

**Appendix 0**  
**AIRPORT EMERGENCY PLAN (139.325)**

For  
ROSWELL INTERNATIONAL AIR CENTER

Dated: September 12, 2017



1 Jerry Smith Circle  
Roswell, New Mexico 88203

Authentication:

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Scott Stark  
Air Center Director

PAGE CONTROL CHART  
RIAC Emergency Plan

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## RIAC EMERGENCY PLAN DISTRIBUTION LIST

### ORGANIZATIONS:

1. FAA Southwest Region Airports Office
2. Roswell Air Traffic Control Tower
3. Air Center Director
4. Air Center Manager (Planning and Development)
5. Air Center Supervisor
6. Air Center Office/Security Manager
7. Airfield Maintenance
8. Chief, Roswell Police Department
9. Chief, Fire Department
10. American Eagle Airlines
11. Dean Baldwin Painting
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15. State Aviation Division
16. Chaves County Sheriff's Office
17. FBI
18. New Mexico State Police
19. Office of Emergency Management
20. Lovelace Medical Center
21. Eastern New Mexico Medical Center
22. Department of Energy (DOE) Albuquerque Operations Office
23. Pecos Trails Transit
24. Pecos Valley Regional Communications Center

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## PROMULGATION PAGE

This is the Airport Emergency Plan for the Roswell International Air Center. The AEP provides both authority and responsibilities for organizations and personnel to perform assigned tasks during an emergency situation. Roswell International Air Center remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the airport as ready as possible.

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Scott Stark  
Air Center Director

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Date

**SIGNATURE PAGE**

The following representatives have reviewed this document:

Roswell Fire Department

\_\_\_\_\_

Office of Emergency Management

\_\_\_\_\_

Roswell International Air Center

\_\_\_\_\_

Roswell Police Department

\_\_\_\_\_

Air Traffic Control Tower

\_\_\_\_\_

NM State Police

\_\_\_\_\_

Chaves County Sheriff's Office

\_\_\_\_\_

Pecos Valley Regional Communications

\_\_\_\_\_

# SECTION I BASIC PLAN

## I. INTRODUCTION

### A. Purpose

1. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
2. Set forth lines of authority and organizational relationships, and show how all actions should be coordinated.
3. Describe how people and property will be protected in emergencies and disasters.
4. Identify personnel, equipment, facilities, supplies, and other resources available-within the airport or by agreement with communities-for use during response and recovery operations.
5. As a public document, the City of Roswell, Airport Emergency Plan (**AEP**) will state objectives and acknowledge assumptions.
6. Facilitate response and short-term recovery to set the stage for successful long-term recovery.
7. The AEP will follow a functional approach and will be organized into the following four parts:
  - a) Basic Plan
  - b) Functional Sections
  - c) Hazards
  - d) SOP's and Checklists
8. This approach avoids duplication of the planning efforts for every hazard and for every task, by dividing the AEP into four levels. It provides an easy-to-use mechanism for organizing all pertinent information. This format serves in all-hazard situations, even unanticipated ones, by organizing the AEP around performances of generic functions. It also permits emphasis on hazards that are specific to the Roswell International Air Center (**RIAC**).
9. The Basic Plan provides an overview of the RIAC's emergency response organization and its policies and practices. It is an overall sequence and scope of the planned emergency response. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part 139.325 with a minimal amount of detailed information. The details are contained in the Hazards and Checklists and Agreement sections.

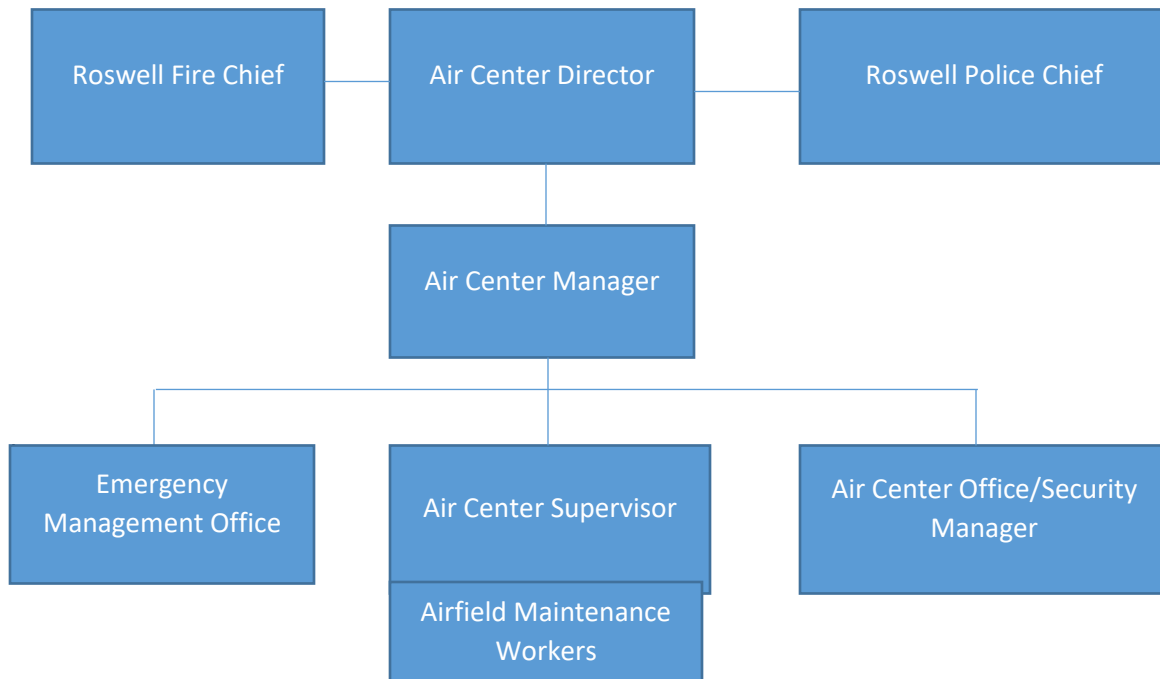
B. SITUATION AND ASSUMPTIONS.

1. Natural and accidental events will occur within Roswell, NM and around the airport that create emergency situations that may affect the RIAC.
2. The threat of Terrorism and the use of weapons of mass destruction is a constant concern.
3. 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.
4. A properly designed and implemented AEP will handle the emergency to maximize response and return the airport to normal operations as quickly as possible.
5. The demand by the public for information will be high and accentuated by the advent of multi-media resources. The management of public relations will require the distribution of needed information.
6. The Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the complex jurisdiction environment of the RIAC.
7. Arterial road systems will remain operable and passable to the facility for emergency and critical personnel.
8. The areas covered by this plan and threats that are likely to arise are as follows:
  - a. Aircraft Incidents and Accidents
  - b. Terrorism/Bomb Threats
  - c. Structural Fires, Fires at Fuel Farms or Fuel Trucks
  - d. Natural Disasters; Flood and Tornado
  - e. Sabotage/Hijack/Unlawful Interference with Operations
  - f. Hazardous Material Incident
  - g. Failure of Power for Movement Area Lighting
  - h. Crowd Control
9. Unknown or unexpected hazards inherently exist and this AEP is to be implemented for any emergency situation.



C. OPERATIONS

1. The Roswell International Air Center is owned and operated by the City of Roswell, Roswell, New Mexico. The RIAC is a commercial airport for the State of New Mexico serving approx. 37,000 passengers a year.
2. In order to perform the above tasks, the Air Center Director has organized the RIAC into three areas:
  - a. Operations and Maintenance
  - b. Finance and Administration
  - c. Planning and Development
3. In an emergency situation, the following diagram depicts the organizational structure of the airport:



4. Aircraft Rescue and Fire Fighting (**ARFF**) is provided by Roswell Fire Department (**RFD**). The RFD responds to all-inflight and ground mechanical and medical emergencies, structural fires, and fuel farm spills and fires.
5. Implementation of the AEP during normal business hours.
  - a. In the event of a disaster, the Air Center Director, Manager or Supervisor shall have the authority to initiate the AEP-either in its entirety or in a portion determined appropriate for the situation.
6. Implementation of the AEP during non-business hours.
  - a. Outside of normal business hours, the Fire Department Lieutenant, has the authority to initiate the AEP and in consultation with the Air Center Director, Manager and/or Supervisor will determine the extent in which the AEP needs to be activated.
7. Based on the specific disaster, the Air Center Director, Manager and/or Supervisor will make notifications or instruct PVR Communications Center to make notifications to the various department and agencies that will need to be involved in the response. ATCT will make the notification to RFD for an in-flight emergency.
8. All of the responding agencies will be coordinated under the direction of the Incident Commander (**IC**) in a Unified Command (**UC**).
9. Assembly/Staging Areas. The airport will be divided into two areas; east and west of the terminal building for the assembly/staging of emergency response equipment.
  - a) Gate 3
    - 1) Primary response gate.
    - 2) Is located between the SRE Building and Building 1000 on East Challenger.
    - 3) If out of service, Gate 2 is the alternate. Gate 2 is located west of the airport terminal building.
  - b) Gates 1 and 4
    - 1) Gate 1, response gate for emergencies on the east side of the RIAC is located on Will Rogers Road at Hangar 91.
    - 2) Gate 4, response gate for emergencies on the west side of the RIAC is located on Hobson Road west of the National Guard Facility.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES: The following outlines what each organization or function at the airport is expected to perform in the event of an emergency.

1. Air Carrier(s) Aircraft Operator(s)
  - a) Send a representative to the EOC, if requested
  - b) Provide detailed information for aircraft related disasters, to include persons on board, fuel and dangerous goods on board.
  - c) Coordinate off-airport transportation, accommodations, and other arrangements for uninjured passengers.
  - d) Coordinate utilization of personnel and other supplies and equipment for all types of emergencies occurring at the airport.
  - e) Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act Plan.
  - f) Remove aircraft when scene is released by investigating agency.
2. Air Traffic Control
  - a) Activate the Crash Phone for all aircraft emergencies on the airport or within the vicinity.
  - b) Provide ARFF Vehicle Operators with information regarding the last known position of the accident aircraft, best estimate of the accident.
  - c) Coordinate the movement of non-support aircraft away from any area on the airport, which may be involved in an emergency.
  - d) Coordinate the movement of response vehicles to/from the emergency scene.
  - e) Close the airspace within a 5 mile radius above the airport when requested by the Incident Commander.
3. RIAC, City of Roswell
  - a) Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.
  - b) Assume responsibility for overall response and recover operations when the Fire Chief releases the incident scene.

- c) Coordinate the closing of the airport, or portion of the airport, via the NOTAM system.
- 4. Airport Tenant
  - a) Coordinate the use of available equipment and supplies.
  - b) Coordinate the use of available manpower.
- 5. Animal Control/Animal Damage Control
  - a) Respond and remove domestic animals on the AOA, which are at risk or have collided with aircraft.
  - b) Coordinate the services and assistance to animal victims impacted by an emergency.
- 6. Clergy
  - a) Provide comfort to casualties and relatives. Clergy responsibilities should be made clear to avoid conflicts or duplications of effort from other providers of such services, such as the American Red Cross (ARC) or other arrangements made by the air carrier or the National Transportation Safety Board (NTSB) under the Aviation Disaster Family Assistance Act (ADFAA).
- 7. Communications Services
  - a) The City of Roswell IT Department is responsible for all radio frequencies and equipment used by the RIAC, RPD and RFP.
  - b) The Pecos Valley Regional Communications Center is responsible for all communication equipment and frequencies for the City/County entities.
- 8. Coroner/Medical Examiner
  - a) Coordinate and provide body identification and other investigative activities.
- 9. Office of Emergency Management-City of Roswell
  - a) Coordinate efforts between the EOC staff and on-scene response personnel.
  - b) Activate the EOC, if necessary
- 10. Emergency Medical Services

- a) Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and the transportation of injured.
  - b) Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, American Red Cross, Airport Operator, etc.
11. State or Local Environment Agency
- a) Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.
12. Explosive Ordinance Disposal (EOD)
- a) Provide technical support for related situations.
13. Federal Aviation Administration (**FAA**).
- a) Certify and uphold the practices and procedures of the aviation industry.
  - b) Provide investigation service in support of improving safety and enforcement of the regulations, as necessary.
14. Federal Bureau of Investigation (**FBI**).
- a) Investigate any alleges or suspected activities that may involve federal criminal offences (usually related to bomb threats, hijackings, hostages, and dignitaries).
  - b) Assumes command in response to certain hijack and other criminal situations.
15. ARFF/RFD
- a) Manage and direct firefighting and rescue operations until life, property and safety matters have been mitigated.
16. Governmental Authorities
- a) In order to avoid conflict and confusion between participants, the AEP should clearly define the obligations, controls, and limitations placed on the airport 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.

17. RFD HAZMAT
  - a) Provide response and recovery support for hazardous material emergencies as defined by statute.
18. Health and Medical Hospital(s)
  - a) Coordinate overall planning response, and recovery efforts with hospitals, EMS, Fire and Police Departments, ARC, Airport Operator, etc. to ensure practicality and interoperability.
  - b) Coordinate the hospital disaster plan with the airport and City EOP.
19. Mental Health Agencies
  - a) Provide coordinated program for survivors, relatives, eyewitnesses and emergency response personnel for dealing with the possible long-term effects of the emergency.
20. Mutual Aid Agencies
  - a) Coordinate and integrate emergency services into the AEP through mutual aid agreements and Standard Operating Procedures (SOPs).
  - b) In some locations there are regulations or laws governing mutual aid activities and agreements.
21. National Weather Service
  - a) Provide related technical support information in support of emergency response and recover operations.
  - b) Assist with alert and warning processes, particularly with weather related emergencies.
22. National Transportation Safety Board (NTSB)
  - a) Conduct and Control all accident investigation involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.
23. Police/Security (Roswell Police Department, Chaves County Sheriff's Office, New Mexico State Police)
  - a) Maintain the validity of the ASP during emergencies.
  - b) Provide law enforcement support to all RIAC emergencies.

24. Post Office
  - a) U.S. Postal Service. Ensure the security of the mails, protect postal property and restore service.
25. Public Information/Media
  - a) Gather, coordinate and release factual information
26. Public Works/Engineering
  - a) Manage public works resources and direct public works operations (e.g. road maintenance, debris/trash removal, etc.)
  - b) Coordinate with private sector utilities (e.g. power, water and gas) on shutdown and service restoration.
  - c) Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.
27. American Red Cross
  - a) Coordinate and provide support services to victims, their families and to the emergency responders when activated under the provisions of the Aviation Disaster Family Assistance Act of 1996.
28. Search and Rescue
  - a) Coordinate and provide search and rescue services as needed, usually for off-airport aircraft emergencies.
29. All tasked individuals/organizations, including, but not limited to, those listed above:
  - a) Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
  - b) Analyze need and determine specific communications resource requirements.
  - c) Identify potential sources of additional equipment and supplies.
  - d) Provide for continuity of operations by taking action to:
    - 1) 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.

- 2) Protect records, facilities, and organizational equipment deemed essential for RIAC training operational capabilities and conducting emergency operations.
- 3) 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.

Functions	Agency	Roswell Police Department	Fire Department	FBI	Health and Medical Coordinator (City EOC)	Communications Center	Public Information Officer/Director	Air Center Manager	Air Center Supervisor and Maintenance	Volunteer Organizer (EOC)	Other Agencies
Direction and Control		P		P/S	P/S	S	S	S	S	S	S
Communications		S	S	S	S	P	S	S	S	S	S
Alert and Warning		S	S	S	S	P	S	S	S	S	S
Emergency Public Information		S	S	S	S	S	P	S	S	S	S
Protective Actions		P	P/S	P/S	P/S	S	S	S	S	S	S
Fire and Rescue		S	P	S	S	S	S	S	S	S	S
Law Enforcement		S	S	P	S	S	S	S	S	S	S
Health and Medical		S	P	S	P	S	S	S	S	S	S
Operations and Maintenance		S	S	S	S	S	S	P	S	S	S
Resource Management		S	S	S	S	S	S	S	P	S	S

**LEGEND**

**P:** Primary Responsibility



S: Secondary Responsibility

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

Advisory Circular 150/5200-31C, Pages 30-35.

E. Administration and Logistics

1. The availability of services and support for emergencies can be located in the organization and assignment of responsibility section. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.
2. Mutual Aid Agreements
  - a) All Law Enforcement Mutual Aid Agreements are maintained by their respective departments, Chaves County Sheriff's Office, NM State Police and the Roswell Police Department or Chaves County Office of Emergency Management.
3. Staffing-Assignment, Re-Assignments and Volunteer Solicitation
  - a) All Airport personnel will be expected to report to their respective stations during major disaster or emergency. Activation of response by all airport personnel will be initiated by the Air Center Director, Manager, Supervisor or On-Call Personnel.
  - b) Incident Command may assign specific duties outside of an individual's normal day-to-day responsibilities.
4. The RIAC has an identified Volunteer Core that will be called out if necessary to assist with administration and logistical issues of an emergency event.
5. General Policies for Managing Resources, Record Keeping, Reporting, and Tracking Resources.
  - a) The Air Center Manager will record all financial expenses incurred.

F. Plan Development and Maintenance

1. 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. Personnel that are responsible for the plan should review periodically and employ training methods to ensure all personnel remain familiar with current information. Required changes should be brought to the attention of the RIAC Director or Manager.
2. Schedule of Review. This plan shall be reviewed at least once every 12 months with the agencies and individuals responsible for the execution of this plan. Those individuals are responsible to review and provide updates when necessary. A scheduled review of the following will be conducted for accuracy:

- a) Telephone numbers contained in the AEP will be reviewed quarterly for accuracy by actually calling the individuals/organization listed. Changes will be noted and individuals tasked with making the calls will be informed.
- b) Radio frequencies used in support of the AEP are used daily during normal operations of RFD, RPD, and Airport Operators.
- c) Emergency resources are inspected routinely.
- d) Personnel assignments to include description of duties and responsibilities will be reviewed annually.
- e) Mutual aid agreements will be reviewed annually.
- f) The RIAC actively participates in emergency planning teams in the community to include, but is not limited to LEPC and TSA security reviews.
- g) 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.

### 3. Training, Drills and Exercises

- a) A full scale exercise of this plan will be executed at least every 36 consecutive calendar months. A functional critique/Hot Wash will follow and "lessons learned" will be incorporated into the planning process and the plan review.
- b) A table top exercise is executed at least annually during the years that the full scale exercise is not conducted.
- c) Functional exercises and drills are held as necessary.

### G. Authorities and References

The Chaves County All Hazards Emergency Operations Plan (CCAHEOP) was founded on a spectrum of ordinances and statues and is promulgated by the direction of the County Executive. RIAC contains with this plan to provide or

request aid from other agencies or facilities. The airport is listed as having assisting responsibilities for four emergency support functions; transportation, resource support, health and medical and public information.

## SECTION II FUNCTIONAL ANNEXES

The seven functions contained in this section address critical services necessary to manager, communicate, respond and mitigate airport related emergency situations. They are generic functional responsibilities and may be applied to all emergencies.

### I. **Command and Control.**

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

B. Situations and Assumptions. The RIAC does not have a mobile Emergency Operations Center (**EOC**). For events of extended duration involving RFD personnel and resources, the Roswell Fire Department would locate their Mobile Command Unit to the scene. Depending upon the situation, the RIAC would coordinate activation of the EOC with the OEM, set-up a field Incident Command Post (**ICP**) using an identified vehicle area. If the EOC is not activated, those functions listed for the EOC should occur at the field ICP.

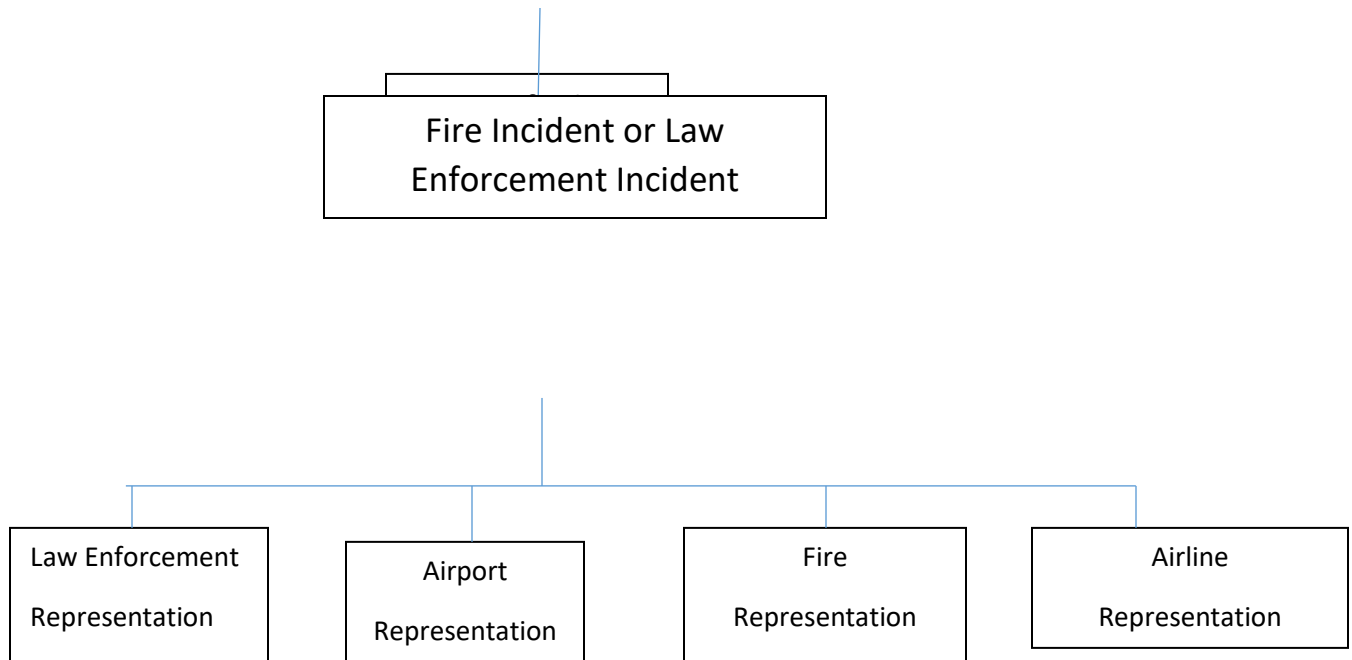
C. Operations.

#### 1. Emergency Response Organization

a) All emergencies at the RIAC will operate under a UC structure. As a unique Airport, Roswell Fire Department, Airport Operations, Roswell Police and other local and federal law enforcement agencies will participate in the UC. The UC will be led by the fire department for fire incidents. The UC will be led by a law enforcement entity for security incidents, as follows:

- i) Security Breach-Roswell Police
- ii) Bomb threat, hijacking, and interference with the flight crew-FBI

#### b) Unified Command



2. Command Post

- a) RIAC command vehicle for incidents and accidents on the airfield, OR
- b) Flagged vehicle at the scene, OR
- c) Roswell Fire Department will respond with a mobile command unit for long duration events.

3. Personnel Identification

- a) Airport employees with emergency response responsibilities are identified by their airport identification badges.
  - 1) These individuals should receive passage during any traffic control operation.
- b) Airport Operations drive identifiable white pick-up trucks.

D. Organization and Assignment of Responsibilities.

- 1. Air Carrier
  - a) Sends a representative to the EOC and/or ICP, when requested
  - b) Provides support equipment, personnel and information to the IC.

c) Responsible for the movement/removal of the aircraft when released by the appropriate government agency (NTSB, FAA or FBI)

2. Air Center Director, Manager, or designee
  - a) Responds to the EOC, when notified
  - b) Initiates documentation of Accident Reporting
  - c) Directs implementation of protection actions (sheltering/evacuation) for airport employees, tenants, and passengers, as appropriate.
  - d) Terminates response operations and releases personnel, when appropriate.
3. Office of Emergency Management
  - a) Initiates Activation of the EOC (full or partial), when appropriate.
4. Airport Operations
  - a) Supports unified command in logistical support and airfield responsibilities.
  - b) Ensures appropriate notifications are made based upon the emergency.
  - c) Open/Close the movement areas as necessary and issue appropriate NOTAMs.
5. Airport Tenants. Provide assistance in supporting the rescue/sheltering/evacuation efforts, when requested.
6. Animal Control/Animal Damage Control. Respond when requested to the ICP.
7. ARFF Roswell Fire Department
  - a) When notified of an emergency situation, responds to the incident scene with appropriate personnel and firefighting equipment in accordance with **(IAW)** standard operating procedures **(SOP)**.
  - b) Identifies the initial IC and establishes and ICP, if appropriate; assign personnel to IC staff functions.
  - c) Performs IC duties at the scene of the incident, as appropriate.
  - d) Keeps the IC and RIAC Director or Manager informed of scene status, as appropriate.
  - e) During aircraft accidents and incidents, Roswell Fire Department shall be designated Incident Commander for extinguishing the fire and

extracting persons. A UC will be established with Fire, Airport Management, Police and EMS.

8. Pecos Valley Regional Communications Center Manager/Supervisor
  - a) Notifies OEM who will then determine if EOC will be activated and make all necessary notifications.
  - b) Supports communications operations in the EOC.
  - c) Refer to Section II for additional responsibilities.
9. Health and Medical Coordinator
  - a) When notified, report to the EOC.
  - b) Refer to section VIII for additional responsibilities.
10. Law Enforcement (Roswell Police or FBI)
  - a) When notified of an emergency situation, responds to scene, or other locations, with appropriate personnel and law enforcement equipment, IAW SOP and as prescribed by:
    - 1) 49 CFR Part 1542 Airport Security
    - 2) 49 CFR Part 1544 Aircraft Operator Security
  - b) Identifies the initial IC and establishes an ICP, if appropriate: assigns personnel to IC staff functions for law enforcement emergencies.
  - c) Performs IC duties at the scene of the law enforcement incident, as appropriate
  - d) Keeps the IC and EOC informed of scene status, as appropriate
  - e) Manages law enforcement resources and directs law enforcement operations, such as:
    - 1) Traffic control and traffic diversion
    - 2) Evacuation assistance
    - 3) Scene access control
    - 4) Scene security
    - 5) Damage assessment
11. Office of the Medical Examiner
  - a) When requested, responds to the scene
  - b) Provides instructions and guidance to IC
12. Public Information Officer
  - a) When requested, responds to the scene and/or the EOC
13. Public Works

a) When notified of an emergency situation, sends response teams/personnel, equipment and vehicles to the scene, staging area, or other location, when appropriate or requested.

**E. Administration and Logistics**

1. Availability of Services and Support
- 2) Mutual aid agreements

F. Plan Development and Maintenance. Annual review is the responsibility of Airport Management. Required changes should be brought to the attention of the Air Center Management.

G. Authorities and Reference. Describes and outlines the UC Personnel and responsibilities. Accident Reporting Form/Documentation.

**II. Communications**

A. Purpose. The Communications section provides information on how the Roswell International Air Center will establish, maintain, augment and provide redundancy for all types of communication devices needed during emergency response operations.

B. Situation and Assumptions

1. The RIAC operates on a 100 watt repeater system
2. The ARFF Chief/Command Vehicles are equipped with Roswell Fire Department radios
3. UC is crucial for all RIAC emergencies
4. The RIAC understands that communications systems can be overwhelmed during emergencies, and would requests assistance through the EOC if necessary.

C. Operations

1. The RIAC has its own in-house multi-channel communication system. Each vehicle is equipped with a vehicle mounted radio and a tower radio and is supplemented with a hand held radio that operates on the same frequencies. The Air Center Office/Security Manager monitors and respond to this communication system. A base station is located in the RIAC Offices.
2. All RIAC Operations vehicles, and Roswell Fire Department vehicles are equipped with 2 way aircraft radios to communicate with ATCT.
3. During an emergency/disaster at the RIAC, communications between the RIAC, RFD and ATCT shall be established on frequency 118.5.

D. Organization and Assignment of Responsibilities

1. Pecos Valley Regional Communications Center (PVRCC)
  - a. If the EOC is activated, designate a Communication Center Operator to be the Communication Coordinator.
2. Communication Coordinator
  - a) Manages the communication section in the EOC

- b) Support the media center communications, as needed
- c) Ensures the communications section of the EOC has the capability to sustain operations around the clock
- d) Maintains a chronological event log
- 3. All Tasked Organizations
  - a) Maintain their existing equipment and follow established procedures for communicating within their organization personnel performing field operations. All organizations should keep the EOC informed of their respective operations at all times.
- E. Administration and Logistics
  - 1. Reports and records shall be kept on field for 36 calendar months
  - 2. RIAC radio equipment is maintained by the City of Roswell IT Department.
- F. Plan Development and Maintenance. Annual review is the responsibility of the Airport Management. Required changes should be brought to the attention of the Air Center Management.
- G. Authorities and Reference. RIAC vehicles are equipped with Air/Ground radios and/or hand held devices.

### III. **Alert Notification and Warning**

- A. Purpose. This section provides information which identifies the methods and sequences the RFD will notify all appropriate personnel of the emergency.
- B. Situation and Assumptions
  - 1. Roswell International Air Center is vulnerable to many hazards (i.e. aircraft accidents, bomb threats, structural fires, hijacking attempts, winds, and extreme cold) which would require activation of the alert and warning procedures.
  - 2. Initial report of an emergency may be generated from one of several sources- the RIAC, ATCT, RFD, RPD or an individual from the public sector.
  - 3. In the event of an aircraft accident or incident, the primary method of notification is the Crash Phone activation by the ATCT to Station #4
  - 4. RFD Station #4 notifies PVRCC over the radio. PVRCC dispatches the Police Department of the radio and Air Center Management.
  - 5. Normal use telephone lines are a secondary method of alarm notification.
  - 6. In the event of a City or County wide disaster, the RIACX will be notified via telephone call and/or radio.
  - 7. The Terminal building is equipped with an alarm system that is activated by smoke or fire. A private alarm company receives the alarms and will contact RFD for response.
  - 8. Warning information concerning weather is received from the Albuquerque National Weather Service Office via telephone and fax to the Emergency Management Office.
  - 9. Roswell police operate 24 hours a day and receive notice of all emergencies from PVRCC. PVRCC will notify the Air Center Management or on-call person who will alert the tenants.
  - 10. Mutual Aid is alerted through the RFD for airfield response events, or PVR Communications Center.
- C. Operations



1. Crash Phone
    - a) Activated by ATCT for incident/accidents on the AOA or within the vicinity.
    - b) Direct ring down to Fire Station #4. Station #4 notifies PVRCC via radio.
    - c) PVRCC notifies Air Center Management, Roswell Police via radio or telephone.
    - d) Roswell Fire will request support through PVRCC for in-flight emergencies. PVR Communications Center will contact the RFD or other support services via telephone for dispatch to in-flight medical emergencies.
  2. RIAC Emergency Number
    - a) 575-626-1827
    - b) PVR Communications Center will dispatch RIAC, Police and Fire response as required. Additional notifications will be based upon RIAC, Fire or Police request.
  3. Terminal Fire Alarm
    - a) Audible and visual notification
    - b) Roswell Fire Department will have primary responsibility for evacuations. Roswell Police will assist in evacuation procedures as necessary.
  4. National Weather Service Center. Contact the PVR Communications Center and/or Emergency Management Off for high winds and severe weather. Additional notifications will be made based upon the request of the Emergency Management Office.
  5. Local or State Emergencies. The Emergency Management Office will notify the RIAC Management.
- D. Organization and Assignment of Responsibilities
1. Air Center Director
  2. Air Center Manager
  3. Air Center Supervisor
  4. Air Center Office/Security Manager
  5. Airport Maintenance
- E. Administration and Logistics
1. Crash phone is tested weekly
  2. Fire Alarm System is tested quarterly by the contractor.
- F. Plan Development and Maintenance. Annual review of the Alert and Warning Notification System is the responsibility of the Airport Management. Required changes should be brought to the attention of the Air Center Management.
- G. Authorities and Reference
1. Emergency Services LOA
  2. Weather Service LOA

#### **IV. Emergency Public Information (EPI)**

- A. Purpose. This section will describe the means, organizations and processes that the Roswell International Air Center will use to provide timely, accurate and useful information.
- B. Situation and Assumptions
  1. The Roswell International Air Center has the potential to be affected by disasters and emergency situations. In any situation, the Air Center Management would either directly disseminate information to the media or work closely with other responsible agency Public Information Officers (PIO).

2. There will be local, state and nationwide interest. An effective Emergency Public Information (EPI) program will meet the needs of the media and reduce harm to the individuals involved.
- C. Organization and Assignment of Responsibilities. The PIO Representative or RIAC Management will provide all information to the media regarding the incident on behalf of the RIAC.
- D. Administrative and Logistics. The PIO and the Air Center Management will record all information and media releases.
- E. Plan Development and Maintenance. Annual review of the Emergency Public Information system is the responsibility of the Airport Management. Required changes should be brought to the attention of the Air Center Management.
- F. Authorities and References. The Air Center Management will work with the PIO to inform the general public or media of a situation.

## **V. Protective Actions**

- A. Purpose. This section will describe the provisions that are in place to ensure a safe and orderly evacuation. It will also address emergency sheltering when evacuation ceases to be an option.
- B. Situation and Assumptions
  1. The Roswell International Air Center is not located in an area susceptible to natural disasters. The RIAC is susceptible to man-made disasters. Hazardous materials or security situations could require the evacuation of the airport.
  2. The Air Center Management, Roswell Fire or Roswell Police can authorize the evacuation of the RIAC. When evacuation is not possible, sheltering in place will occur.
  3. There will be certain sectors of the travelling public that will need special attention and assistance.
  4. The primary decision for ordering the evacuation of the terminal building will be from the Air Center Director or Manager. There may be instances where the RFD Chief may make the decision. The Roswell Police have the authority to remove individuals that refuse to follow evacuation directions.
  5. It is assumed that all tenants will assist the airport during an evacuation.
- C. Operations
  1. Sheltering
    - a) The Air Center Management has the authority to require sheltering in place
    - b) The terminal's store front sliding doors can be locked by air Center personnel
    - c) The Air Center Office/Security Manager has the ability to make audible pages throughout the airport. This system would be used to notify passengers and employees of the current and changing conditions.
  2. Evacuation. The Evacuation Plan is Appendix A
- D. Organizations and Assignment of Responsibilities
  1. The Air Center Director or Manager is responsible for ordering an evacuation in the event one is necessary.

2. The Air Center Office/Security Manager is responsible for directing the evacuation announcements to the airport tenants.
  3. Roswell Police
    - a) The Roswell Police will assist with the notification and evacuation process.
    - b) The Roswell Police will provide necessary traffic control and will request the assistance of CCO, NMSP, and ENMU-R Security if required.
  4. Roswell Fire Department. The Fire Departments will assist as manpower allows when on scene for emergency response or as necessary.
- E. Administration and Logistics.
1. The Airport is responsible for procurement of essential equipment that is needed for an evacuation operation.
  2. The Air Center Management will coordinate with Pecos Trails Transit for emergency shuttles to be used for transportation. Through the EMO, additional resources may be requested from the Roswell Independent School District.
- F. Plan Development and Maintenance. Annual review of the Protective Actions section is the responsibility of the Airport Management in conjunction with the RPD. Required changes should be brought to the attention of the Air Center Management.
- G. Authorities and References. The Airport Terminal Evacuation is attached (see Appendix A). RPD will assist in evacuation procedures.

**VI. Law Enforcement/Security**

- A. Purpose. This section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency.
- B. Situation and Assumptions
1. The Roswell Police is the primary responders for assistance at the Air Center, CCSO, NMSP and ENMU-R Security provide security resources to the RIAC and their properties on and adjacent to the airport, when requested. RFD can provide assistance to the RIAC when resources are available in a non-law enforcement capacity.
  2. Law Enforcement would play a critical role in the event of a major disaster or incident at the airport.
  3. RPD have Jurisdictional boundaries within the RIAC property. Chaves County Sheriff's Office and New Mexico State Police can assist when requested.
  4. The Roswell Police are dispatched through the PVR Communications Center. PVR Communications Center telephone number is 575-324-7590.
  5. Roswell Police will call upon additional resources when necessary.
- C. Operations
1. Roswell Police
    - a) The Roswell Police are responsible for the protection of life and property, as well as to enforce law and order.
    - b) The Roswell Police are responsible for enforcing RIAC Security and Ramp Driving Rules.
    - c) The Roswell Police are responsible for assisting with evacuations, site security and crowd control.

2. Roswell Police Department, Chaves County Sheriff's Office, New Mexico State Police and ENMR Security.
  - a) All responding law enforcement agencies will liaison with the Air Center Director or Manager and work in compliment.
- D. Organization and Assignment of Responsibility – SEE ASP
- E. Administration and Logistics
  1. Roswell Police are the primary responders for all emergencies at the Air Center.
  2. Mutual Aid Agreements
- F. Plan Development and Maintenance. Annual review of the AEP is the responsibility of the Airport Management. Required changes should be brought to the attention of the Air Center Management.
- G. Authorities and References. The RPD will request support through the CCSO and NMSP.

## **VII. Aircraft Fire Fighting and Rescue (ARFF)**

- A. Purpose. This section identifies the methods used in mobilizing and managing fire and rescue services in response to emergencies. It includes a summary of personnel and equipment, where they are located, general notification procedures and overall statement of capabilities. The main focus of this section is the coordinated response of multiple agencies and the Unified Command.
- B. Situation and Assumptions
  1. The RIAC is subject to many hazards and situation that could overwhelm ARFF resources. The priorities of the fire fighters response are fire-suppression, rescue, triage, transport and response to hazardous materials and releases.
  2. Roswell Fire Department, Station #4 is primary to ARFF and secondary to triage, structural and fuel fires
  3. Index Requirements 14 CFR 139.315
    - a) The RIAC is an Index A airport, aircraft less than 90 feet in length, but meets Index B capabilities, aircraft at least 90 feet but less than 120 feet in length.
- C. Operations
  1. Station 4 is staffed 24/7 and has three vehicles to respond to emergencies on the airport.
  2. ARFF Vehicle Communications
    - a) All ARFF vehicles are equipped with two way radio to communicate with ATCT.
    - b) RFD communicates with PVRCC on a two-way radio system. A UC with Airport Operations must be established as soon as practical with the RFD Officer. The primary rendezvous point is "fire station #4" Ramp, located west of the Terminal.
    - c) RFD does not share a common frequency with Airport Operations, Roswell Police, CCSO and NMSP.
    - d) The Roswell Fire Department and/or Airport Operations are responsible for escorting emergency personnel onto and out of the Movement Areas.
  3. ARFF Vehicle Marking and Lighting
    - a) The ARFF vehicles are painted lime green. All other responding emergency vehicles from Roswell Fire Department are red. Staff vehicles are white.

4. ARFF Vehicle Maintenance and Cover
  - a) A private contractor maintains the ARFF vehicles
  - b) Vehicles on the airport are housed at Station 4
5. Inoperable ARFF Vehicle Procedures
  - a) In the event that a RFD vehicle that is assigned to Station 4 becomes unavailable, the ARFF Division Chief must notify the Air Center Management who will issue a NOTAM and notify the FAA Regional Airport's Office.
  - b) Procedures outlined in FAR Part 139.319 and 139.339 will be followed in the event ARFF equipment becomes inoperable or unavailable.
6. ARFF Vehicle Response Capabilities during Air Carrier Operations
  - a) The primary ARFF vehicle housed at Fire Station #4; is capable of reaching the midpoint of the most distant air carrier runway within three (3) minutes. All other required vehicles respond within four (4) minutes and begin firefighting/rescue operations.
  - b) ARFF vehicle responses are in compliance with FAR Part 139.319
7. ARFF Personnel
  - a) There are three shifts, with the required personnel to meet the Airport Index.
8. ARFF Personnel Training
  - a) The current training of ARFF personnel is maintained and housed in Fire Station #4. Training includes but is not limited to:
    1. Airport familiarization
    2. Aircraft familiarization
    3. Rescue and firefighting personnel safety
    4. Emergency communications systems on the airport
    5. Use of fire hoses, nozzles, turrets, and other appliances required
    6. Application of the types of extinguishing agents required
    7. Emergency aircraft evacuation assistance
    8. Firefighting operations
    9. Adapting and using structural rescue and firefighting equipment
    10. Aircraft cargo hazards
    11. Vehicle operations
    12. Participate in at least one live fire drill each 12 consecutive calendar months
  - b) All ARFF personnel are to be trained annually on an ongoing schedule. Records must be kept for 24 consecutive calendar months
9. ARFF Emergency Medical Personnel:
  - a) RFD are licensed EMT/Firefighters on duty daily, trained and accredited in basic emergency medical care. This training is in the following areas:
    1. Bleeding
    2. Cardiopulmonary resuscitation
    3. Shock
    4. Primary patient survey
    5. Injuries to the skull, spine, chest and extremities
    6. Internal injuries
    7. Moving patients

- 8. Burns
- 9. Triage
- b) Ambulance services are provided within the City of Roswell by Superior Ambulance. These services are on duty 24/7/365.
- 10. ARFF Alerting System
  - a) The RFD is notified of aircraft incidents/accidents
    - 1. Via the Crash phone in the ATCT
    - 2. Contacted by PVR Communications Center via radio
  - b) The Crash phone is tested weekly by RFD
  - c) Roswell Fire Department
    - 1. Contacted by PVR Communications Center via ring down
- 11. ARFF Emergency Access Roads
  - a) The RIAC has three designated ARFF emergency access roads
    - 1. ARFF Road A connects the northeast parking ramp to Hangar No. 91
    - 2. ARFF Road B directly in front of Fire Department connects the ramp to Taxiway Bravo
    - 3. ARFF Road C connects Taxi lane Alpha to Taxiway Charlie
  - b) All perimeter roads and ramps are available for use by emergency equipment.
- D. Organization and Assignment of Responsibilities
  - 1. Roswell Fire Chief or designee
    - a) Ensures availability of sufficient number of qualified and trained ARFF personnel IAW:
      - 1) AC 150/5200-12, Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft accident
      - 2) AC 150/5210-7, Aircraft Rescue and Firefighting Communications
      - 3) AC 150/5210-14, Aircraft Rescue Firefighting Equipment, Tools and Clothing.
      - 4) AC 150/5210-17, Programs for Training of Aircraft Rescue and Firefighting
      - 5) AC 150/5220-4B, Water Supply Systems for Aircraft Fire and Rescue Protection
    - b) Ensures compliance with all standards and regulations involving fire and rescue response.
    - c) Ensures availability and operability of ARFF equipment as required by 14 CFR Part 139

- d) Send representation to the EOC for events of long duration requiring RFD assistance
- e) Coordinates the response of multi-jurisdictional fire and rescue response efforts on the airport
- f) Provides information requiring the fire and rescue response effort through and to the PIO or Air Center Director
- g) Ensures emergency fire and rescue response information is provided to the EOC, as appropriate
- h) Maintains a chronological event log

2. Law Enforcement

- a) Provided traffic and personnel access control, and security assistance to fire and rescue scene operations
- b) Assists in the identification of any facilities

3. All Tasked Organizations

- a) Adhere to all professional and legal standards in the performance of duties.
- b) Provide ongoing status report to the Fire and Rescue Coordinator
- c) As needed, coordinates with other emergency services such as medical/EMS, law enforcement and public works
- d) Refer all media requests to the PIO or Air Center Management
- e) Maintains updated resource inventories of supplies.

E. Administrative and Logistics

- 1) Notifications are made through PVR Communications Center

F. Plan Development and Maintenance. Annual review is the responsibility of the Airport Management. Required changes should be brought to the attention of the Air Center Manager.

G. Authorities and Reference. This section involves responsibilities by Law Enforcement, RFD, and PVR Communications Center.

**VIII. Health and Medical**

A. Purpose. This section identified the methods used in mobilizing and managing health and medical services in response to emergencies.

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. The RIAC has access to three points of entry, Walker Boulevard and South Main, Earl Cummings Loop

Wet and Sunset, Hobson Road, Earl Cummins Loop East and Southeast Main. These three points are also the only arterial ways into the RIAC roadway system.

- 2) Roswell Police can request the assistance from Chaves County Sheriff's Office, NM State Police or ENMU-R Security to keep roadway access clear for responding personnel.
- 3) Roswell Fire Department is the primary triage and treatment resource. Transportation to medical facilities is by Superior Ambulance.
- 4) A major disaster/emergency at the RIAC could create medial activity beyond the routine day-to-day operations.
- 5) The RIAC would rely upon the hospitals and the Office of the Medical Examiner for health and medical assistance during a mass casualty/injuries.

C. Operations

- 1) Roswell Fire Department is responsible for triage activities
- 2) The RFD chief will assign a transport officer
- 3) Personnel will be escorted on the AOA by Airport Operations
- 4) All individuals involved in a major accident will be transported regardless of injury or apparent lack of injury, by requirement of RFD.
- 5) Ambulance and Transportation Provisions
  - a) The Ambulance Company will be notified via PVRCC, Medical evacuation helicopters will be requested by PVRCC or hospitals
  - b) The primary staging location for responding personnel will be one of two locations. Primary Gate 3 or Alternate Gate 2 will be used. The Communications Center will be advised which access point to be used and relay to responding units.
- 6) Casualty Identification (Triage) Tags
  - a) The START triage tags will be supplied by RFD. It will be the responsibility of these agencies to administer the tags as necessary. These tags in conjunction with the EM Trac System will provide a continuous record of where the victims were found, what ambulance transported them and to what hospital.
  - b) Tags will be attached to the victim and the items on the tag are to be completed and prioritized by the designated EMS authority on the scene.
  - c) Ambulance operators will continue the identification cycle once the casualty has arrived at the hospital.
  - d) The State EOC Health and Medical desk will complete the cycle on all casualty dispositions.



7. Events that EMS or Ambulance units may expect to perform:
    - a) Initial on scene triage and treatment
    - b) Transfer of patients from scene to ambulance to hospital
    - c) The Transport Officer will determine if any casualties require transport by an air ambulance service
  8. Provisions for the Injured/Uninjured/Deceased
    - a) Injured and uninjured passengers will all be transported to a medical facility for care and evaluation.
    - b) In the event of multiple fatalities, the Airport will designate the SRE Building as a temporary morgue. The Fire Department will work with the Office of Medical Examiner to relocate the deceased as soon as practical to an appropriate morgue facility.
- D. Organization and Assignment of Responsibilities
1. The first paramedic or EMT to arrive on the scene shall take charge of the medical effort until relieved by RFD or the Office of the Medical Examiner.
  2. The ranking EMS Officer will be responsible for the following:
    - a) The categorization of the casualties/injuries
    - b) Directing and tagging of casualties
    - c) Directing and stabilization of casualties/injured
    - d) Directing the transportation to designated hospitals
- E. Administration and Logistics
- a) Health and medical information that should be documented and reported to the EOC should be information related to injuries, deaths and incidents of disease.
  - b) All emergency responders should exhaust their supplies/equipment before requesting additional resources from the EOC.
- F. Plan Development and Maintenance. An annual review is the responsibility of the Airport Management. Required changes should be brought to the attention of the Air Center Management.
- G. Reference and authorities. The RFD, RPD and EOC will coordinate medical response efforts.

## **IX. Resource Management**

- A. Purpose. This section will describe the process by which the RIAC will identify, locate 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 to the geographical location of the airport and lack of natural disasters and alternative access points into the airport. Maps may be found in Appendix B.
  - 2) The Airport Maintenance Facility will be used as the primary location for material/resource management functions. The Airport Maintenance Facility is located at the intersection of Earl Cummings Loop East and Martin. The Airport Maintenance Facility houses all tractors and lawn equipment, light carts, trailers, forklifts and mechanical sweepers. The SRE building located on the ramp west of the fire station houses snow removal equipment and heavy equipment.
  - 3) The airport's general resource categories that are available in the event of an emergency/disaster are as follows:
    - a) Personnel
    - b) Communications Equipment
    - c) Vehicles
    - d) Heavy Equipment
  - 4) Assumptions. The OEM maintains a list of volunteers and resources as well as Mutual Aid Agreements.
    - a) An Incident Action Plan (IAP) will be developed upon arrival of RFD to develop objectives and goals.
    - b) Local Red Cross, Salvation Army, EOM, will be notified to assist in the support of food, water and supplies.
    - c) City Street Department will support the supply of emergency power, fuel, equipment, etc. as needed.
    - d) Availability of volunteers
      - 1) The RIAC has support from airport tenants who are familiar with the airport emergency plans and can be called to support emergencies or irregular operations.
      - 2) The RIAC, as a department of the City of Roswell, will work through the OEM for additional volunteer resources.
      - 3) The American Red Cross will respond with their volunteer resources in support of aircraft accidents as required under the Aviation Disaster Family Assistance Act of 1996.
    - e) Access to Mutual Aid
      - 1) Beyond the established response structure of Roswell Fire and Police Departments, the RIAC can request the assistance of the OEM.
- C. Operations
  - 1. Emergency victims will take precedence in the allocation of resources

2. Additional supplies can be requested through the OEM and through the airlines
  3. Maintaining financial and legal accountability
  4. Coordination of volunteer agencies is handled by the OEM.
- D. Organization and Assignment of Responsibilities
1. Air Center Director, Manager and/or Supervisor
    - a) Approve emergency purchases
    - b) Request resources through the OEM
  2. Air Center Supervisor
    - a) Empty the SRE Building for use as a resource, when required
    - b) Provide airfield maintenance equipment, vehicles and personnel, as appropriate and when required
    - c) Relocate the emergency trailers, as requested
    - d) Approves emergency purchases
  3. Air Center Manager
    - a) Provide terminal maintenance equipment, vehicles and personnel, as appropriate and as required
    - b) Open and activate the Family Assistance Center, as needed
    - c) Keep track of emergency purchases
  4. Roswell Police Chief
    - a) Provide Police equipment, vehicles and personnel, as appropriate and as required
    - b) Request additional resources through the CCSP and NMSP
- E. Administration and Logistics. Handled through the EOC
- F. Plan Development and Maintenance. Annual review is the responsibility of the Airport Management. Required changes should be brought to the attention of the Air Center Management.
- G. Reference and Authorities. Mutual Aid Agreements are in place with OEM to assist with Fire, EMS, Hazardous Materials, and Law Enforcement issues at the RIAC.

**X. Airport Operations and Maintenance**

- A. Purpose.
1. The Air Center Supervisor can be contacted by land line or cell phone
  2. Airport maintenance can be contacted by the 800 MHz radio system. The on call person can be contacted by cell phone.
  3. Airport Maintenance (Building 239) is located at the intersection of Earl Cummings Loop East and Martin.
- B. Situations and Assumptions
1. All Airport Maintenance personnel are familiar with their roles and responsibilities during an emergency.
  2. Airport Maintenance works 40 hours per week from 0730 – 1600. An Operations specialist is on call for emergencies
- C. Organization and Assignment of Responsibilities
1. Air Center Director or Manager

- a. Establishes airport policy regarding off-airport response by airport operations and maintenance personnel and equipment to aircraft related emergencies.
  - b. Ensure compliance with all appropriate aviation standards and regulations.
  - c. Ensure that the command vehicle (e.g. mobile command center, bus, etc.) is provided at the scene as soon as possible.
  - d. Provides information regarding the status of the airport to the news media.
2. Air Center Supervisor
- a. Coordinate emergency response efforts with air traffic control personnel
  - b. Ensure any and all required NOTAMs have been issued.
  - c. Ensure completion of necessary airport inspections upon emergency termination.
  - d. Prepare detailed SOPs and checklists that include:
    - 1) Contact information and mechanism for notifying personnel.
    - 2) Contact information for agency notification (e.g., ATCT, FAA, NTSB, etc.)
    - 3) Listing of the radio communications call sign and frequencies used by responding organizations.
    - 4) Provide means (e.g. buses), to evacuate people from the accident scene.
  - e. Maintain a chronological event log
  - f. Prepares and maintains an airport resource list
  - g. Ensures the restoration of utilities to critical and essential facilities, when necessary.
  - h. Ensures the safety of facilities (e.g. post-fire, flood, earthquake, tornado, explosion).
  - i. Provides light carts and backup electrical power at the scene.
  - j. Clears debris, as necessary.
  - k. Prepares checklists that include contact information and mechanisms for notifying personnel.
  - l. Maintains a chronological event log.
3. Air Center Office/Security Manager
- a. Provides overall airport familiarization and training program for designated on and off-airport maintenance personnel.
  - b. Provide training to reduce the potential for Vehicle/Pedestrian Deviations (V/PD) and Runway Incursions.
  - c. Provide airfield maps for each vehicle, as appropriate.
4. Roswell Police
- a. Provides access control to the air operations area. **Movement Area escorts are provided by Airport Maintenance.**
  - b. Provides other law enforcement support, as required
5. All Tasked Organizations
- a. Adhere to airport rules and regulations in the performance of duties.

- b. Provide related status reports to the Air Center Director, Manager or Air Center Supervisor.
- D. Administration and Logistics. All logistical needs will be handled through Airport Operations.
- E. Plan Development and Maintenance. Annual review is the responsibility of the Airport Management Required changes should be brought to the attention of the Airport Management.
  
- F. Authorities and Reference
  - Advisory Circulars
  - OSHA Standards
  - NFPA Standards

## SECTION III – HAZARDS SPECIFIC

### 1. Aircraft Incidents and Accidents

- A. Purpose. To define responsibilities and describes further actions to be taken in the event an aircraft accident/incident affects the airport in any of the situations.
- B. Situations and Assumptions
  - 1. ARFF Index A, Meets B
  - 2. 24 hour operations
  - 3. ATCT, 6:00 am to 9:00 pm
  - 4. Two (2) runways; 03/21 and 17/35
  - 5. Daily Operations (CY 2013):
    - a) Air Carrier/Air Taxi
    - b) General Aviation
    - c) General Aviation
    - d) Military
  - 6. Typical Aircraft:
    - a) Airbus 310
    - b) Boeing 737
    - c) Boeing 747
    - d) Boeing 757
    - e) MD80
    - f) CRJ/ERJ
    - g) C130
    - h) Cessna Citation
    - i) Gulfstream 650
    - j) Learjet
  - 7. RIAC Staffing:
    - a) Administration (Director, Manager, Supervisor and Office/Security Manager)
    - b) Airport Maintenance (6 CDL Maintainers, and 1 Plumber)
    - c) Terminal Maintenance (3 Custodians)
  - 8. The RIAC considers each aircraft/incident to have the potential of being a hazardous materials incident.
  - 9. The EOC is activated by the OEM.
- C. Operations

1. Classifications: RFD provides the ARFF response to all emergencies with a Full Emergency Response.
  2. Response
    - a) In-flight Mechanical Emergency
      - 1) RFD will respond to the initial dispatch. Based upon the emergency, mutual aid may be requested.
    - b) In-flight Medical Emergency
      - 1) RFD will respond based upon the Crash Phone activation and/or dispatched by PVR Communications Center. The Communications Center is advised of the emergency by RFD.
    - c. Non In-flight Medical Emergency (Ground or on ramp at the Gate)
      - 1) RFD responds based upon dispatch from PVR Communications Center.
    - d. Structural Emergency
      - 1) RFD responds to all structural emergencies at the RIAC based upon dispatch from PVR Communications Center.
  3. Emergency Phases
    - a) Response Phase. The first ARFF responsibility is to open a route allowing aircraft passengers to escape. Fire Control is a close but secondary objective.
    - b) Resolution Phase. The proper organization of response forces to recover survivors, control the fire, manage the crash site, triage and transport the victims.
    - c) Restoration Phase. Return to normal operations.
  4. Mutual Aid: RFC/RPD/City EOC-OEM
  5. Preservation of Evidence, Emergency first responders should adhere to the criteria contained in AC 150/5200-12m *Fire Department Responsibility in Protecting Evidence of the Scene of an Aircraft Accident.*
- D. Organization and Assignment of Responsibilities
1. ATCT
    - a) Activate the Crash Phone
    - b) Control aircraft and ground vehicle operations on the airport in support of the emergency response, if the airport remains open.
    - c) Close the airport and/or runway(s) when directed by the Air Center Director, Manager or ATCT Manager
    - d) Control airspace in the vicinity of the incident/accident to ensure other aircraft do not interfere with emergency response activities
    - e) Close the airspace above and/or within 5 nautical miles of the airport or mishap scene to all aircraft except those providing emergency life support assistance, when directed by the Air Center Management, or ATCT Manager.
    - f) Make appropriate FAA notifications.
  2. ARFF/RFD
    - a) Respond 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. Roswell Police
  - a) Initiate and maintain appropriate Traffic and Access Control
  - b) Provide scene support and security
  - c) Assist with AOA access control. **Movement Area escort are provided by Airport.**
  - d) Ensure appropriate mutual aid organizations have been notified and are taking appropriate actions.
  - 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, air) of casualties to appropriate treatment facilities as expeditiously as possible.
  - d) Maintain an accurate list of casualties and their respective destination treatment facilities.
  - e) Arrange for restocking of medical supplies, as necessary
- 5. Office of Emergency Management
  - a) Activate EOC, as needed
- 6. Air Center Director
  - a) Designate hangars or other key buildings on the airport or in the communities it serves that will be used to accommodate uninjured, injured and deceased persons.
  - b) Ensure all appropriate notifications have been made, including:
    - 1) Airline or aircraft owner
    - 2) National Transportation Safety Board (NTSB)
    - 3) FAA
    - 4) Airport personnel
    - 5) FEMA, FBI, etc.
  - c. Provide emergency support services, as requested, through the EOC
  - d. Ensure emergency response personnel have received appropriate equipment and training.
  - e. Through the Unified/Incident Command System:
    - 1) Ensure that supporting emergency response agencies (fire, medical, law enforcement, etc.) have responded.
    - 2) Coordinate response actions with ATCT
  - f. Develop and provide press releases relative to the Airport's responsibilities and activities, as needed.
  - g. Interface with the media, as well as with air carrier and emergency response on-scene public relations personnel.
- 7. Air Center Manager
  - a. Provide budgeting, payment and other financial support.



- b. Provide procurement services
  - c. Participate in EOC activities
  - d. Provide tracking of expenses for potential reimbursement
8. Air Center Supervisor
- a) Determine need to totally/partially close the airport and issue appropriate NOTAMs
  - b) Coordinate with UC and appropriate agencies to re-open part or the entire airport to resume operations.
  - c) Initiate documentation of the Accident Reporting Form.
  - d) Inspect all surfaces before opening any movement area.
  - e) Participate in the EOC, as necessary
9. Airfield Maintenance (to include terminal maintenance, as necessary)
- a) Assist/provide critical services, including utility support (activation/cut-off), as needed.
  - b) Provide sanitation services for extended operations.
  - c) Assist in the provision of required resources.
  - d) 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
    - 8) Fuel removal equipment
    - 9) Portable public address system
    - 10) Communications equipment (cellular telephones, two-way radios, etc.)
    - 11) Participate in EOC activities
10. Aircraft Owner/Operator or Designated Representative
- a) Provide pertinent information to IC, to include:
    - 1) Number of persons on board
    - 2) The presence and location of any dangerous goods
  - b) Provide EOC representation
  - c) Make necessary notifications to include FAA and NTSB
  - d) Arrange for appropriate passenger services, to include:
    - 1) The transportation crew members
    - 2) Commissary items, telephone facilities, clothing and additional medical services, as needed
    - 3) Facilities for friends and families of victims/passengers

- e) Passenger/crew accountability and tracking
  - f) Hotel and/or other alternative travel arrangements for passengers
  - g) Critical Incident Stress Management (CISM) support
  - h) Implement approved plan in compliance with the requirements established in the AFDAA
  - i) Coordinate news releases with Air Center Director or Manager
  - j) Provide for the timely removal of the wrecked or disabled aircraft as soon as authorized by the appropriate authority.
11. Other Airport Tenants. Continue to provide services based upon conditions.
12. National Transportation Safety Board (NTSB). The NTSB **“..is responsible for the organization, conduct, and control of all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions. It is also responsible for investigation accidents which occur outside the United States, and which involve U.S> civil aircraft, at locations determined to be not in the territory of another state (i.e. in international waters).”** (Refer to Responsibility of the Board, 49 CFR §831.2.)

E. Administration and Logistics

I. Availability of Services and Support

The availability of services and support for emergencies can be located in the organization and assignment of responsibilities section, AEP Hazard Specifics Section, 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

All Fire and EMS Mutual Aid Agreements with other departments are maintained by the OEM.

III. All Law Enforcement Mutual Aid Agreements are maintained by their respective departments, Chaves County Sheriff’s Office, New Mexico State Police, RPD or Roswell/Chaves County Office of Emergency Management.

IV. Staffing

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. Airport personnel will have numerous primary or support responsibilities during an emergency.

Airport Management will consult with incident-command and assign airport personnel to specific duties that may coincide with their normal day-to-day responsibilities.

Untrained 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.

F. Plan Development and Maintenance. Annual review is the responsibility of the Airport Management.

G. Authorities and References

AC 150/1520-17B Programs for Training of Aircraft Rescue and Firefighting Personnel;

AC 150/5200-12C First Responders' Responsibilities for Protecting Evidence at the Scene of an Aircraft accident/incident;

AC 150/5210-14B Aircraft Rescue Fire Fighting Equipment, Tools and Clothing;

AC 150/5210-7D Aircraft Rescue and Fire Fighting Communications;

AC 150/5220-4B Water Supply Systems for Aircraft Fire and Rescue Protection

RFD ARFF SOP

Aircraft Incident and Accident Checklist, LEO

Accident Reporting Form

## **II. Terrorism Incidents**

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 ASP.

## **III. Structural Fires, Fuel Farms and Fuel Storage Areas**

A. Purpose. Defines responsibilities and describes actions to be taken in the event of a structural fire.

B. Situations and Assumptions

1. Fuel Farm
2. Terminal Building
3. Airfield Maintenance Building
4. Fixed Base Operator
5. Tenant Facilities

C. Operations

1. Roswell Fire Department is the primary response to all structural, fuel and fuel farm fires.
2. The ATCT may activate the Crash Phone if smoke and flames are visible.
3. The EOC would not be activated
4. RFD is responsible for their training.

- D. Organization and Assignment of Responsibilities
  - 1. ATCT
    - a) If involved in a fire emergency, inspect FAA owned/operated/maintained facilities for damage and operability.
    - b) Provide information and directions to aircraft operators, as appropriate
    - c) Provide necessary air and ground traffic control support for emergency response activities, as necessary.
  - 2. Airport Operations
    - a) Provide notification to appropriate agencies
    - b) Coordinate response activities with airport tenants and local jurisdictions, as needed
    - c) Participate as the airport representative in the UC
    - d) Activate the EOC, as needed
  - 3. RFD
    - a) Respond to alarms/fires in accordance established policies and procedures
    - b) Provide IC at fires involving airport structures
    - c) Determine need to evacuate, or perform other public protective action, for the occupancy of any facility impacted by fire.
    - d) Apply appropriate firefighting agents to any fire involving fuel, if requested by the IC
  - 4. Roswell Police
    - a) Participate in the UC
    - b) Provide crowd and traffic control, as needed
    - c) Implement protective actions for the public and employees, when necessary
    - d) 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
  - 5. Emergency medical Services. Provide emergency medical services, as needed.
  - 6. Terminal Maintenance
    - a) Assist/provide critical services, including utility support (activation/cut-off), as needed
    - b) Provide safety inspections, as needed
    - c) Assist in facility restoration
  - 7. Airport Tenants. Provide assistance on a voluntary basis, as requested.
- E. Administration and Logistics
  - 1) RFD is responsible for all administration and logistics for firefighting
  - 2) The Air Carrier or fuel providers involved in a fuel spill is responsible for remediation
  - 3) The RFD must receive notification of all spills and remediation reports
  - 4) The RIAC will support RFD, as necessary
- F. Plan Development. Annual review of this plan is the responsibility of the Airport Management in conjunction with RFD. Required changes should be brought to the attention of the Airport Management.

**Training, Drills and Exercises.** 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 process.

G. Authorities and References.

2009 IBC Building Codes

2009 IFC Fire Codes

AC 150/5210-17B Programs for Training of ARFF Personnel

**IV. Natural Disasters (Flood)**

A. Purpose. The information contained in this hazard-specific is intended to supplement the Basic Plan and Functional Annexes of the Airport Emergency Plan. It defines responsibilities and describes actions to be taken in the event a flood occurs at your airport. Further this document, in conjunction with the Basic Plan and Functional Annexes, forms the basis for elements to be included the functional Standard Operating Procedures (SOPs) and checklists.

B. Situations and Assumptions

- 1) Susceptibility. It is possible, but probably won't happen. If it does occur, it can be managed with local resources.
- 2) Impact. The impact of such an event on the community as a whole, particularly in terms of overall impact on response and recover resource availability. A major flood may impact a wide geographic area off-airport resource accessibility may be extremely limited.
- 3) Review of Airport Access. The highway and roadways adjacent to the airport are not susceptible to flood damage or accessibility issues.
- 4) Review of Airport Structures. There are no structures located on the airport that are not susceptible to flooding.
- 5) Review of Airport Utilities. Electric, water and sewer serves the airport. If electric service is disrupted, one on-site generator powers the airfield. Water and sewer services are also located on-site and can be brought back on-line utilizing generators.
- 6) A 100 year storm event will not impact the access roadways to RIAC.

C. Operations

- 1) RFD will assist in rendering aid when needed
- 2) The EOC is activated by the IC or OEM if deemed necessary
- 3) Shelter will be the priority of the event. Life safety and structural evaluations will become priority of the event.

D. Organization and Assignment of Responsibilities

- 1) Air Traffic Control Tower
  - a) Inspect FAA ATCT facility
  - 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), taxiway(s), and ramps have been inspected by the airport owner/operator.
  - d) Issue appropriate NOTAMs upon receipt of information from authorized airport personnel, if requested.
- 2) Firefighting and Rescue (ARFF)
- a) Move equipment to higher ground, if necessary
  - b) Assist in providing emergency medical assistance, as needed
  - c) Check for petroleum leaks and other potential hazardous material problems.
  - d) Survey ARFF property, to include:
    - I. Determine integrity of building
    - II. Determine 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
  - 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 communication system will permit, coordinate activities with local community fire department, if needed.
  - h) Participate in IC/UC system in accordance with pre-established protocols.
3. Law Enforcement
- a) Move equipment to higher ground, if necessary
  - b) Provide for overall airport security as soon as possible
  - c) Provide for overall traffic control, including coordination with mutual aid law enforcement agencies.
  - d) Survey law enforcement property, to include:
    - I. Determine integrity of building
    - II. Determine status of gas, electricity, water and sanitation
    - III. Test all telephone and notification systems
    - IV. Test apparatus mounted radios
    - V. Test station and portable radios
    - VI. Test alerting system
  - 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 communication systems will permit, coordinate activities with local community law enforcement agencies, if needed.
  - h) Participate in IC/UC system in accordance with pre-established protocols.

#### 4. Emergency Medical Services

- a) Move equipment to higher ground, if necessary.
- b) Provide emergency medical assistance, as needed.
- c) Survey EMS property, to include:
  - I. Determine integrity of building
  - II. Determine status of gas, electricity, water and sanitation
  - III. Test all telephone and notification systems
  - IV. Test apparatus mounted radios
  - V. Test station and portable radios
  - VI. Test alerting system
- d) Assist in support Operations to include search, inspections, personnel accountability, and protective action implementation.
- e) Review personnel requirements and adjust accordingly.
- f) To the degree communication systems will permit, coordinate activities with local community law enforcement agencies, if needed.
- g) Provide Post Traumatic Stress Disorder support, as appropriate.
- h) Participate in IC/UC system in accordance with pre-established protocols.

#### 5. Airport Operator

- a) Operations
  - I. Conduct airfield inspections, as needed
  - II. Issue appropriate NOTAMs, if conditions warrant and permit
  - III. Coordinate with OEM activation of the EOC, as appropriate.
  - 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 communication systems will permit, coordinate activities with local community emergency management agencies, as needed.
  - VIII. Coordinate activities with 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 IC/UC 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, including debris removal
  - IV. Provide sanitation support services
  - V. Assist in the provision of required resources
  - VI. Participate in EOC operations

- VII. Participate in IC/UC system in accordance with pre-established protocols
- c) Administration
  - I. Provide procurement services
  - II. Provide appropriate budgeting, payment and cost recovery authorization and services
  - 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
- e. Aircraft Owners/Operators
  - I. Provide EOC representation, as needed
  - II. Relocate aircraft, as needed
  - III. Inspect facilities owned/operated and maintained by these tenants.
- f. Airport Tenants
  - I. Provide assistance on a voluntary basis or in accordance with established agreements.
  - II. Participate in IC/UC system IAW pre-established protocols.
  - III. Inspect facilities owned/operated and maintained by these tenants.
- E. Administration and Logistics. Also the Chaves County All Hazards Emergency Plan will be utilized in a Flood event.
- F. Plan Development. Airport Management will work with the EMO to ensure all SOPs, attachments, and checklists are maintained and current.
- G. Authorities and References
  - IBC 2009 Building Code
  - FEMA Flood Guidance Website
  - Natural Disaster SOP
  - Natural Disaster Checklist

**V. Natural Disaster (Tornado)**

A. Purpose. Severe weather will include any event 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 lightning, high winds, and hail. A thunderstorm is considered severe if it produces hail at least three-quarters of an inch in diameter, has winds of 58 mph 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 3 pm and 9 pm, however they may occur at any time of the day.



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 areas.
- 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 northeaster direction. If this is issued for the area surrounding RIAC the AEP shall be initiated either on a limited basis or in its entirety.

B. Situations and Assumptions

- a) The airport's ability to survive a tornado
- b) Airport structures suitable to serve as a tornado shelter
- c) Airport utilities along with their respective ability to wind damage; which serve key facilities and what is the availability of alternative sources.

C. Operations

- a) Division of airport and local responsibilities, to include role and relationships of emergency response organizations.
- b) Mutual aid agreements relative to the specific emergency
- c) Criteria for activation of EOC.
- d) Sequence of actions before, during and after the emergency situation.

D. Organization and Assignment of Responsibilities

1. Air Traffic Control Tower

- a) Inspect FAA ATCT facility
- 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 operator.
- d) Issue appropriate NOTAMs 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 material 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 IC/US System IAW pre-established protocols.

### 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) Assist in support operations, to include search, inspections, personnel accountability, and protective action implementation.
- c) Review personnel requirements and adjust accordingly.
- d) To the degree communication systems will permit, coordinate activities with local community law enforcement agencies, if necessary.
- e) Participate in IC/UC system IAW pre-established protocols.

### 4. Emergency Medical Services

- a) Organize the necessary action for triage and treatment of any casualties, as necessary. Provide for the transportation (air or land) of casualties to designate medical facilities. Ensure medical facilities are capable of handling casualties – those facilities may have also been damaged.
- b) Survey EMS property, to include:
  - I. Determine integrity of building
  - II. Determine 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 communication systems will permit, coordinate activities with local community EMS units, if necessary
- f) Provide Critical Incident Stress Support, as appropriate.
- g) Participate in IC/UC System in accordance with pre-established protocols

#### 5. Airport Operations and Maintenance

- a) Conduct airfield inspections, as needed
- b) Issue appropriate NOTAMs, if conditions warrant and permit
- c) Coordinate with the OEM the activation of the EOC, as appropriate
- d) Provide emergency support services through the EOC
- e) Assist in support operations, to include inspections and personnel accountability
- f) Review personnel requirements and adjust accordingly
- g) Coordinate activities with the ATCT, as needed
- h) Interface with, coordinate, and utilize as needed, the resources made available by other airport tenants, including air carriers
- i) Assist in coordinating utility support for (shut-off/on) restoration of utility services, as needed
- j) Provide safety inspections, as needed
- k) Coordinate sanitation support services

#### 6. Air Center Manager

- a) Provide procurement services
- b) Provide appropriate budgeting, payment and cost recovery authorization and services

#### 7. Public Information Officer

- 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

## 8. Airport Tenants

- a) Provide assistance on a voluntary basis or IAW established agreements
- b) Inspect facilities owned/operated or maintained by these tenants

## E. Plan Development

The Airport Management will work with the EMO to ensure all SOP's, attachments and checklists are maintained and current.

## F. Authorities and References

Natural Disaster (Tornado) SOP and Checklist

## **VII. Hazardous Materials Incident**

Purpose. Define responsibilities and describe actions to be taken in the event a hazardous material incident occurs. The information contained in this hazard-specific appendix is intended to supplement the Basis Plan and Functional Annexes of the AEP. 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.

### A. SOP's and Checklists

### B. Situations and Assumptions

1. A fuel farm is located west of the FBO terminal. This is owned by the FBO, Avflight Roswell Corporation. It stores both Jet-A and 100LL.
2. The RFD Hazardous Response Team is designated to respond to hazardous material incidents at the RIAC
3. ARFF personnel are trained on the operations level for hazardous materials emergencies
4. The EOC is activated by the IC or Emergency Manager if deemed appropriate

### C. Operations

1. The AEP is in compliance with Chaves County and City of Roswell Emergency response plans
2. ARFF will have dispatch contact the RFD Hazardous Response Team for hazardous material incidents
3. RFD will dam, dike and monitor the spill until arrangements for an approved Haz-Mat Recovery team arrives on scene to clean up the spill

### D. Organization and Assignment of Responsibilities

1. Air Traffic Control Tower
  - 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 material incidents IAW established policies and level of training

- b. Provide response and recovery support IAW 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
- a. Assist with scene security as requested by the IC
  - 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
  - d. Assist with access control of the 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 IAW 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) Coordinate with OEM activation of 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
    - vi) Interface with the media, as well as any emergency response organization on-scene public relations personnel
    - vii) Provide news releases relative to the airport's responsibilities and activities
  - b. Airport Operations

- i) Provide scene representation, to include participation in the ICS
    - 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 (aviation/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
  - d. Administration/Manager
    - 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
- 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 IC
    - ii) Participate in EOC operations
    - iii) Provide for timely news releases

7. Tenants

Airport tenants may provide assistance on a voluntary basis.

- E. Administration and Logistics. In the event a hazard materials incident, ARFF personnel will locate and identify substance. State police and RFD Hazard Material Response Team will be notified to respond to the incident.
- F. Plan Development. Annual review is the responsibility of the Airport Management in conjunction with the OEM to ensure SOP's, attachments and checklists are maintained and current. Required changes should be brought to the attention of the Air Center Management.

G. Authorities and References:

40 CFR Part 311  
SARA  
OSHA 1910.120

H. SOP's and Checklists

Hazardous Materials Incident SOP-LEO  
Hazardous Materials Incident Checklist-Airport Operation

VIII. **Sabotage, Hijack and the Unlawful Interference with Operations (SSI)**

Note: specific information regarding terrorism incident is considered Sensitive Security Information (SSI). Specific information is contained in the appropriate sections of 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 48 CFR Part 1542 and is available on a need-to-know basis only.

VIII. **Failure of Power for the Movement Area Lighting**

- A. Purpose. Defines responsibilities and describes actions to be taken in the event of a power failure for movement area lighting.
- B. Situations and Assumptions
  - 1. Runway 03/21 and east taxiways are controlled from the main electric vault, Building 2020.
  - 2. Vault is fed from a separate XCEL commercial feed station.
  - 3. Vault has its own emergency generator that will automatically start-up and provide essential lighting to the runways and taxiways.
  - 4. No other alternatives exist.
- C. Organization and Assignment of Responsibilities
  - 1. ATCT
    - a. Notifies Airport Management of failure
    - b. Keep aviation users informed of the situation, as necessary
  - 2. Airport Operations/Maintenance
    - a. Conduct routine/preventative maintenance
    - b. Conduct/document regular tests
    - c. Operate generator, as necessary
    - d. After the emergency, determine cause and take corrective action
    - e. Ensure required NOTAMs are issued
- D. Plan Development. The Airport Management is responsible for annual review of this plan.
- E. Authorities and References. Power failure SOP and Checklist.

IX. **Crowd Control**

- A. Purpose. Defines responsibilities and describes actions to be taken in the event a crowd control incident or problem occurs.
- B. Situations and Assumptions
  - 1. It is possible for large crowds of people to congregate at the RIAC
  - 2. Emergency situations may cause crowds.
- C. Operations
  - 1. Roswell Police are the primary response for all crowd control
  - 2. The Roswell Police may request the assistance of Chaves County Sheriff's office and/or New Mexico State Police.
- D. Organization and Assignment of Responsibilities
  - 1. Roswell Police
    - 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.
  - 2. Air Center Director or Manager
    - a. Notify airlines and tenants of known demonstrations and gatherings
    - b. Coordinate with the OEM activation of the EOC, as necessary
    - c. Provide appropriate information to media outlets
- E. Administration and Logistics
  - 1. Pecos Valley Transit can assist in transportation of crowds for civil incidents
- F. Plan Development. The Airport Management is responsible to review this plan annually in coordination with the Roswell Police Chief.
- G. Authorities and References
  - NM Statute 30-22-1
- H. SOP's and Checklists
  - Crowd Control-Law Enforcement



## SECTION IV – SOP’S AND CHECKLISTS

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**Roswell  
Fire  
Department**  
Founded 1889

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The purpose of this procedure is to establish guidelines for the response of fire department personnel and equipment to control emergency aircraft situations at the Roswell International Air Center (RIAC).

This procedure outlines the responsibilities for both on airport and off airport fire protection units. It will identify and define the alarm terminology, emergency response, standby locations and communications requirements.

### **Alarm Terminology**

The Roswell ATC will no longer issue alerts. This will be up to Station 4 Lieutenant to decide what alert to issue. Roswell ARFF crews will continue to use the alert system only when talking to Dispatch and other RFD crews.

The degree of emergencies is categorized and provides designations agreed upon and understood by all concerned. The arrangement of alert status, increasing from Alert 1 to Alert 4, is shown below.

#### **Alert conditions:**

##### **Alert-1** (minor difficulty):

This may indicate an aircraft approaching the airport with feathered propeller or multi-engine aircraft, overheated engine, oil leak, air evac departures, etc.

##### **Alert-2** (major difficulty):

This indicates an aircraft approaching with an engine on fire, faulty gear, low hydraulic pressure, air evac arrivals, etc.

##### **Alert 3** (accident)

This indicates that an aircraft is involved in an actual crash on/near the airport or a pilot determines that a crash landing is inevitable.

##### **Alert-4** (other emergency incidents):

This indicates that an emergency exists other than those listed above.

## **Alert Actions**

### **Alert-1:**

1. Tower notifies Station #4
2. Personnel bunker out and hold at station, notifying dispatch of status.
3. When ARFF personnel are standing by for an extended period of time or the nature of the incident is such that the presence of a back-up station is necessary, the ARFF Lieutenant should upgrade the incident to an Alert 2.

### **Alert-2:**

1. Tower notifies Station #4
2. Locate Crash 1 & 2 at predetermined standby positions
3. Lieutenant on Crash 1 assumes Command
4. Move-up procedures consistent with SOP #120.0

### **Alert-3:**

1. Tower notifies Station #4
2. Crash 1 & 2 respond to scene of the accident and take appropriate action
3. Lieutenant on Crash 1 assumes initial command and its responsibilities.
4. Move-up procedures consistent with SOP #120.0

**Alert-4:** Alert-4 has been added to provide a method for the discrete notification of particular emergencies. The notification will be as used in the following areas:

1. Bomb incidents
2. Hijack, sabotage, pilferage or theft
3. Civil disturbance

Station 5 will automatically move-up to Station 4 for standby and backup. If Engine 5 is needed at the emergency site, the ARFF Officer will communicate this to Engine 5. If Engine 5 is committed on another emergency, the next due unit will fill-in for Engine 5.

When the alert is received, ARFF personnel will attempt to ascertain the following information concerning the incident:

1. Type of Aircraft involved
2. Nature of emergency
3. Amount of fuel on board
4. Runway to be used for landing or specific site of emergency
5. Critical Cargo
6. Wind direction and speed
7. Number of souls on board

Sometimes it is not possible to get all this information, but efforts should be made to, and the information should be passed on to dispatch and other response personnel.

### **Standby Positions**

During an aircraft alert, ARFF units will assume standby positions as directed by Command. Positions will be along the taxiway adjacent to the declared runway and will vary depending upon the type of aircraft and emergency. Crash 1 will normally assume Command and direct the placement of other units responding.

### **Staging**

Units responding to Alert 2 & 3 incidents at the RIAC and not given an assignment or directive upon arrival will Level II stage in front of RFD Station 4's crash doors and advise dispatch of this and await assignment. Do not call Crash 1 and ask, "do you want us out there", or "where do you want us". Command will make necessary changes to this procedure to fit the incident in progress.

### **Incident Reports**

An incident report will be completed for all alert activities, refueling standbys, and response with military firefighters & equipment.

### **Military Coordination**

During military exercises such as Mighty Force and Roving Sands, current standard operating procedures may change during their deployment. In these instances, a separate agreement between the fire department and military may be established in writing.

### **ARFF Tactics**

The initial strategic plan should include the immediate tactical placement of the ARFF units. These units should be placed by priority need with regard to:

1. Rescue
2. Prevailing winds
  
3. Fire potential or fire volume
4. Evacuations in progress
  
5. Ground slope
  
6. Firefighting protection

ARFF units are tactical units and may require additional personnel to accomplish a tactical objective. Placement of these units should be accomplished with their premise in mind. Other responding units (1 Engine, 1 Rescue, 1 Medic, & Battalion Chief) provide the additional personnel for initial attack operations, water supply, EMS and assist in command operations.

### Preannounced In-Flight Emergencies (i.F.E.)

Normally in preannounced situations, there is a time interval between apparatus positioning and aircraft arrival. This period may be utilized in the following manner:

1. Conduct a quick check of the fire extinguishing system on the ARFF unit control valves, etc.,
2. Utilize the Aircraft Emergency Response Guidelines located in the ARFF units to determine the fire, rescue and safety needs of the aircraft.

Upon notification of an emergency landing, ARFF apparatus will respond to their predesignated standby positions adjacent to the runway.

Emergency apparatus will not position closer than 100 feet from the edge of runways.

If aircraft is landing with an unsafe landing gear that may cause the aircraft to veer to the right or left, ARFF apparatus should standby on the safe landing gear side of the runway, or maintain a safe distance from the active runway. This will depend on the type and size of the aircraft.

It is difficult to estimate the stopping point on wheels up landings. Additional lift caused by ground effect may cause the aircraft to use more runway than anticipated. Touch down may be several thousand feet further down the runway than planned. On certain type of aircraft, a wing may dip when

sufficient air speed is lost which may cause the aircraft to spin around end for end. If this is anticipated, the ARFF apparatus at the center standby position should maintain a safe distance from the runway. This again will depend on the type and size of the aircraft.

For emergency landing described in the above paragraphs, the parallel taxiway adjacent to the runway serves as an excellent area for positioning ARFF apparatus.

The ARFF officer will request permission from the control tower to follow aircraft down the runway once they have touched down. This entails operating the vehicles at maximum safe speed. If permission is granted, each apparatus will pull in behind the landing aircraft. They will follow the aircraft at a safe distance to avoid any unexpected mechanical failures, dangers from hot exhaust gases, intolerable sound levels and flying debris caused by the engines. This surveillance can be terminated when you are sure no unsafe conditions exist.

After the aircraft has come to a stop, a visual inspection may be requested. The ARFF apparatus will maintain a standard positioning on the aircraft until it is rendered safe and the landing gear pinned if necessary. Crash 1's driver will remain in standby position. Crash 1's Lieutenant and the driver from Crash 2 will accomplish the visual inspection and safety of the landing gear.

#### Undeclared Emergency Response

The undeclared emergency is one that occurs without warning. With this type of emergency there will be a brief message from the Control Tower, such as, "aircraft on fire on the south end of Runway 21". Additional information can be gained via radio communications once enroute.

Crash 1 and Crash 2 will respond immediately, taking the most direct route possible to the scene of the incident.

Upon arrival at the accident site an overall size-up must be made. Specific action required, additional support, and best positioning of ARFF apparatus for firefighting and rescue are some of that may be needed.

The first responding vehicle should carefully consider approach. Take advantage of existing winds, terrain and aircraft wreckage features.

Caution will be exercised to prevent further injuries of persons who may have been thrown clear or escaped from the crashed aircraft. If there is poor visibility, it may be necessary for firefighters to proceed in front of vehicle on foot.

The primary objective is to save lives. If aircraft is on fire, the fuselage will be foamed and a rescue path secured. Firefighting solely for extinguishment will be the last action taken on an aircraft fire incident.

On the initial attack, Crash 1 and Crash 2 will use turrets and ground sweeps for mass application of extinguishing agent. Crash 1 driver will remain in the apparatus. The Lieutenant from Crash 1 and the driver from Crash 2 will leave their apparatus, take a hand line from Crash 1 and cover the rescue entrance. They may leave the hand line and perform any possible rescue. Crash 1 will maintain close surveillance over the fuselage rescue area using the turret if necessary to keep the fuselage cool and maintain a controlled rescue path.

### Military Aircraft

When fighting an aircraft fire which involves conventional weapons, speed is essential for fast knockdown and control of the fire so that rescue can be performed in the allotted time. If the aircraft involved is of a bomber or firefighting where guns or rockets are mounted, ARFF vehicles should not be positioned directly in front or to the rear of the aircraft. The vehicles should get positioned approximately at the 45 degree angle to the fuselage. Firefighters should not walk in front of the guns or to the front of the guns or to the rear of the missiles when fighting the fire.

# AIRCRAFT INCIDENTS AND ACCIDENT CHECKLIST

## LAW ENFORCEMENT

### During the Emergency

Send a representative to the scene to participate in the Unified Command System

Establish site security

Activate necessary mutual aid resources

Monitor site security

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.

Prepare an Incident 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

Documentation of actions taken

Personnel utilization by time of duty

Critical incident Stress Debriefing requirements, if necessary

Equipment utilization documentation

## **NATURAL DISASTERS (FLOOD)**

### **SOP**

Floods are one of the most common hazards in the United States. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states. However, all floods are not alike. Some develop slowly, sometimes over a period of days. Flash floods can develop quickly. Flash flood often have a dangerous wall of roaring water that carries rocks, mud, and other debris and can sweep away most things in its path. Be aware of flood hazards no matter where you live. Remain calm and obtain information with the checklist on the opposite side.

#### **Before the Flood**

1. Know the elevation of your property in relation to flood plains, streams and other waterways
2. Make advance plans of what to do and where to go
3. Store food, water and critical medical supplies
4. Fill your car with gas in case of evacuation
5. Move furniture and essentials to higher grounds
6. Have a portable radio and flashlight with extra batteries

#### **Evacuation**

1. Listen to local radio and TV for weather information
2. If asked to evacuate, shut off main power switch, main gas valve and water valve
3. Do not attempt to drive over a flooded road
4. Watch for damaged roads or fallen wires
5. Drive slowly
6. Register at an Evacuation Center until informed that you may leave

### **After the Flood**

1. Determine integrity of building(s)
2. Determine status of gas, electricity, water and sanitation
3. Test all telephone and notification systems
4. Test apparatus mounted radios
5. Test station and portable radios
6. Test alerting system(s)

## **NATURAL DISASTERS (FLOOD) CHECKLIST**

### **Before the Flood**

- ✓ Know emergency phone numbers
- ✓ Learn community warning signals
- ✓ Determine what to move up, out and away then do it
- ✓ Photograph and videotape your possessions
- ✓ Create a family emergency evacuation plan
- ✓ Know how to turn off utilities
- ✓ Make sure you have the following:
  - Candles
  - Extra batteries
  - First aid kit
  - Matches
  - Non-perishable food
  - Flashlights
  - Sturdy shoes
  - Essential medicines
  - Warm clothes
  - Prescription glasses
- ✓ Gallons of drinking water
- ✓ Keep vehicle fuel tanks full

### **If ordered to Evacuate**

- ✓ Turn off all electrical circuits at fuse panel and water main valve
- ✓ Drive safely to higher ground or shelter
- ✓ Stay away from downed power lines

# NATURAL DISASTERS (Tornado)

## SOP

A tornado is a violently rotating column of air extending from the base of a thunderstorm down to the ground. Tornado intensities are classified on the Fujita Scale with ratings between FO (weakest) to F5 (strongest). They are capable of completely destroying well-made structures, uprooting trees, and hurling objects through the air like deadly missiles. Although sever tornadoes are more common in the Plains States, tornadoes have been reported in every state.

### Preparing for a Tornado

1. Buy a survival kit to store along with:
  - Essential medications
  - Sturdy Shoes
  - Written instructions on how to turn off your home utilities

### Stay tuned for storm warnings

1. Listen to your local radio and TV stations for updates
2. Know what a tornado **WATCH** and **WARNING** means
3. A tornado **WARNING** means a tornado has been sighted and may be headed for your area
4. A tornado **WATCH** means there may be a possible tornado activity ad you should be on alert for a warning
5. Tornado **WATCHES** and **WARNINGS** are issued by the Chaves County Emergency Management Office
6. Go to safety immediately

### Be alert to changing weather conditions

1. Blowing debris or the sound of an approaching tornado may alert you
2. Many people say it sounds like a freight train

## Tornado Warnings

The safest place to be in an underground shelter, basement or safe room.

# TORNADO SAFETY CHECKLIST

## Before a Tornado

1. Listen to the local news or NOAA Weather radio
2. Know your community's warning system
3. Pick a "Safe Room" to gather during a tornado. This should be a basement, or an interior room on the lowest floor with no windows.
4. Move/secure lawn furniture, outdoor decorations, trash cans, or anything else that can be picked up by the wind and become a projectile.
5. Watch for tornado danger signs:
  - ✓ Dark, greenish clouds
  - ✓ Wall clouds (isolated lowering of a base of a thunderstorm)
  - ✓ Cloud of debris
  - ✓ Large hail
  - ✓ Funnel cloud
  - ✓ Roaring noise
6. Assemble your tornado emergency kit:
  - ✓ Flashlights
  - ✓ AM/FM radio
  - ✓ Extra batteries

- ✓ Food and Water

### **After a tornado**

1. Continue listening to local news or NOAA Weather radio for updates
2. Wear long pants, long-sleeved shirts and sturdy shoes when examining your walls, doors, staircases and windows for damage
3. Watch out for fallen power lines or broken gas lines and report them immediately
4. Stay out of damaged building
5. Use flashlights. If you smell gas or hear a blowing or hissing noise open a window and evacuate the building quickly. Call the gas company or fire department
6. Check for injuries. If you are trained, provide first aid to persons in need until emergency responders arrive.

## **SOP Standard Operating Procedures – Law Enforcement Hazardous Materials/Dangerous Goods Incidents at RIAC**

The Airport Management or his designee shall contact the RPD in order to establish a security zone around the site with a radius of 500' and shall ensure entrance security into or cut off the zone except as required by emergency crews. In addition, the New Mexico State Police will be notified since they have primary responsibility for Haz-Mat situations.

# 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 ATCT, as needed
- ✓ Monitor, and coordinate as required, other concurrent airport activities
- ✓ Interface with, coordinate, and utilize resources made available by airport tenants
- ✓ Assist/provide critical services, including utility support (activation/cut-off), as needed
- ✓ Provide sanitation services for extended operations
- ✓ Assist in the provision of required resources
- ✓ Assist in marshaling of emergency response vehicles

**After the Emergency (Recovery).** The recovery effort will be dependent upon the severity of the fire, the 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 of duty
- ✓ Equipment utilization documentation
- ✓ Overall cleanup activities
  
- ✓ Air Operations Ara (AOA) inspections
- ✓ Issuance of appropriate NOTAMs



## **CROWD CONTROL**

### 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
- ✓ 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.

Prepare and 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
- ✓ Documentation of actions taken
- ✓ Personnel utilization by time on duty
- ✓ Critical Incident Stress Debriefing requirements, if necessary
- ✓ Equipment utilization documentation

### **SOP Standard Operating Procedure**

**Crowd Control** – The RPD, telephone number 575-624-6770, shall be responsible for crowd control and safe passage for emergency vehicles. The entrance to the airport, off Highway 285 and Relief Route, shall be sealed off by CCSO.

Deputies, Officers, or other appropriate law enforcement personnel, to prevent entry all but emergency vehicles and authorized persons. Access to the movement areas of the airport by emergency vehicles shall be funneled through gate 3, west of building 1000. All other gates leading to the movement area shall be closed and secured by either airport staff or other appropriate law enforcement personnel so as to prevent entry of unauthorized vehicles and persons.

## **SOP Standard Operating Procedure**

**Power Failure of Movement Area Lighting** – RIAC has one 135 KW permanently installed generator which provides minimum emergency power for runway, taxiway and ramp lighting. This generator automatically picks up the load demand of our normal power source, in the event of failure. Should this system fail, a NOTAM will be issued for lights out of service. City electrician shall be contacted to make needed repairs. If the problem is traced to commercial electrical power, XCEL Energy shall be contacted.

## **FAILURE OF POWER FOR MOVEMENT AREA LIGHTING**

### **Airport Operations Checklist**

**During the Emergency (Response).** Checklists that assure:

- ✓ Appropriate personnel are notified of an outage in a timely manner, including repair personnel
- ✓ NOTAM issuance in a timely manner, if required
- ✓ Generator(s) start-up in a timely manner

### **After the Emergency (Recovery)**

- ✓ A change to the airport inspection checklist, as deemed necessary, based on the cause of the emergency.

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**Appendix A**  
**Roswell Airport Terminal Building**  
**EMERGENCY EVACUATION PLAN**

Emergency situations at the Roswell International Airport Terminal Building: such as fire, medical emergencies, hazardous material release, bomb threats, flooding and all other emergencies may require employees to evacuate and/or minimize risk to personnel and property. The EAP is intended to communicate the policies and procedures that employees shall follow in an emergency situation. Each employee should know what his/her role is in carrying out the plan. This written plan shall be made available to all employees and copies should be posted in your operations area. It is the responsibility of the Evacuation Coordinator or designee to provide this information annually to all airport terminal tenants, or at any time the information is updated or changed.

**Under this plan, all employees shall be trained and knowledgeable of:**

- **Designated Evacuation Coordinators and Evacuation Monitors**
- **All emergency evacuation routes and exits**
- **Designated assembly area**
- **Locations of alarms**
- **Location of fire extinguishers**

**Evacuation Coordinator:**

Airport Director/Manager or Supervisor is designated as Evacuation Coordinator. The evacuation coordinator serves as the point of contact between the facility and emergency responders and/or other authorities.

**Evacuation Monitors:**

Airport supervisors, including tenant supervisors are designed as evacuation monitors and are responsible for their employees and any members of the public in their area at the time of an evacuation.

Upon notification of an emergency situation by the evacuation coordinator, the evacuation monitor(s) has the overall responsibility for ensuring that employees and any members of the public in their area evacuate the facility if necessary, and that employees remain at

Designated assembly area until further instructions are received from the evacuation coordinator and/or other emergency response authorities. The evacuation monitor(s) shall take a written attendance of employees and any members of the public present at the assembly area and if necessary, notify the evacuation coordinator and/or emergency response personnel of any employees or other that cannot be located at the designated assembly area.

**Designated Assembly Area:**

All employees shall assemble at the Roswell Fire Department parking lot (west of the Airport Terminal Building). They shall remain there until further instructions are received.

**Emergency Evacuation Procedures:**

**IN CASE OF AN EMERGENCY SITUATION THAT REQUIRES EMPLOYEES TO EVACUATE FROM THEIR WORKPLACE, THESE STEPS SHOULD BE FOLLOWED:**

- Remain calm
- Follow any instructions provided by the evacuation coordinator and/or evacuation monitor(s)
- Only if safe to do so and time permits, secure vital records and shut down electrical equipment
- Following the posed emergency exit routes, evacuate the area and proceed to your designed assembly area
- Assist disabled or injured persons in leaving the building if you can do so without putting yourself at risk of injury

- If a disabled or injured person(s) is unable to exit the building unassisted, the evacuation coordinator and/or monitor must notify the emergency response personnel of the person's location
- Attendance will be taken at the assembly area by the evacuation monitor(s)
- Remain at the assembly area until further instructions are received

**Fire:**

**ALL FIRES – REGARDLESS OF SIZE – MUST BE REPORTED TO THE LOCAL FIRE DEPARTMENT AND LOCAL POLICE DEPARTMENT.**

- Call 911 and report the location of the fire
- Activate the fire alarm
- Notify evacuation coordinator and/or monitor
- Alert others in the building
- Proceed to the nearest exit (if safe to do so, close doors to confine the fire)
- Follow directions of emergency personnel
- Remain at designated assembly area until further instructed

**DO NOT ATTEMPT TO SAVE POSSESSIONS – LEAVE IMMEDIATELY**

**DO NOT OPEN ANY DOOR IF IT IS HOT WHEN TOUCHED, OR IF SMOKE IS PRESENT**

**DO NOT BREAK WINDOWS (oxygen fuels fire)**

**STAY LOW TO THE GROUND/FLOOR IF MOVING THROUGH SMOKE-FILLED AREAS**

**Gas Leak:**

**IN THE EVENT OF THE SMELL OF GAS OR A KNOWN GAS LEAK, EVACUATE THE BUILDING IMMEDIATELY. FOR A LOCATION AWAY FROM THE GAS SMELL/LEAK, CALL 911 TO NOTIFY THE FIRE DEPARTMENT.**

- **DO NOT USE TELEPHONE**
- DO NOT TURN ELECTRICAL SWITCHES ON OR OFF TO **ANY** electrical device
- **Do not activate the fire alarm**
- Notify other occupants verbally
- Notify the evacuation coordinator and/or monitor
- **DO NOT SMOKE**
- Proceed to the nearest exit and remain at the designated assembly area until further instructed



## **Bomb Threat:**

### **IN THE EVENT OF A BOMB THREAT RECEIVED BY TELEPHONE:**

**(See Bomb Threat Checklist for completing instructions)**

#### **During the Telephone Call:**

- Do not hang up on the caller
- Stay as calm as possible
- Attempt to determine from the caller the reason for the threat
- Identify the type of threat (what type of bomb, etc.) and who the threat is directed towards
- Use the "Bomb Threat Checklist" to gather as much information from the caller as Possible
- Alert others in your area to call 911 to notify the police

#### **After the Telephone Call**

- Write down as much information from the caller as possible
- Notify the evacuation coordinator and/or monitor
- If instructed to evacuate the building, do so immediately
- Alert others in your area to evacuate as well

### **IN THE EVENT OF A SUSPICIOUS PACKAGE OR MAIL:**

- Do not handle any suspicious packages or mail
- Alert others in the area
- Secure the area so that no one may enter
- Notify the Police immediately
- Notify the evacuation coordinator and/or monitor
- If instructed to evacuate the building, do so immediately

#### **Location of Alarms/Fire Extinguishers:**

All employees shall be informed of the location of alarms and fire extinguishers within the facility. Those employees trained in the use of fire extinguishers may use an extinguisher if the fire is small and/or contained, and if the user or others nearby are not at risk of injury. All others shall should an alarm and immediately evacuate the building.

#### **ALARMS:**

- Airport Director's Office
- Fire Control Box located throughout the Terminal
- Pull station/strobe (audible & visible) throughout the Terminal

**FIRE EXTINGUISHERS:**

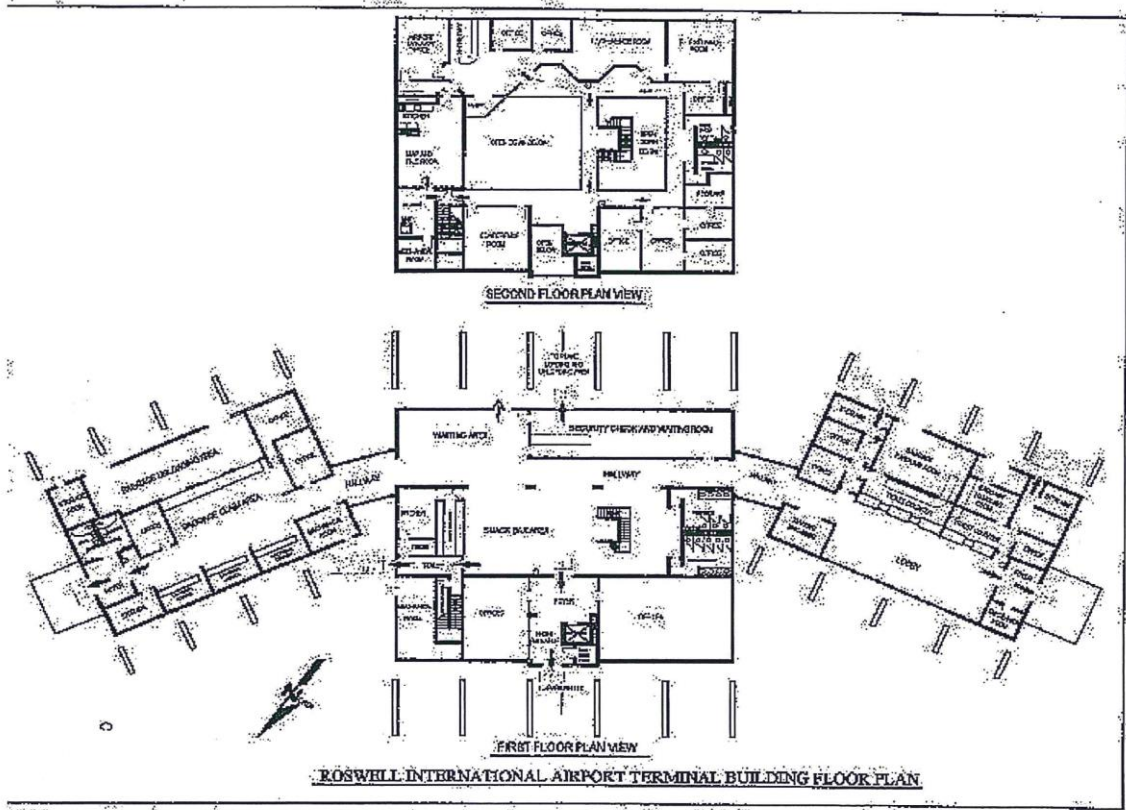
- Located throughout the Terminal

**MEDICAL EMERGENCIES:****If an employee or other person(s) requires immediate medical attention, call 911.**

- For unresponsive victim(s), call 911. Trained/qualified personnel may perform CPR/First Aid as necessary. Remain with victim(s) until emergency medical personnel arrive. Notify evacuation coordinator and/or monitor of the medical emergency condition.
- For responsive individuals, call 911, if necessary. Trained/qualified personnel may perform First Aid as necessary. Notify evacuation coordinator and/or monitor of the medical condition.

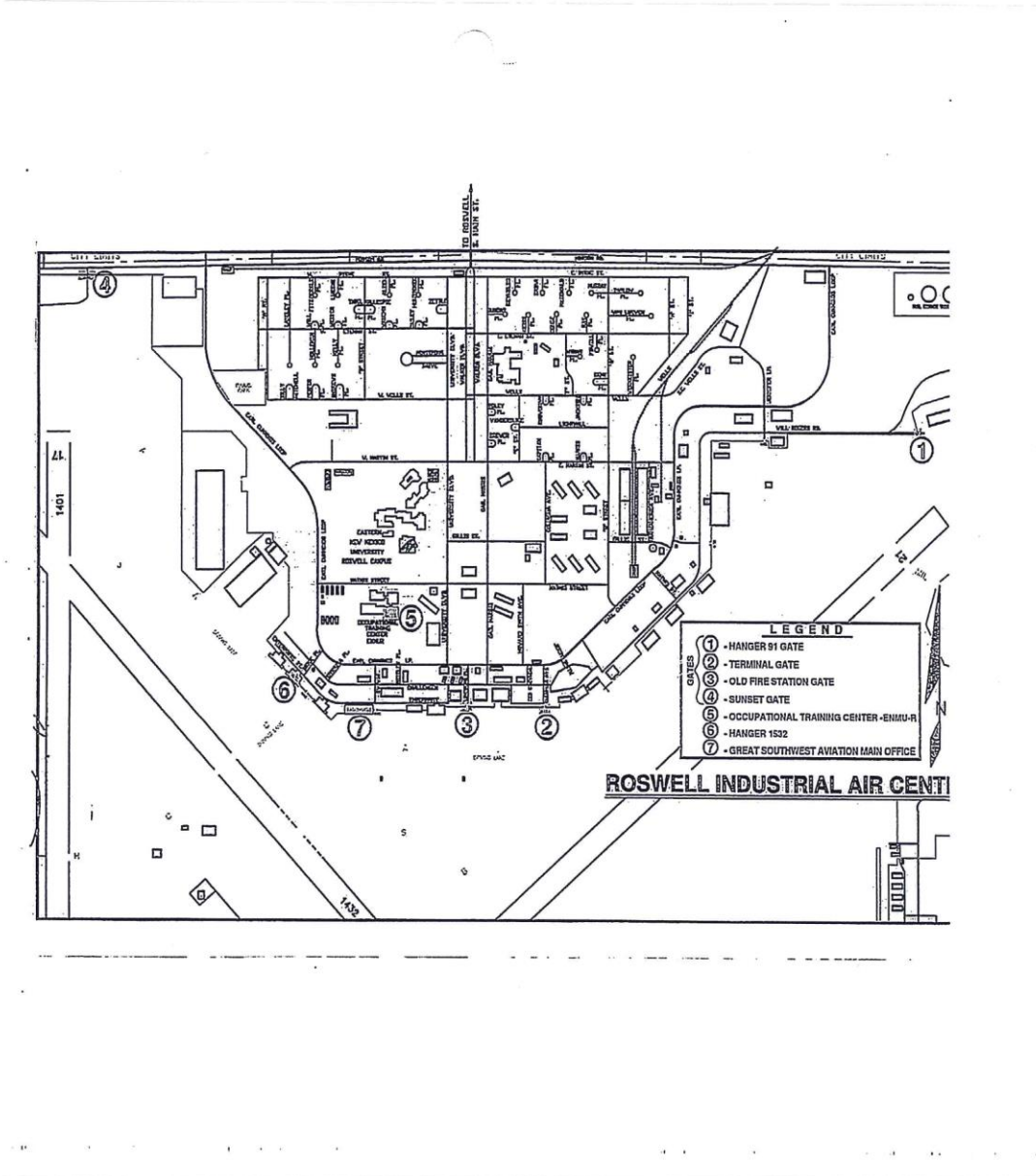
**Location of Medical Supplies/Equipment (First Aid Kits, etc.)**

First aid kits are located in the Airport Director's Office and Custodian's Office in the Terminal. There may be kits in various tenant offices throughout the building. Any employees designated as first aid responders should be aware of the locations of all medical supplies and equipment.



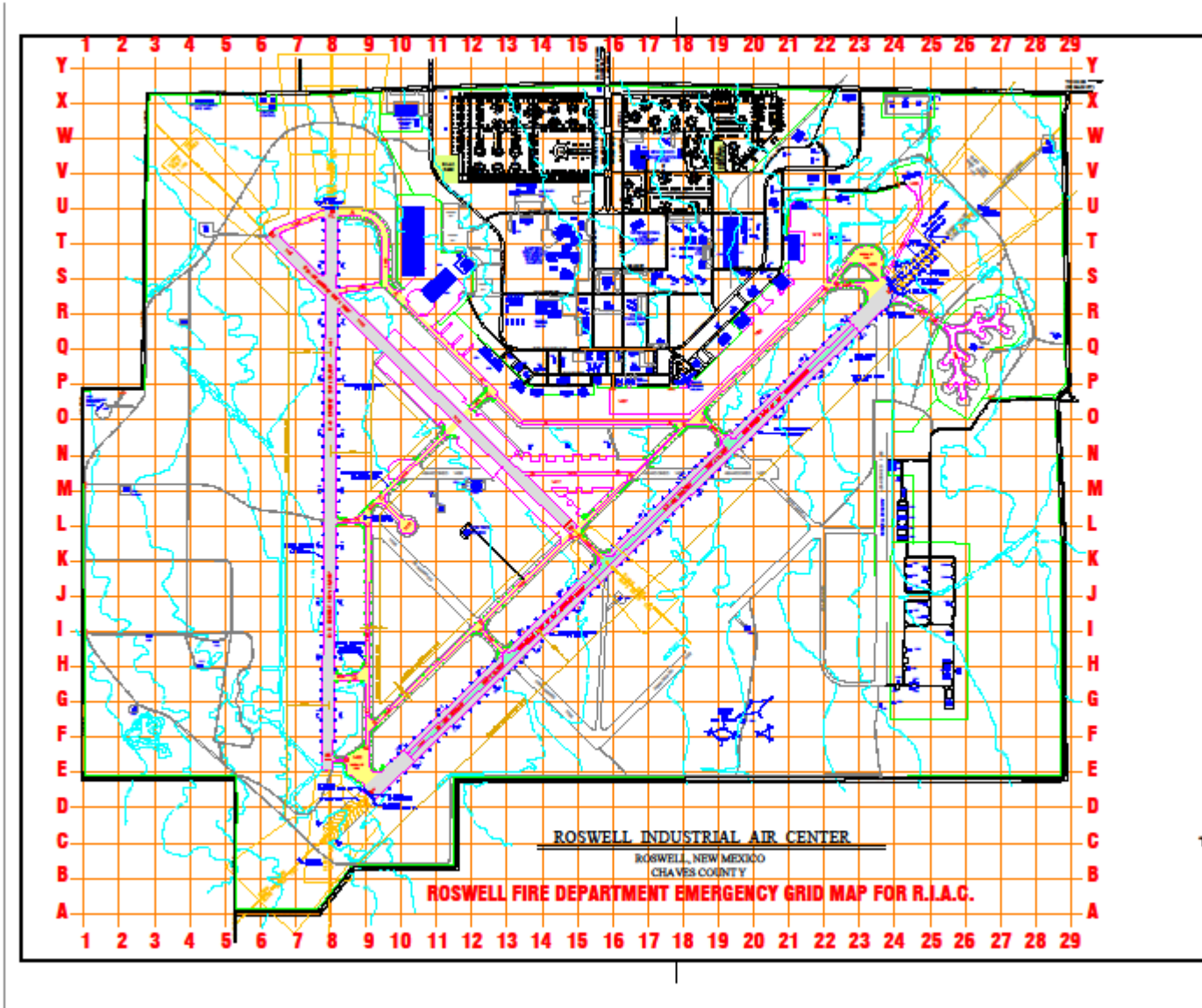
**Appendix B**

# Airport Access Points



## Appendix C

# Airport Grid Map



## Appendix D

### Airport Tenant Contact List

AerSale  
575-624-3140  
575-347-9846 fax

Sceye  
505-980-6413  
575-910-9971  
575-910-1150

CAVU  
575-420-9427

Dean Baldwin Painting  
575-347-4168  
575-347-2244 fax

Avflight Corporation  
575-347-2054  
575-347-3461 fax

Mistic, Inc.  
575-347-7171  
575-347-2234 fax

General Airframe Support  
850-450-6100

## Appendix E

## Building, Occupants, and Life Safety Report

# Buildings, Occupants, and Life Safety Report

<b>BLDG#</b>	<b>ADDRESS</b>	<b>TENANT</b>	<b>LIFE SAFETY</b>
1	1 Jerry Smith Circle	RIAC, Avis/Budget, Hertz, EAN, AA Eagle, grill, museum	SA, SS, FE
42	501 East Challenger	New Mexico State Highway Dept.	FE
58	511 East Challenger	AerSale	FE, IA
60	520 East Challenger	AerSale	None
61	510 East Challenger	CAVU Aerospace	None
66	521 East Challenger	AerSale	FE, IA
67	523 East Challenger	Clean-Up Enterprise	None
72	600 East Challenger	Stewart Industries	SA
73	603 East Challenger	AerSale	FE, IA
76	602 East Challenger	Stewart Industries	
81	612 East Challenger	Stewart Industries	None
82	70 LeMay Drive	Open	FE
83	80 LeMay Drive	Stewart Industries	FE
84	605 East Challenger	Stewart Industries	SA
85	703 East Challenger	AerSale	FE, IA
89	70 LeMay Drive	Open	None
91	99 Will Rogers Road	Multiple, 4 bays	FE
92	39 Jennifer Lane	AerSale	FE, IA
93	1 Earl Cummings Loop East	AerSale	SS, IA
98	70 LeMay Drive	Alien City Dragway	None
99	70 LeMay Drive	Alien City Dragway	None
100	75 Earl Cummings Loop East	ATS Roswell	FE
112A	44 East Martin	Vet Supply & AerSale	FE, IA

<b>BLDG #</b>	<b>ADDRESS</b>	<b>TENANT</b>	<b>LIFE SAFETY</b>
112B	56 G Street	AerSale, NuMex Plastics, Hunt Hunt Electric	FE, IA
115	46 East Martin	TSAY 5 north bays & AerSale	SS
115S	45 E. Gillis St	AerSale	SS, IA
117	51 Transamerica Avenue	Hunter	FE
118	48 East Martin	AerSale	FE, IA
119	40 Jennifer Lane	Multiple "T" hangar four bays	FE
120	40 Jennifer Lane	Multiple "T" hangar six bays	FE
126	46 East Gillis	RIAC	None
131	91 Earl Cummings Loop East	RIAC	None
166	80 Earl Cummings Loop East	RIAC	None
239	60 Earl Cummings Loop East	RIAC	FE
239A	60 Earl Cummings Loop East	RIAC	None
240	40 Earl Cummings Loop East	AerSale	FE
247	101 Southeast Wells	Stericycle	None
250	100 Southeast Wells	Information Protection Systems	SS, IA
255	51 Earl Cummings Loop East	Murphy	None
500	47 Gail Harris Avenue	ILEA	SA & SS
524	69 Gail Harris Avenue	Sidney Gutierrez	SA
607	75 Gail Harris Avenue	Open	SA
608	73 Gail Harris Avenue	National Guard	SA
610	136 Earl Cummings Loop East	National Guard	SA
611	9 East Challenger	Public Health Department	SA, IA
612	10 East Challenger	Fire Department Station #4	SA
615	144 Earl Cummings Loop West	Open	SA
650	97 Zeb Chewning Place	Not leasable-electric	None
1086	84 Earl Cummings Loop West	Millennium	SS
1111	Balloon Road	Open	None
1112	Balloon Road	Open	None



<b>Bldg #</b>	<b>Address</b>	<b>Tenant</b>	<b>Life Safety</b>
1130	70 LeMay Drive	MISTIC	None
1131	70 LeMay Drive	MISTIC	None
1133	70 LeMay Drive	MISTIC	None
1134	70 LeMay Drive	MISTIC	None
1135	70 LeMay Drive	MISTIC	None
1136	70 LeMay Drive	MISTIC	None
1137	70 LeMay Drive	MISTIC	None
1138	70 LeMay Drive	Open	None
1139	70 LeMay Drive	Open	None
1140	70 LeMay Drive	Stewart Industries	FE
1141	70 LeMay Drive	Open	None
1142	70 LeMay Drive	MISTIC	None
1143	70 LeMay Drive	MISTIC	None
1144	70 LeMay Drive	MISTIC	None
1145	70 LeMay Drive	MISTIC	None
1146	70 LeMay Drive	MISTIC	None
1147	70 LeMay Drive	Open	None
1150	70 LeMay Drive	Open	None
1151	70 LeMay Drive	Open	None
1152	70 LeMay Drive	Open	None
1160	70 LeMay Drive	Open	None
1161	70 LeMay Drive	Open	None
1162	70 LeMay Drive	Open	None
1163	70 LeMay Drive	Open	None
1164	70 LeMay Drive	Goodman	None
1165	70 LeMay Drive	Open	None
1166	122 Will Rogers Road	MISTIC	SA
1216	1212 Hobson Road East	Open	SA, IA
1218	1212 Hobson Road East	Open	SA, IA

<b>Bldg #</b>	<b>Address</b>	<b>Tenant</b>	<b>Life Safety</b>
1630E	70 LeMay Drive	Open	None
1632	70 LeMay Drive	Open	None
1635	70 LeMay Drive	Open	None
1639	70 LeMay Drive	Open	None
1670	1 Balloon Road	Sceye	None
1732	1 Snake House Road	RIAC	None
1734	3 Snake House Road	RIAC	None
1770	2 Runway 12/30	CAVU Aerospace	None
1776	4 Runway 12/30	Thurston Woods, RIAC	None

**Appendix F  
Accident Reporting Form**

Date: \_\_\_\_\_ Time Called: \_\_\_\_\_ NOTAM # \_\_\_\_\_

Aircraft Tail # \_\_\_\_\_ Make & Year of Aircraft \_\_\_\_\_

Pilot's Name \_\_\_\_\_

Pilot's Address \_\_\_\_\_

Pilot's License No. \_\_\_\_\_

Time Runway Closed \_\_\_\_\_

Number of Injuries \_\_\_\_\_

Number of Fatalities \_\_\_\_\_

**Note: Give brief description of accident/incident, what happened, description of damage to aircraft. Take pictures if possible. The Fire Department will usually take the pictures. Do not move the aircraft until cleared to do so by the FAA or NTSB, and then assist the FBO who will do the actual moving of the aircraft.**

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Time Runway was re-opened and NOTAM cancelled: \_\_\_\_\_

## Accident Response Plan

### Immediately

#### **Notify: Fire, Police, Rescue**

- Dial 911 – know your exact official address & phone number
- Send people to the scene for first aid and rescue
- Establish a temporary command post at the Director's Office or FBO
- Send a person to the main access road to control and direct incoming traffic

#### **Next**

- Assign person to be spokesperson and emergency service contact
- Assign person to be a contact with family at the scene/home/hospital  
(Note: coordinate actions with law enforcement on scene)
- Assign person to collect information (exact time/weather, name of witnesses, and take photos of scene)

#### **Then**

#### **Notify: Airport Director, Fire, Police, etc.**

- Scott Stark, 575-317-9533
- Scott Massey, 575-910-6471
- Airport Standby, 575-626-1827
- Fire and Police, 911
- FAA FSDO Lubbock, 806-740-3807
- NOTAM (to close airport, runway, taxiway), 1-877-487-6867
- ABQ Center, 505-856-4573
- Be prepared to state the aircraft make, model, N-number, date, time, and location of the accident; number of persons on board and their injuries, nature of accident and local weather conditions. (This is also what you will want to plan to tell the news media – after they find out).

#### **Finally**

- After the NTSB or FAA has released the aircraft, move it to a hangar
- If the aircraft cannot be moved, cover it with some tarps and secure the scene
- Notify the airport's insurance carrier of the accident

## General Accident Information

While no two accidents or incidents are exactly the same, what follows is usually predictable. After an accident or incident things happen in a compressed time period. Some events will occur without direction, while other tasks will require strict supervision.

Some things that you should consider while responding to an emergency situation are:

- **Keep Calm!** Do not be a hero! Let professionals do what they are trained to do
- If you have a military or agricultural aircraft, it may have explosives/chemicals aboard
- Weather conditions change rapidly, record the local weather as soon as possible
- Life Guard is normally requested by rescue personnel, however, it will respond if requested by any trained EMS person
- NTSB Part 380 controls the reporting of accidents and incidents, have it available

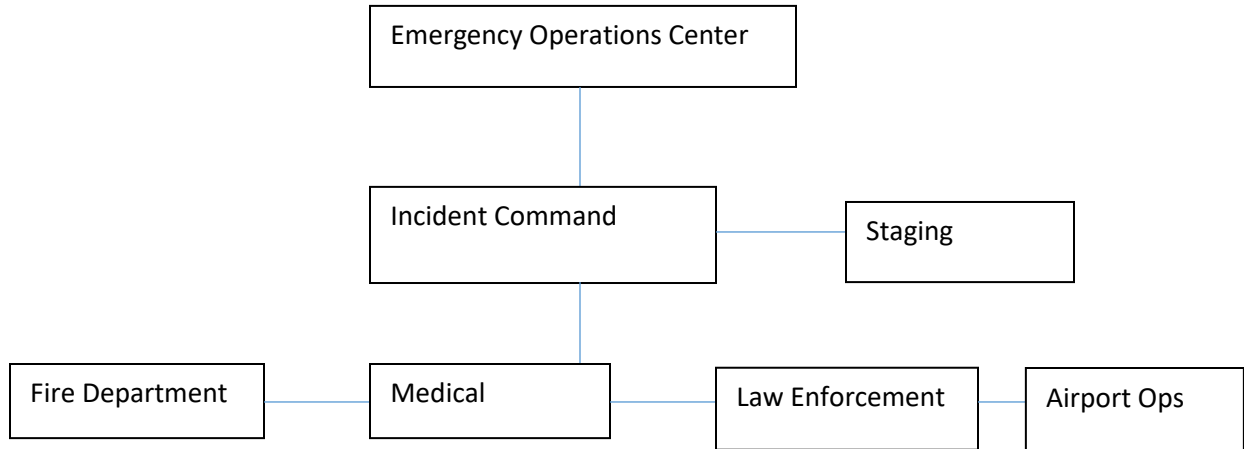
**FULLY** cooperate with all emergency services and investigate entities

- State facts as you know them – **DO NOT SPECULATE!!**
- **Do not** assign a **CAUSE** to the accident

Dealing with the “Press” can be overwhelming

- **Be cautious about what you say to anyone**
- “Off the record” is **NEVER OFF THE RECORD**
- Designate one person to represent the airport to the news media
- If you’re not the “designated spokesperson” **DON’T TALK TO THE MEDIA**
- If you must release information, **USE A PREPARED WRITTEN STATEMENT**
- **DO NOT GIVE NAMES** of the people involved in the accident
- **DO NOT ASSIGN A CAUSE** to the accident, that’s the NTSB’s responsibility
- **DO NOT SPECULATE** on any phase of the accident

**Appendix G**  
**Incident Chain of Command**



**Appendix H**

**Airport Recall Contact List**

Emergency Recall response to an Air Disaster During non-Duty Hours

Scott Stark, Director  
575-317-9533

Scott Massey, Supervisor  
575-910-6471

Steve Christopher Deputy Director  
575-291-9676

Ned Karavdic Airport Security Coordinator  
575-840-3217

**Airport Maintenance Personnel**

J. Monk

575-914-3031

R. Overmeier

575-420-2651

Appendix O-96

**Appendix I**

**Emergency Contact List**

**911**

Roswell Police Department  
575-624-6770

Chaves County Sheriff's Office  
575-624-6500

New Mexico State Police  
575-622-7200

FBI  
575-637-3969

Fire Station #4  
575-624-6814

FAA LUB Flight Service Station  
877-487-6867

FAA FSDO, Lubbock  
806-740-3800  
800-858-4115  
806-789-7891 Cell

Roswell ATCT  
575-347-2800

American Eagle Airlines  
575-347-9952

Office of Emergency Management  
575-624-6740

Department of Energy (Radiological)  
505-845-4154

Army Emerg. Ordinance Div. (bombs)  
915-568-8905

Lovelace Regional Hospital  
575-327-7000

Eastern New Mexico Medical Center  
575-622-8170

Air Center Director  
575-347-5703  
575-317-9533

Air Center Supervisor  
575-347-5703  
575-910-6471

Airport after Hours  
575-626-1827

TSA  
575-347-2227



## Appendix J

### ATCT Contact List

Michael Gregory  
575-347-2801  
575-347-2828 fax

Michaela Wiser  
575-347-2804

Chris Fujishin  
575-347-2803

## Appendix K

### Definitions

There are many different terms which may be specific to emergencies, particularly airport emergencies.

The following is intended to provide information relative to the terminology used in this Advisory Circular.

**Advisory** – Hurricane and storm information is disseminated to the public every six hours. Special Advisory: Information is disseminated when there is significant change in storm-related weather conditions.

**Aftershock** – An earthquake of similar or lesser intensity that follows the main earthquake.

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

**Aircraft Incident** – Any occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect continued safe operation if not corrected. An incident does not result in serious injury to persons or substantial damage to aircraft.

**Aircraft Operator** – A person, organization, or enterprise engaged in or offering to engage in, aircraft operations.

**Airport Operations Area (AOA)** – The area of an airport, including adjacent terrain and facilities and their accesses, where movement takes place and access is controlled.

**Airport Emergency Plan (AEP)** – A concise planning document developed by the airport operator that establishes airport operational procedures and responsibilities during various contingencies.

**Airside** – The movement area of an airport, adjacent terrain, and building or portions thereof, access to which is controlled.

**Alert-1 (minor difficulty)** – This may indicate an aircraft approaching the airport with feathered propeller on multi-engine aircraft, overheated engine, oil leak, air evac departures, etc.

**Alert-2** (major difficulty) – This indicates an aircraft approaching with an engine on fire, faulty gear, low hydraulic pressure, air evac arrivals, etc.

**Alert-3** (accident) – This indicates that an accident is involved in an actual crash on/near the airport or a pilot determines that a crash landing is inevitable.

**Alert-4** (other emergency incidents) – This indicates that an emergency exists other than those listed above.

**American Red Cross (ARC)** – Humanitarian organizations led by volunteers, that provide relief to victims of disasters and help people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

**Common Operating Picture** – Offers an overview of an incident thereby providing incident information enabling the IC/UC and any supporting agencies and organizations to make effective, consistent, and timely decisions.

**Common Terminology** – Normally used words and phrases-avoids the use of different words/phrases for same concepts, consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

**Community** – A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of the county. However, each state defines its own political subdivisions and forms of government.

**Command Post (CP)** – A point where responding agencies are briefed on the situation as they arrive to report and assume control of the individual aspects of the operation.

**Contamination** – The undesirable deposition of a chemical, biological, radiological material on the surface or structures, areas, objects, or people.

**Damage Assessment** – The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as runways, taxiways, navigational aids, control tower, water and sanitation systems, communications networks, utilities, and other infrastructure networks resulting from a man-made or natural disaster.

**Decontamination** – The reduction or removal of a chemical, biological, or radiological material from the surface of structure, area, object, or person.

**Disaster** – An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Advisory Circular, a “large-scale disaster” is one that exceeds the capability of the airport and local communities and requires state, and potentially, federal involvement.

**Earthquake** – A sudden slipping or movement of a portion of the earth’s crust accompanied and followed by a series of vibrations.

**Emergency** – Any occasion or instance—such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, nuclear accident, or any other national or man-made catastrophe—that warrants action to save lives and to protect property, public health, and safety.

**Emergency Alert System (EAS)** – A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, state, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

**Emergency Medical Services (EMS)** – Medical services provided by emergency personnel trained in the administration of medical protocols.

**Emergency Operations Center** – A protected site from which emergency officials coordinate, monitor, and direct emergency response activities during an emergency.

**Emergency Plan** – A document that describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

**Encroachment** – Any man-made obstruction in the floodplain which displaces the natural passage of flood waters.

- This covers individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effect.

**Epicenter** – The place on the earth’s surface directly above the point on the fault where the earthquakes rupture began. Once fault slippage begins, it expands along the fault during the earthquake and can extend hundreds of miles before stopping.

**Evacuation** – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Fault** – The fracture across which displacement has occurred during an earthquake. The slippage may range from less than an inch to more than 10 yards in a severe earthquake.

**First responder awareness level** – This covers individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying proper authorities of the release. Examples of these individuals on the airport might be Operations personnel conducting inspections, security personnel on patrol, air cargo employees.

**First responder operations level** – This covers individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Many ARFF personnel have received this level of training.

**Flood** – A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal water, unusual or rapid accumulation or runoff of surface waters, or mudslides, mudflows caused by accumulation of water.

**Floodplain** – Any land area susceptible to inundation by floodwaters from any source.

**100-Year Flood** – The flood having a one percent chance of being equal or exceeded in magnitude in any given year. Contrary to popular belief, it is not a flood occurring once every 100 years.

**100-Year Floodplain** – The area adjoining a river, stream, or watercourse covered by water in the event of a 100-year flood.

**Floodway** – The channel of a river or watercourse and the adjacent areas that must be reserved in order to discharge the 100-year flood without cumulatively increasing the water surface elevation more than one foot.

**Flood Fringe** – That portion of the floodplain outside the floodway that is inundated by flood waters in which encroachment is permissible.

**Function** – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

**Gale Warning** – Sustained winds of 35-54 mph and strong wave action are expected.

**General Staff** – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

**Ground motion** – Vibration and shaking of the ground during an earthquake caused the most damage to buildings, structures, infrastructure, etc.

**Ground surface fault rupture** – The ground shaking is the result of a rupture of a fault beneath the surface which may result in a surface opening of up to 20 feet.

**Group** – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and resources in the Operation Section.

**Hazard** – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazard Mitigation** – Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**Hazardous Material** – Any substance or material that when involved in an accident and released in sufficient quantities, pose a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**Hazardous Materials Technician/Specialist** – This covers individuals who try to stop the release. This is usually accomplished by members of a local or State-certified Hazardous Materials Response Team.

**Hurricane** – A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or “eye”. Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

**Hurricane Watch** – There is a threat of hurricane conditions within 24-36 hours.

**Hurricane Warning** – A hurricane is expected to strike within 24 hours or less, with sustained winds of 74 mph or more and dangerously high water.

**Identification and Authentication** – Individuals and organizations that access the NIMS information management system and, in particular, those that contribute information to the system (e.g., situation reports), must be properly authenticated and certified for security purposes.

**Incident** – An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Command System (ICS)** – A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control designated incident facilities, and comprehensive resource management.

**Interoperability** – The capability to communicate within and across agencies and jurisdictions via voice, data, or video on demand, in real time. *Joint Information Center (JIC)* – A central point of contact for all news media near the scene of a large-scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating agencies that are collected at the JIC.

**Liquefaction** – The ground temporarily loses its strength and behaves as a viscous fluid (similar to quicksand) rather than a solid.

**Logistics Officer (LO)** – The person responsible provide oversight of logistical support activities.

**Magnitude** – The amount of energy released during an earthquake, which is computed from the Amplitude of the seismic waves. A magnitude of 7.0 on the Richter scale indicates an extremely strong earthquake. Each whole number on the scale represents an increase of about 30 times more energy released than the previous whole number represents. Therefore, an earthquake measuring 6.0 is about 30 times more powerful than one measuring 5.0.

**Mass Care** – The actions that are taken to protect evacuees, and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

**Memorandum of Agreement (AOA)** – A written agreement between parties.

**Mutual Aid** – Reciprocal assistance by emergency services under a predetermined plan

**National Incident Management System (NIMS)** – Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Response Framework** – A comprehensive, national, all-hazards approach to domestic incident response.

**Recovery** – The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems at the airport to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

**Resource Management** – Those actions taken by an organization to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources to that they arrive where and when most needed; and maintain accountability for the resources used.

**Seismic Waves** – Vibrations that travel outward from the earthquake fault at speeds of several miles per second. Although fault slippage directly under a structure can cause considerable damage, the vibrations of seismic waves caused most of the destruction during earthquakes.

**Significant Body of Water** – A body of water or marsh land is significant if the area exceeds one-quarter square mile and cannot be traversed by conventional land rescue vehicles.

**Storm Warning** – Sustained winds of 55-73 mph are expected.

**Staging Area** – A pre-arranged, strategically placed area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

**Standard Operating Procedure (SOP)** – A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement AEPs by detailing and specifying how tasks assigned in the AEP are to be carried out.

**Surcharge** – An increase in flood elevation due to destruction of the floodplain that reduces its conveyance capacity.

**Terrorism** – The use of or threatened use of criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered “terrorism”).

**Tornado** – A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

**Triage** – Sorting and classification of casualties to determine the order of priority for treatment and transportation.

**Tropical Disturbance** – A moving area of thunderstorms is in the tropics.

**Tropical Depression** – An area of low pressure, rotary circulation of clouds and winds up to 38 mph is identified.

**Tropical Storm**: a storm characterized by counterclockwise circulation of clouds and winds 39-73 is brewing.

**Tropical Storm Warning** – Winds in the range of 39 to 73 mph can be expected to affect specific coastal area within 36 hours, and when the storm is not predicted to intensify to hurricane strength.

**Tropical Storm Watch** – Issued when tropical storm conditions may threaten a specific coastal area within 36 hours, and when the storm is not predicted to intensify to hurricane strength.

**Tsunamis** – Tsunamis are ocean waves produced by an underwater earthquake. These waves can reach 80 feet and can devastate coastal cities and low-lying areas.

**Warning** – The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g. severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

**Watch** – Indication by the National Weather Service that, in a defined area, conditions are favorable for the specified type of severe weather (e.g. flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).



## APPENDIX L

### ACRONYMS

ACM.....	Airport Certification Manual
ACP.....	Access Control Point
AEP.....	Airport Emergency Plan
ADA.....	Americans with Disabilities Act
ADFAA.....	Aviation Disaster Family Assistance Act of 1996
AOA.....	Air Operations Area
AC.....	Advisory Circular
ALERT.....	Automated Local Evaluation in Real Time
ALPA.....	Air Line Pilots Association
ARC.....	American Red Cross
ARFF.....	Aircraft Rescue and Fire Fighting
ASP.....	Airport Security Program
ATCT.....	Airport Traffic Control Tower
ATIS.....	Automatic Traffic Information Service
BLS.....	Basic Life Support
CBRNE.....	Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives
CCSO.....	Chaves County Sheriff's Office
CFR.....	Code of Federal Regulations
CISM.....	Critical Incident Stress Management
CRASH PHONE.....	Direct phone line from ATCT to Station #4
DHS.....	Department of Homeland Security
DOD.....	Department of Defense
DOE.....	Department of Energy

DOT.....	Department of Transportation
EAS.....	Emergency Alert System
EMO.....	Emergency Management Office
EMS.....	Emergency Medical Services
EMT.....	Emergency Medical Technician
EOC.....	Emergency Operating Center
EOD.....	Explosive Ordnance Team
EPI.....	Emergency Public Information
ENMU-R.....	Eastern New Mexico University-Roswell
ERM.....	Emergency Response Manager
FAA.....	Federal Aviation Administration
FBI.....	Federal Bureau of Investigation
FBO.....	Fixed Base Operator
FEMA.....	Federal Emergency Management Agency
GIS.....	Geographic Information System
HAZ-MAT.....	Hazardous Material
IAP.....	Incident Accident Plan
IAW.....	In Accordance With
IATA.....	International Air Transport Association
IC.....	Incident Commander
ICP.....	Incident Command Post
ICS.....	Incident Command System
ICAO.....	International Civil Aviation Organization
IFE.....	In-Flight Emergency
JIC.....	Joint Information Center
LEPC.....	Local Emergency Planning Commission
MEOC.....	Mobile Emergency Operations Center
MICP.....	Mobile Incident Command Post
MOU.....	Memorandum of Understanding
MSDA.....	Material Safety Data Sheet
NDMS.....	National Disaster Medical System
NFPA.....	National Fire Protection Association
NIMS.....	National Incident Management System
NMSP.....	New Mexico State Police
NOAA.....	National Oceanic and Atmospheric Administration
NFIP.....	National Flood Insurance Program
NOTAM.....	Notice to Airman
NRF.....	National Response Framework
NRP.....	National Response Plan
NRT.....	National Response Team
NTSB.....	National Transportation Safety Board
NWS.....	National Weather Service
OEM.....	Office of Emergency Management
OSHA.....	Occupational Safety and Health Administration

PHD.....Public Health Department  
PIO.....Public Information Officer  
PVRCC.....Pecos Valley Regional Communication Center  
RFD.....Roswell Fire Department  
RIAC.....Roswell International Air Center  
ROW.....Roswell  
ROW AEP.....Roswell Airport Emergency Plan  
RPD.....Roswell Police Department  
SOP.....Standard Operating Procedure  
SRE.....Snow Removal Equipment Building  
START.....Simple Triage and Rapid Treatment  
TSA.....Transportation Security Administration  
UC.....Unified Command