potential problems to the EOC Coordinator
- If the scope of the incident is beyond the capabilities of this jurisdiction's resource, notify the EOC Coordinator and log date and time.

Emergency Actions Phase:

- If more than one shift is going to be needed, prepare and post a shift schedule.
- Prepare an oral increased readiness report for the first coordination meeting with the EOC Coordinator
- If necessary to relocate to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdiction and higher levels of government.

Recovery Phase:

- Plan Health and Medical recovery, reconstruction, mitigation and other long-term actions
- Plan for the gradual shut down of emergency Health and Medical operations
- Prepare Health and Medical After Action Report

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Waco Regional Airport
Airport Emergency Plan

V. HAZARDOUS MATERIALS.

A. PURPOSE.

1. The information contained in this hazard-specific appendix is intended to supplement the Basic Plan and Functional Annexes of the AEP. It defines responsibilities and describes actions to be taken in the event a hazardous materials incident occurs. Further, this document, in conjunction with the Basic Plan and Functional Annexes, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and checklists.

B. SITUATION AND ASSUMPTIONS.

1. There is currently only one fuel farm on the Airport, it is situated on the Northeast apron. The fuel farm consists of three double walled storage tanks: One ten-thousand gallon tank containing Jet-A, One ten-thousand gallon tank containing 100LL, and one two thousand-five hundred gallon tank containing Automobile gas.

2. Fuel transporters travel thru Gate #1 along the fence line then West along the edge apron to the fuel farm.

3. ARFF is the primary response to hazardous spills, along with the owner/operator of the spill source. i.e... fuel farm is the responsibility of the FBO.

4. ARFF training includes hazardous materials training and the FBO operator has their hazardous materials handling training.

5. The EOC will be activated as it normally would during hazardous materials spill situations and at the discretion of the Emergency Management Coordinator.

C. OPERATIONS

1. ARFF is the first responder and will control the situation during an extreme fuel spill.

2. The response action will be as follows:

- a. Respond Phase
- b. Investigate Phase
- c. Recovery Phase

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Waco Regional Airport
Airport Emergency Plan

3. Describe the response and recovery actions of all the local response organizations in the vicinity of the airport, including public and private sector, as well as volunteer and charitable organizations as they relate to response on the airport. This information should already be available in local plans.
4. List mutual aid agreements or other arrangements for sharing data and response resources.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

1. Airport Traffic Control Tower (ATCT)

- a. Provide relevant information (fuel, persons-on-board, composite hazardous cargo) and directions to aircraft operators.
- b. Provide necessary air and ground traffic control support for emergency response activities.

2. Firefighting and Rescue

- a. Respond to fuel spills and other hazardous materials incidents in accordance with established policies and level of training.
- b. Provide response and recovery support in accordance with level of training and established airport policies and procedures.
- c. Determine need for, and initiate as needed, local Hazardous Materials Response Team response.
- d. Assist in Alert and Warning process in the event a Protective Action is required.
- e. Provide Hazardous Materials Response Team personnel with appropriate personal protective equipment.

3. Law Enforcement/Security

- a. Assist with scene security as requested by the Incident Commander.
- b. Assist in Alert and Warning process in the event a Protective Action is required.
- c. Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.

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Waco Regional Airport
Airport Emergency Plan

- d. Assist with Air Operations Area escort services, as needed.
- e. Provide crowd control, as needed.
- f. Provide continued law enforcement and security services on the airport, including those required by 49 CFR Part 1542, Airport Security.

4. Emergency Medical Services (EMS)

- a. Provide on-scene emergency medical services in accordance with established plans and procedures to include the following:
 - i. Collect, triage, and treat casualties.
 - ii. Transport to, and coordinate with, appropriate medical care facilities.
 - iii. Provide for the deceased.
 - iv. Restock of medical supplies, as needed.
 - v. Initiate Critical Incident Stress Management debriefing support, as needed.
- b. Initiate and coordinate as needed, mutual aid EMS support.

5. Airport Operator

a. General

- i. Activate EOC, as needed.
- ii. Participate in response and recovery operations as training levels permit.
- iii. Provide emergency support services, as requested, through the EOC.
- iv. Prepare for, and accomplish, return to normal operations.
- v. Ensure airport response personnel have received appropriate training.

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Waco Regional Airport
Airport Emergency Plan

b. Airport Operations

- i. Provide scene representation, to include participation in the Incident Command System.
- ii. Coordinate Protective Actions, as needed.
- iii. Make required notifications, including NOTAMs, as needed.
- iv. Conduct airfield inspections, as needed.
- v. Participate in EOC operations.
- vi. Coordinate operations with the ATCT, as needed.
- vii. Monitor, and coordinate as required, other concurrent airport activities.
- viii. Interface with, coordinate, and utilize resources made available by airport tenants.

c. Maintenance

- i. Assist/provide critical services, including utility support (activation/cut-off), as needed.
- ii. Assist in the implementation of protective actions (e.g. shutting off air circulation systems for affected facilities if in-place sheltering is recommended).
- iii. Provide safety inspections, as needed.
- iv. Provide sanitation services for extended operations.
- v. Assist in the provision of required resources.
- vi. Participate in EOC operations.
- vii. Assist in facility restoration.

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Waco Regional Airport
Airport Emergency Plan

d. Administration

- i. Provide budgeting, payment, and cost recovery support.
- ii. Provide procurement services.
- iii. Provide personnel services
- iv. Participate in EOC activities
- v. Form a Policy Group for the overall administration of the event, to include approval of airport media releases, when appropriate.

e. Public Information and Community Relations

- i. Interface with the media, as well as any emergency response organization on-scene public relations personnel.
- ii. Provide news releases relative to the airport's responsibilities and activities.
- iii. Participate in EOC operations.

6. Aircraft Operator or designated representative

- a. If an aircraft is directly involved in the incident, the aircraft operator or designated representative should do the following:
 - i. Provide on-scene support, as requested by the Incident Commander.
 - ii. Participate in EOC operations
 - iii. Provide for timely news releases.

7. Airport Tenants

- a. Airport tenants may provide assistance on a voluntary basis.

E. ADMINISTRATION AND LOGISTICS

1. This section of the document should cover those general support requirements specific to hazardous materials incidents. Because of the unique nature of hazardous materials response, specialized resources, policies, and procedures would be appropriate.

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Waco Regional Airport
Airport Emergency Plan

F. PLAN DEVELOPMENT

1. Annual review and maintenance of the Hazardous Materials Appendix is the responsibility of the Director of Aviation and those agencies that have essential responsibilities within this section. These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications.

G. AUTHORITIES AND REFERENCES

1. This section should identify any hazardous materials specific statutes, regulations, etc. that are applicable to the airport.

H. UNIQUE PLANNING CONSIDERATIONS

I. Standard Operating Procedure and Checklist

I. Standard Operating Procedure and Checklist

Hazardous Materials/ Dangerous Goods Incidents:

- a. The Airport Director or his designee shall contact the Waco Police Department in order to establish a security zone around the site with a radius of 500' and shall ensure entrance security into or out of the zone except as required by emergency crews.
- b. The Airport Director or his designee shall make note of any individuals who have received possible contamination, see that these persons are decontaminated and receive medical treatment, and await the arrival of the proper personnel who will assume full charge and responsibility in resolving the situation

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Waco Regional Airport
Airport Emergency Plan

**Hazardous Materials Incidents
Airport Operations Checklist**

During the Emergency (Response)

- Make required notifications, including NOTAMs, as needed.
- Conduct airfield inspections, as needed.
- Participate in EOC operations if requested
- Coordinate operations with the ATCT, as needed.
- Monitor, and coordinate as required as required, other concurrent airport activities.
- Interface with, coordinate, and utilize resources made available by airport tenants
- Assist/ provide critical services, including utility support (activations/ cut-off), as needed.
- Assist in the implementation of protective actions (e.g. shutting off air circulation systems for affected facilities if in-place sheltering is recommend)
- Provide sanitation services for extended operations.
- Assist in the provision of required resources

After the Emergency (Recovery) The Recovery effort will be dependent upon the severity the impact; amount of damage, facilities, equipment, systems impacted, and the availability of resources. Recovery efforts should involve:

- Facility repair
- Supply inventory and restoration
- Cost documentation
- Documentation of actions taken
- Personnel utilization by time and duty
- Equipment utilization documentation
- Overall cleanup activities
- Air Operations Area (AOA) inspections
- Issuance of appropriate NOTAMs

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Waco Regional Airport
Airport Emergency Plan

Hazardous Materials Incidents
Checklist for Fire and Rescue EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator.
- Using ICS form 201, begin a record of incident.
- Anticipate potential Fire and Rescue needs or problems and begin alerting appropriate resources

Emergency Action Phase

- Report Fire/Rescue status and potential problems to the EOC Coordinator.
- If the scope of the incident is beyond the capabilities of jurisdiction's Fire & Rescue resources, consult emergency mutual aid agreements, develop an action plan for mutual aid responses and forward it to the EOC Coordinator.
- If more than one operational period is needed, prepare and post a Fire/Rescue operational schedule
- Prepare an oral readiness report for the first coordination meeting with the EOC Coordinator
- If relocating to an alternate EOC, notify field personnel affected and ensure the communications are reestablished at the new location

Recovery Phase

- Plan Fire/ rescue recovery, reconstruction, mitigation and other long-term actions
- Plan for the Demobilization of emergency Fire/Rescue operations
- Prepare all necessary ICS forms and provide a Fire/Rescue After Action

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Waco Regional Airport
Airport Emergency Plan

Hazardous Materials Incidents
Checklist for Emergency Public Information
EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Start a Log of Actions Taken to hand-record anything not covered in this checklist.
- Determine the nature and scope of the disaster or incident by consulting with the EOC Director.
- Issue any immediate EPI approved by the EOC Director to the public, if necessary.
- Anticipate potential EPI needs or problems and begin alerting appropriate EPI resources(list at the end of this annex)
- Report EPI status and potential problems to the EOC Director.

Emergency Response Phase:

- If more than one shift of the EOC coordinators is needed, prepare and post a shift schedule.
- Prepare an oral readiness report for the first coordination meeting with the EOC Director.
- Collect information on the incident for use to inform the public.
- Prepare EPI releases to be approved by the EOC Director for release to the media.
- Develop a JIC for use during the incident.

Recovery Phase:

- Plan EPI recovery, reconstruction, mitigation and other long-term actions.
- Plan for the gradual shut down of EPI operations
 - Prepare EPI After Action Report.

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Waco Regional Airport
Airport Emergency Plan

Hazardous Materials Incidents
Checklist for Communications & Warning
EOC Coordinator

This checklist is a guide for emergency response coordination of Communications & Warning. This checklist will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase/ Emergency Action Phase

Time: _____ Notes: _____

Install EOC telephones. Ensure telephone books are available at all stations.

Time: _____ Notes: _____

Contact EOC Coordinator for two-way radio support if needed.

Time: _____ Notes: _____

Establish two-way radio communications with Incident Commander.

Time: _____ Notes: _____

Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator

Time: _____ Notes: _____

Activate the Emergency Alert System EAS, when necessary

Time: _____ Notes: _____

Issue any public warnings immediately necessary (log time and date of each warning) including any warning to other jurisdictions

Time: _____ Notes: _____

If primary warning systems fail to work, coordinate secondary warnings.

Time: _____ Notes: _____

Remind all EOC staff to provide situations updates for potential warnings.

Time: _____ Notes: _____

Report communications status & potential problems with solution options to the EOC Coordinator

Time: _____ Notes: _____

Coordinate warning frequencies and procedures with EOCs at higher levels of government and with adjacent communities.

Time: _____ Notes: _____

Anticipate potential warning needs or problems and begin alerting appropriate warning resources.

Time: _____ Notes: _____

Notify secretarial/ clerical staff to serve in the EOC as messengers during emergencies

Time: _____ Notes: _____

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APR 14 2014

Waco Regional Airport
Airport Emergency Plan

Check staffing often and if needed personnel are still absent, begin calling successors.

Time: _____ Notes: _____

If more than one shift of coordinators is needed prepare a shift schedule and post it.

Time: _____ Notes: _____

If the scope of the incident is beyond the capabilities of the jurisdiction resources, notify the EOC Coordinator and log time and date

Time: _____ Notes: _____

Prepare an oral increased readiness report for the first meeting with the EOC coordinator

Time: _____ Notes: _____

Check the Status of emergency power for the EOC

Time: _____ Notes: _____

If relocated to the alternate EOC, ensure that all current communications are established and tested at the new locations before disconnecting current systems, if possible, especially with field personnel, affected jurisdictions and higher levels of government.

Time: _____ Notes: _____

Recovery Phase

Plan communications & warning recovery, reconstitution, mitigation and other long term actions

Time: _____ Notes: _____

Plan for the gradual shut down of emergency communications and warning operations

Time: _____ Notes: _____

Prepare communications and warning After Action Report

Time: _____ Notes: _____

Begin a Log of Actions Taken to hand record anything not covered in the this checklist. (ICS Log)

Time: _____ Notes: _____

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Waco Regional Airport
Airport Emergency Plan

Hazardous Materials Incidents
Checklist for Health and Medical EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record-keeping purposes.

Mobilization Phase:

- Start a Log of Actions to hand-record anything not covered in this checklist.
- Determine the nature and scope of the disaster or incident by consulting with the EOC Coordinator
- Anticipate potential Health and Medical needs or problems and begin alerting appropriate resources and facilities
- Report Health and Medical status and potential problems to the EOC Coordinator
- If the scope of the incident is beyond the capabilities of this jurisdiction's resource, notify the EOC Coordinator and log date and time.

Emergency Actions Phase:

- If more than one shift is going to be needed, prepare and post a shift schedule.
- Prepare an oral increased readiness report for the first coordination meeting with the EOC Coordinator
- If necessary to relocate to an alternate EOC, ensure that all current communications are established and tested at the new location, if possible, before notifying field personnel, affected jurisdiction and higher levels of government.

Recovery Phase:

- Plan Health and Medical recovery, reconstruction, mitigation and other long-term actions
- Plan for the gradual shut down of emergency Health and Medical operations
- Prepare Health and Medical After Action Report

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Waco Regional Airport
Airport Emergency Plan

**Hazardous Materials Incidents
Law Enforcement Checklist**

During the Emergency

- Send a representative to the scene to participate in the Unified Command System.
- Establish site security.
- Activate Traffic Control and Access Control Plan.
- Activate necessary Mutual Aid resources.
- Monitor site security and escort operations.
- Assist in the marshaling of emergency response vehicles.
- Assist in any investigations, as necessary.
- Assist to the extent practical, in the preservation of evidence.

After the Emergency (Recovery) The recovery effort will be dependent upon the severity of the incident, the amount of damage, facilities, equipment systems impacted, and the availability of resources.

- Prepares an Incident Action Plan, to include long and short term considerations for:
 - Final damage assessment (written, pictorial, including video)
 - Public information announcements
 - Facility repair
 - Supply inventory and restoration
 - Cost documentation
 - Economic impact
 - Activate provisions for continued medical surveillance of personnel performing decontamination tasks, including radiological monitoring, if appropriate.
 - Documentation of actions taken
 - Personnel utilization by time on duty
 - Critical Incident Stress Debriefing requirements, if necessary.
 - Equipment utilization documentation.

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Waco Regional Airport
Airport Emergency Plan

VI. WATER RESCUE.

A. PURPOSE.

1. It is conceivable that due to the close proximity of the Lake Waco to the Waco Regional Airport that at some point a water rescue will be required because of an aircraft accident/incident.

B. SITUATION AND ASSUMPTIONS. This section should include specific information about the airport's vulnerability to a water rescue situation. It should:

1. Describe the body of bodies of water involved, to include:

- a. Lake Waco
- b. 13.13 sq miles
- c. 80 feet
- d. Seasonal weather/climatic variations:
 - i. Ice
 - ii. Water temperatures
 - iii. Wave height
 - iv. Hours of daylight
 - v. Prevailing winds

2. Include maps of the area involved

3. The following resources will be utilized to in response to water rescue:
- a. Waco Fire Department Station #8, which houses two powerboats on a trailer and can be dispatched in 15-20 minutes.
 - b. U.S. Army Corps of Engineers, which has a 19 foot power boat and a 28 foot power boat and both are normally kept at the Airport Marina.

C. OPERATIONS. This section should describe actions to be taken if an aircraft incident/accident should occur in the water on or adjacent to the airport. It should:

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Waco Regional Airport
Airport Emergency Plan

1. Describe the relationship between the AEP and other emergency response plans (e.g. the local jurisdictions(s) EOP) regarding water aircraft emergencies, particularly if the airport is not the primary response agency.

2. Describe the disposition of survivors. The plan should set forth policies and procedures for the rescue of survivors from floating and/or submerged sections of the fuselage. The airport or primary response agency should establish specific docking/landing areas (primary and alternate) onshore, where survivors can be brought for triage and transportation to health care facilities. In selecting the docking/landing areas, it should be kept in mind that routes through the airport proper may not provide the most direct access to the hospital with facilities appropriate for treating survivors.

3. Describe policies and procedures for:

- a. Notification of jurisdictional authority
- b. Hazardous materials
- c. Personnel recall
- d. Security
- e. Traffic and Access Control
- f. Emergency Medical Services
- g. Firefighting and Rescue
- h. Triage
- i. Services for uninjured
- j. Air carrier support
- k. Removal of deceased
- l. Resumption of normal operations

4. Water Rescue Response:

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Waco Regional Airport
Airport Emergency Plan

- a. Upon notification the Fire Dispatch will direct the deployment of Fire Department rescue boats, alert Waco Police and ETMC-EMS to the emergency.
- b. The Waco Fire Department will contact the Corps of Engineers and request their assistance in the water rescue effort. If deemed necessary the Waco Fire Department should also solicit the assistance of private watercraft at the Marina.
- c. When the location of survivors is determined the IC will designate the best shore transfer point and direct ambulances and boats with survivors to rendezvous at that point.
- d. Injured will be transported and treated as specified in this plan.

5. List mutual aid agreements or other arrangements for sharing data and response resources.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES. The AEP should set forth expected actions of all participating agencies and establish what agency will assume primary response role. If the airport will not assume the primary response role, the airport's support role to the primary response agency should be clearly defined. The following examples are typical entries in this section:

1. Airport Traffic Control Tower. In accordance with the letter of agreement:

- a. Activate the appropriate alarm system, as appropriate.
- b. Issue appropriate NOTAMs as requested by the airport operator or as established by Letter of Agreement.
- c. Control aircraft and ground vehicles operations on the airport in support of the emergency response, if the airport remains open.
- d. Control airspace in the vicinity of the incident/accident to ensure other aircraft do not interfere with emergency response activities.
- e. Make appropriate FAA notifications.

2. Firefighting and Rescue

- a. Respond to aircraft incident/accident location in accordance with established policies and procedures.

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Waco Regional Airport
Airport Emergency Plan

b. If the airport is the primary response agency, assume lead in Incident/Unified Command System for initial fire and rescue operations in accordance with established policies and procedures.

c. Ensure appropriate mutual aid emergency response organizations have been notified and are taking appropriate action.

3. Law Enforcement/Security

a. Initiate and maintain appropriate Traffic and Access Control in accordance with established policies and procedures.

b. Provide scene support and security if within jurisdictional authority.

c. Assist with/provide AOA access control and escort, as necessary.

d. Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.

e. Provide necessary investigative support.

4. Emergency Medical Services

a. Provide necessary triage and on-scene initial treatment of casualties.

b. Ensure appropriate mutual aid organizations have been notified and are taking appropriate action.

c. Provide for the movement (land, water, air) of casualties to appropriate treatment facilities.

d. Maintain an accurate list of casualties and their respective destination treatment facility.

e. Coordinate with the involved air carrier the transportation of the uninjured to the designated holding area.

f. Arrange for restocking of medical supplies, if necessary.

5. Airport Operator

a. General.

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Waco Regional Airport
Airport Emergency Plan

- i. Designate each hangar or other building on the airport or in the communities it serves that will be used to accommodate uninjured, injured, and deceased persons.
 - ii. Coordinate with the Emergency Operations Coordinator in the opening of the EOC as needed.
 - iii. Ensure all appropriate notifications have been made, including:
 - (a) National Transportation Safety Board (NTSB)
 - (b) FAA
 - (c) Airport response personnel
 - (d) U.S. Army Corp of Engineers
 - iv. Provide emergency support services, as requested, through the EOC.
 - v. Ensure emergency response personnel have received appropriate training.
- b. Operations. Through the Incident Command System:
- i. Ensure the supporting emergency response agencies (fire, medical, law enforcement, etc.) have responded.
 - ii. Coordinate response actions, with the ATCT.
 - iii. Determine need to totally/partially close the airport and issue appropriate NOTAMs.
- c. Maintenance
- i. Assist/provide critical services, including utility support (activation/cut-off), as needed.
 - ii. Provide sanitation services for extended operations.
 - iii. Assist in the provision or required resources.
 - iv. To the extent possible, arrange to have available the following equipment/supplies/services:

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Waco Regional Airport
Airport Emergency Plan

- (a) Portable lavatories
- (b) Drinking water
- (c) Ropes, barricades, barrier tape, etc.
- (d) Portable lighting
- (e) Portable shelter(s), as needed
- (f) Fuel removal equipment
- (g) Portable public address system
- (h) Communications equipment (cellular telephones, two-way radios, etc.)
- (i) Participate in EOC activities

d. Administration

- i. Provide budgeting, payment and other financial support, as appropriate.
- ii. Provide procurement services
- iii. Participate in EOC activities

e. Public Information and Community Relations

- i. Develop and provide press release relative the airport's responsibilities and activities, as needed.
- ii. Interface with the media, as well as with air carrier and emergency response on-scene public relations personnel.

6. Aircraft Owner/Operator or Designated Representative

- a. Provide pertinent information to Incident Commander, to include:
 - i. Number of persons on board.
 - ii. Presence and location of any dangerous goods.
- b. Provide EOC representation.

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Waco Regional Airport
Airport Emergency Plan

- c. Make necessary notifications, to include the FAA and NTSB.
- d. Arrange for appropriate passenger services, to include:
 - i. Transportation of uninjured passengers/crew members.
 - ii. Adequate holding facilities for uninjured passengers/crew members.
 - iii. Commissary items, telephone facilities, clothing, and additional medical services, as needed.
 - iv. Facilities for friends and families.
 - v. Passenger/crew accountability/tracking.
 - vi. Hotel/other alternative travel arrangements for passengers.
 - vii. Critical Incident Stress Management support.
- e. Implement approved plan in compliance with the requirements established in the AFDAA.
- f. Coordinate news releases with Airport Community/Public Relations personnel.
- g. Provide for the timely removal of the wrecked or disabled aircraft as soon as authorized by the appropriate authority.

E. ADMINISTRATION AND LOGISTICS. This section of the document should cover those support requirements specific to aircraft accident water rescue situations.

F. PLAN DEVELOPMENT.

- 1. Annual review and maintenance of the Water Rescue Appendix is the responsibility of the Director of Aviation and those agencies that have essential responsibilities within this section. These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications.

G. AUTHORITIES AND REFERENCES. This section should identify those statutes and regulations that are applicable to aircraft water rescue situations, particularly those which assign jurisdiction. For example the US Army Corp of Engineers response method and practices.

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Waco Regional Airport
Airport Emergency Plan

H. UNIQUE PLANNING CONSIDERATIONS

I. Standard Operating Procedure and Checklist

NOTE: A Standard Operating Procedure is a separate document from a checklist. A checklist is separate document from a Standard Operating Procedure. A SOP provides enough detail for an individual or organization to carry out its assigned responsibilities. A checklist is simply a list of actions that can be checked off to insure all required steps or actions have been taken or accounted for.

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Waco Regional Airport
Airport Emergency Plan

VII. POWER FAILURE.

A. PURPOSE.

1. Electrical power for runway and taxiway lighting is supplied to the airport from one system provided by Oncor Electric Company. Power is routed to the airport via a substation that is {indicate location, ex: located north of (*runway headings*)} which feeds power to the Airfield Lighting Vault located at the Maintenance Department. Power is then divided between the various runways and taxiways. In the event that the Oncor Electric Company substation could no longer supply power to Waco Regional Airport a diesel-fueled generator will be used for primary power. When the internal regulator on the generator senses a power loss is automatically will engage and supply only enough power to light runway (*runway headings*) and the Airfield Lighting Vault. This generator still allows the ATCT to select lighting intensity for different types of operations. The generator is located in the Airfield Lighting Vault at the Maintenance Department.

B. SITUATION AND ASSUMPTIONS.

1. The power supplying the various tenants and FBO's at the airport is also provided by Oncor Electric Company and derived from the same system. These buildings are not backed up by the Airport owned generator and will depend on the tenant for back-up power.

a. Power Source Details:

- i. Oncor Electric Company – Primary power supplier for movement area lighting Contact Number 1-888-313-4747
- ii. Oncor Electric Company supplies power from one source:

(1) High Voltage Substation-(location)

b. Back – Up generator for Airfield Lighting:

- i. Located adjacent to the Airfield Lighting Vault
- ii. Continuous duty 80 Kw output, single phase
- iii. Supplies power to runway 1-19 and 14-32 movement area lighting and the Airfield Lighting Vault.

- iv. Allows lighting intensity to be controlled by the tower

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Waco Regional Airport
Airport Emergency Plan

- v. Has a 40-gallon tank with a fuel usage rate of 3.4 gal/hr under full load allowing a run time of just less than 12 hours.
- vi. Tested monthly-log located in airfield lighting vault
- vii. Maintenance annually – Log at the Maintenance Department.
- viii. Preventative Maintenance Schedule:

c. Monthly Services

- i. Check, fill, and clean batteries
- ii. Check engine fluid levels
- iii. Inspect hoses and belts for wear
- iv. Maintenance and Operations start the generator and check for proper operation
- v. Test lamps on enunciator panel

d. Annual Service

- i. Clean, Lubricate, and test generator

C. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

1. Airport Traffic Control Tower

- a. Issue appropriate NOTAM
- b. Notify appropriate maintenance personnel
- c. Keep aviation users informed of the situation, as necessary

2. FAA Facilities/Maintenance

- a. Conduct routine/preventive maintenance
- b. Conduct/document regular tests.
- c. Operate generator, as necessary.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

d. After the emergency, determine cause and take corrective action

3. Airport Maintenance

a. Conduct routine/preventive maintenance

b. Conduct/document regular tests.

c. Operate generator, as necessary.

d. After the emergency, determine cause and take corrective action

4. Airport Operator

a. Ensure that power generator and circuit resistance tests are being conducted.

b. Ensure required NOTAMs are issued.

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

STANDARD OPERATING PROCEDURE - Airfield Power Failure

1. Power Configuration. The airport utilizes commercial power fed to the power vault as the normal source of power for movement area lighting.
2. Stand-by Power. The airport has positioned an 80kw diesel power generator next to the power vault for stand-by power. Upon fluctuation or loss of commercial power, the generator self-starts and power feed is automatically switched to generator power for movement area lighting.
3. Failure of Stand-by Power. If for some reason the stand-by generator cannot be used when the primary source of power fails, the Airport Operation Supervisor or the Director of Aviation will be notified and a NOTAM indicating a failure of the airport runway lights will be issued. One of these persons or another member of the Airport Maintenance staff will respond to the Airport to attempt to manually start the backup generator.
4. Restoration of Primary Power. The movement area lighting system will be restored to commercial power automatically after commercial power has been returned to service interruption free for a reasonable period of time. The diesel power generator will then cycle through a cool down period and automatically shut off,
5. Maintenance. Airport Maintenance will perform monthly checks of the generator where they will ensure that all systems associated with the generator are functioning properly.

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VIII. CROWD CONTROL

A. PURPOSE.

(1) The information contained in this hazard-specific appendix is intended to supplement the Basic Plan and Functional Annexes of the AEP. It defines responsibilities and describes actions to be taken in the event a crowd control incident or problem occurs. Further, this document, in conjunction with the Basic Plan and Functional Annexes, forms the basis for elements to be included in functional Standard Operating Procedures (SOPs) and checklists.

B. SITUATION AND ASSUMPTIONS.

1. Nature of assembly. The purpose and mental attitude of the assembly may vary considerably. The arrival or departure of popular public figures may attract crowds who will, in most cases, be good-natured and easily controlled. The arrival or departure of more controversial persons may draw groups that are hostile and prone to disorderly conduct.

2. Peaceful assembly at the airport. Peaceful assemblies often are impromptu, particularly if a VIP is suddenly recognized. The following are a partially listing of peaceful assemblies that may happen at an airport:

- a. Arrival or departure of VIPs, celebrities, athletes, or other public or elected figures
- b. A welcoming reception given by a new carrier to the terminal
- c. Community air shows and static displays of aircraft for public viewing
- d. Aircraft incidents and accidents

3. Disruption for Hostile Reasons. There are circumstances that bring people to the airport to protest voice dissatisfaction or vent their anger. Such circumstances may stimulate deliberate attempts to interfere with operations or to commit sabotage – for instance:

- a. Arrival of a controversial person or group
- b. A period of civil unrest nationally, regionally, or locally
- c. A period of serious international tension
- d. Labor/union supported strikes

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CT

Waco Regional Airport
Airport Emergency Plan

C. OPERATIONS. This section should describe actions to be taken if a crowd control incident should occur at the airport. Topics to be covered include:

1. A list of mutual aid agreements relative to crowd control situations
2. Criteria for activation of the EOC
3. A description of the crowd control incident response and recovery actions and procedures of airport personnel

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

1. Airport Traffic Control Tower (ATCT). In accordance with the letter of agreement:

- a. Provide relevant information and directions to aircraft operators.
- b. Provide necessary air and ground traffic control support for emergency response activities.

2. Airport Operator.

- a. Friendly Crowds. In some situations, airport operators know in advance that a situation is likely to bring friendly crowds to the airport. Through proper planning and experience, appropriate steps may be taken to minimize the effort required to control a friendly crowd.
- b. Hostile Assemblies. For hostile situations, it is difficult to determine in advance the degree of disturbance that may result at the airport. Therefore, before any specific steps are taken to increase security, intelligence information, which has been received from all reliable sources, must be evaluated. With that input, operators can make decisions concerning the kind and extent of security measures to take.
- c. Intelligence. Typically there is advance warning or lead time with the assembly of large crowds. In times of civil disorder or international tension, airport operators should be especially alert to dissidents. While trained saboteurs will operate with great secrecy, untrained dissidents usually talk, threaten, or boast, and their plans either become known in detail or can be predicted.
- d. Briefings. If appropriate, airport operators should brief air carrier representatives and other tenants on the actions airport security will take to deal with the anticipated demonstration. The briefing should specify the actions that the airport operator, other

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APR 14 2014

CT

Waco Regional Airport
Airport Emergency Plan

agencies, and tenants should take to insure both the safety of the public and continued operation of the airport.

e. Vulnerable locations. The following locations are potentially vulnerable:

i. Apron entrances and exits. All apron entrances and exits should be closed. One entrance or exit may be kept open depending upon the degree of security required. A security guard with radio communications will be stationed at access and other critical points for surveillance.

ii. Fuel farms. If an assembly is anticipated to be hostile, fuel farms should be secured until the period of expected violence and the potential for a fire hazard has passed.

iii. Areas between parking lots and terminals. It is advisable to control the automobile parking lots and the pathways between the lots and the terminal(s).

f. Lighting. Lighting should be provided around buildings that house critical facilities. At entrance gates, the lighting should be bright enough to permit guards to identify persons and inspect identification cards. Controls and power sources should be installed where they are inaccessible to unauthorized persons. Floodlights mounted on airport emergency or service vehicles may be used for patrolling fences in times of disorder. Authorized personnel should regularly check that field, ramp, taxiway, terminal, and roadway lighting is functioning properly. Portable floodlights may be used to provide positive surveillance capability at those areas used on an infrequent or temporary basis.

g. Building and apron security.

i. Emergency entrances. All apron emergency entrances should be secured.

ii. Gates. Gates should be locked except during actual enplaning and deplaning operations. In critical areas, guards should be posted. Only properly identified and authorized persons such as air carrier personnel, owners or pilots of general aviation aircraft on the field, airport staff, security, emergency response personnel, and passengers should be permitted to pass through check points.

iii. Alarm systems. Alarm system specifications have been developed by various manufacturers. Information on any installed alarm system should be closely controlled.

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CT

Waco Regional Airport
Airport Emergency Plan

3. Firefighting and Rescue. Observe law enforcement problems closely for possible development into fire problems; the time interval between law enforcement and fire problems may be a matter of an hour or days.

4. Law Enforcement/Security.

- a. Assume primary responsibility for crowd control actions.
- b. Give due consideration to the rights of individuals and the protection of private property.
- c. Coordinate with mutual aid organizations, as necessary.
- d. Augment security forces if intelligence reports and type of demonstration warrant.

5. Emergency Medical Services. Monitor the situation and provide services as required. For anticipated large crowds, an airport should set up extra first aid, medical booths, and have ambulances standing by.

6. Airport Tenants. Tenant security should be increased commensurate with the anticipated problem. All office doors should be closed and, if practical, locked when tenant employees are working inside. During off-duty hours, all doors should be locked.

E. ADMINISTRATION AND LOGISTICS.

1. In the event of a potential crowd control issue an Incident Command post will be established and will be set up coordinate with local law enforcement personnel in regard to restricting access to areas off limits during emergency events.

F. PLAN DEVELOPMENT.

1. The Airport Director is responsible for coordinating revisions of the Crowd Control Appendix, keeping its attachments current, and ensuring that SOPs and checklists are developed and maintained

G. AUTHORITIES AND REFERENCES. This section should identify any bomb threat-specific statutes, regulations, MOUs, etc. that are applicable

H. UNIQUE PLANNING CONSIDERATIONS

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Waco Regional Airport
Airport Emergency Plan

I. Standard Operating Procedure and Checklist – Crowd Control

1. Civil Disturbance/Crowd Control. Civil disturbance or crowd control procedures to protect Waco Regional Airport facilities and patrons that use the airport are as follows:
 - a. The Director of Aviation or designee (750-8655) should be contacted any time a person or persons allude to a demonstration or other disturbance. The anticipated arrival of dignitaries, political figures, military V.I.P.'s, sports clubs or teams, theatrical personalities, etc., should also be reported. The Director of Aviation or designee will:
 1. Notify and request the assistance of the Waco Police if deemed necessary.
 2. Notify City Officials as appropriate.
 3. Notify ATCT, and FAA Facilities personnel will also be notified if the security of NAVAIDS, RADAR equipment is in jeopardy
 4. Notify TSA DFSD if issues of general security for boarding passengers are in question.
 - b. When called, the City of Waco Police will take control of the Civil Disturbance Operation and manage it according to Police Department directives.
 - c. ATCT personnel will remain alert for intrusions of airport movement areas and will notify the Director of Aviation (in which will notify TSA-FSD) and FAA Officials when necessary.

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Waco Regional Airport
Airport Emergency Plan

Crowd Control
Checklist for Law Enforcement EOC Coordinator

This checklist is only a guide for emergency response coordination and will be collected at the end of the emergency for record keeping purposes.

Mobilization Phase:

- Start Log of Actions Taken form to hand-record anything not covered in this checklist
- Determine the nature and the scope of the disaster or incident by consulting with the assigned EOC Director.
- Provide security for Access Control & Re-entry considerations for areas impacted by emergencies.
- Control access to the area until it is safe. Allow only those people directly involved in Emergency response operations to enter.
- Establish a protocol for determining when to allow evacuees and the general public to re-enter the impacted area.
- Anticipated potential law enforcement needs or problems and begin alerting appropriate resources. If evacuations are probable, contact and additional Law Enforcement Coordinator (next in succession) to manage evacuations and planning.
- Report Law Enforcement status and potential problems to the EOC Coordinator.

Emergency Action Phase:

- Consult a list of emergency mutual aid agreements for law enforcement.
- If the scope of the incident is beyond the capabilities of the local jurisdiction's Law Enforcement resources, develop an action plan and forward it to the EOC Director and note time and date.
- If more than one shift is going to be needed, prepare and post a Law Enforcement shift schedule.
- Prepare an oral increased readiness report for the first coordination meeting with the EOC Director.
- If necessary to relocate to an alternate EOC ensure all communications are established and tested at the new location, if possible before notifying resources, especially field personnel, affected jurisdictions, and higher levels of government.

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Waco Regional Airport
Airport Emergency Plan

Recovery Phase:

- Plan Law Enforcement recovery, reconstitution, mitigation and other long term actions.
- Plan for the gradual shut down of emergency Law Enforcement operations.
- Documentation of actions taken.
- Personnel utilization by time and duty.
- Critical Incident Stress Debriefing requirements, if necessary.
- Equipment utilization documentation.

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Waco Regional Airport
Airport Emergency Plan

**SABOTAGE/HIJACK/UNLAWFUL
INTERFERENCE WITH OPERATIONS**

Note: Specific information regarding SABOTAGE/HIJACK/UNLAWFUL INTERFERENCE WITH OPERATIONS is considered Sensitive Security Information (SSI). Specific information is contained in the appropriate sections in the Airport Security Program (ASP). As SSI, the information is published and distributed on a need to know basis only. Airports regulated under 49 CFR Part 1542 will have procedures for responding to SABOTAGE/HIJACK/UNLAWFUL INTERFERENCE WITH OPERATIONS already in their Airport Security Program (ASP).

Information is included in the ASP as required by 49 CFR Part 1542 and is available on a need to know basis only.

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APR 14 2014

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**WACO REGIONAL AIRPORT
EMERGENCY PLAN
EXHIBITS
EXHIBIT 1
AIRPORT ADMINISTRATION RECALL ROSTER**

Primary Contacts:

Airport Secretary
Monday – Friday 8:00 am – 5:00 pm
Desk: 750-8475

Airport Security Guard
Daily 9:00 pm – 5:00 am
Cell: 447-1199

Joel C Martinez (24 hours)
Director of Aviation
Office: 750-8657
Cell: 749-8780
Home: 732-3380

Secondary Contacts:

(If you fail to reach a primary contact.)

Jimmy Hancock (24 Hours)
Equipment Operator
Office: 750-8473
Cell: 716-2680
Home: 749-1256

Anthony Hajek
Terminal Maintenance Mgr.
Monday – Friday 7:00 am – 3:30 pm
Office: 750-8478
Cell: 749-6803

Shirley Graham
Staff Assistant
Monday – Friday 8:00 am – 5:00 pm
Office: 750-8655
Cell: 749-6741

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**WACO REGIONAL AIRPORT
EMERGENCY PLAN**

**EXHIBIT 2
TENANT CONTACT INFORMATION**

All Area Codes are 254 unless otherwise specified.

City of Waco

| | |
|---|---|
| ARFF (Aircraft Rescue & Fire Fighting) | 911 (for emergency only), 750-1730 |
| Joel C Martinez, Director of Aviation | 750-8657 (o), 749-8780 (c), 732-3380 (h) |
| Airport Security Guard (9 PM – 5 AM Daily) | 447-1199 cell |
| Frank Patterson, Emergency Management | 750-5911 (o), 715-8911 (c), 776-1064 (h) |
| | 808-2911 (p) |
| D. Vaughn, Assistant Emergency Manager | 750-5911 (o), 72202112 (c), 808-2913 (p) |
| Larry Holze, Municipal Information Office | 750-5636 (o), 709-0783 (c), 772-6178 (h) |

Advantage Rent A Car

Local Manager 714-0363 (o)

Air Impressions

Bobby Parker - Owner 753-2212 (o), 836-0683 (h), 744-3262 (c)
Jeff Garrett - Owner 744-0131 (c), 836-9395 (h)

American Eagle Airlines

Sue Holgersson-Lyles, Station Manager 752-5889 (o), 741-1821 (h), 744-5534 (c)

Avis Rent-A-Car

Craig Wood 756-1921 (o), 254-449-4440

Baylor Hangar

Sandra Lene 709-6275 (c), 710-8506 (o)

Blackhawk Modifications

Jim Allmon – President 755-6711 (o), 644-0290 (c)
Mike Moore 644-8552 (c)

Enterprise Rent a Car

Phillip Smanatto 755-8324 (o) 214-621-4188

FAA Air Traffic Control Tower (ATCT)

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**WACO REGIONAL AIRPORT
AIRPORT EMERGENCY PLAN**

**EXHIBIT 2
TENANT CONTACT INFORMATION**

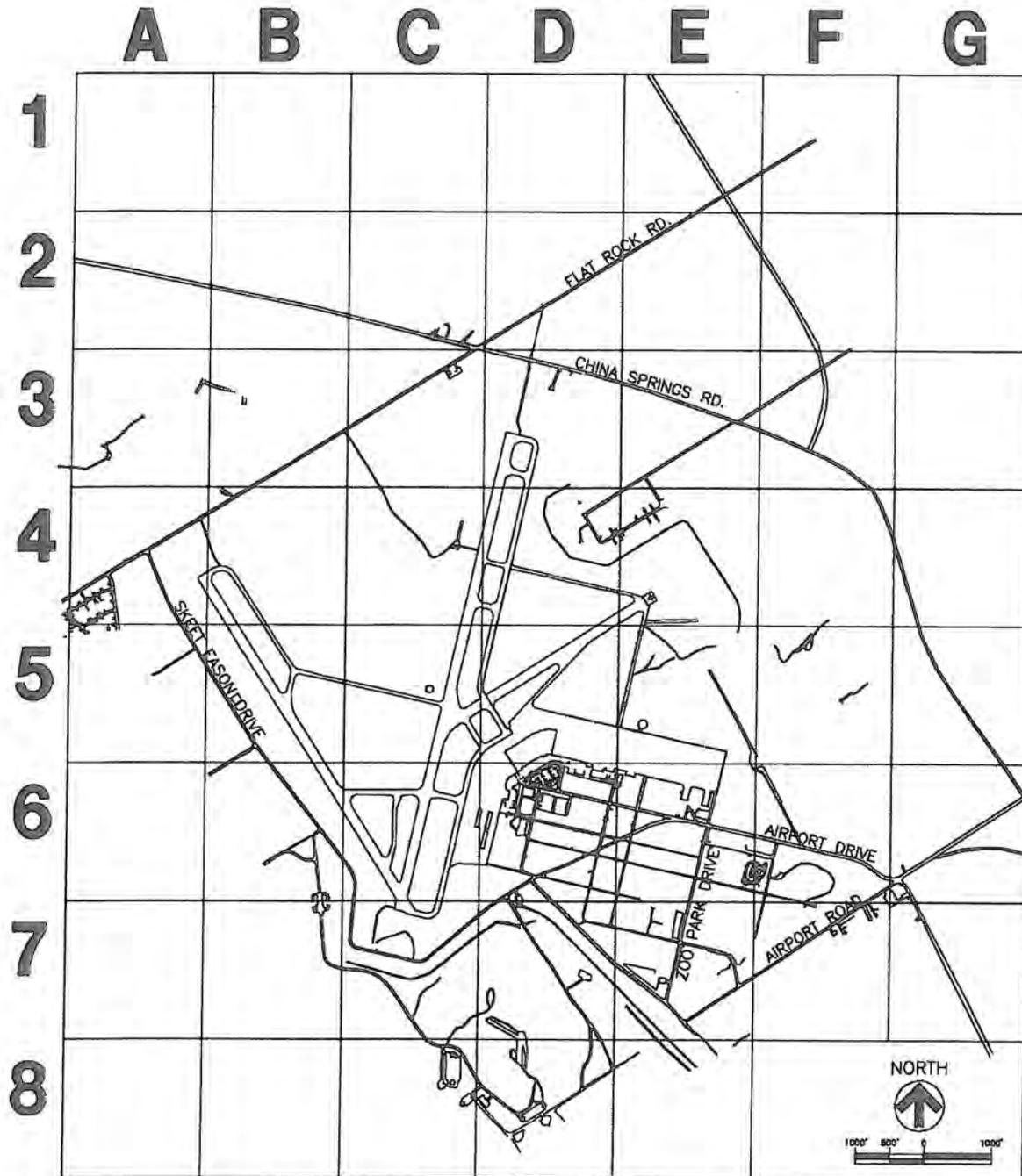
| | |
|--|---|
| Kendall Butler – Air Traffic Mgr | 759-3015 (o), 254/223-1348 (c), 254/865-2102 (h) |
| <u>FAA Field Office</u> | |
| Pat Morton – Airway Facilities Mgr | 759-3017 (o), 575-317-9001 (c) |
| <u>Hertz Corporation</u> | |
| Local Manager | 296-4153 (o), 644-4781 (c), 752-8623 (h) |
| <u>Mercury Tool</u> | |
| Jack Peck, Jr – Owner | 722-2559 (c), 752-1639 (o) |
| <u>RAM Aircraft</u> | |
| Brian Adamik – President | 744-5820 (c), 420-2000 (h) |
| Chuck Butler | 640-0232 (c), 836-0869 (h) |
| <u>Texas Aero (FBO)</u> | |
| Tommy Miller – Manager | 752-9731 (o), 744-8718 (c) |
| <u>Transportation Security Administration</u> | |
| Brent Price | 297-2501 (o), 644-6961 (c) |
| <u>Waco Flying Service</u> | |
| Clark Brooks | 752-4100 (o), 325-451-0021 (c) |

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WACO REGIONAL AIRPORT
EMERGENCY PLAN
EXHIBIT 3: GRID MAP



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