



Buchanan Field Airport (CCR) Airport Emergency Plan (AEP)

Plan Administrator:
Airport Operations
Buchanan Field Airport
Concord, CA

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PROMULGATION DOCUMENT

This document constitutes the Airport Emergency Plan (AEP) for Buchanan Field Airport (CCR) and provides guidance to airport management personnel, tenants, and Airport mutual aid partners on procedures for emergency actions. It documents both the roles and responsibilities for all parties discussed herein to perform their assigned tasks.

The AEP consists of sections that may be changed or updated as necessary. It is recognized that during an emergency not all possible conditions can be anticipated. Specific emergencies may require deviations from the AEP provisions. The Airport Manager, Airport Operations Manager or their designee, and the Incident Commander (IC) have the authority to deviate from the provisions of this plan as maybe required to respond to specific incidents as the situation may dictate.

Recipients of this AEP should be committed to the training, exercises, and plan maintenance efforts needed to support this document. It is imperative that all parties discussed herein train personnel in those areas applicable to their functions. In accordance with Federal Aviation Administration (FAA) guidelines, training should be scheduled on a recurring basis and include, where possible, practical, on-the-job experience.

Keith Freitas
Director of Airports
Buchanan Field Airport (CCR)

Record of Distribution

The official copy of the CCR AEP is maintained by the Operations Manager, Buchanan Field Airport. Copies of the AEP, including all revisions and amendments, are distributed to the following:

- Buchanan Field Airport FAA Air Traffic Control Tower, Air Traffic Manager
- Buchanan Field Airport Management
- Contra Costa County Fire Protection District
- Contra Costa County Health Services Department
- Contra Costa County Office of Emergency Services
- Contra Costa County Public Works Department
- County Airport Land Use Commission (ALUC) Staff/Department of Conservation and Development
- FAA Airport Certification Safety Inspector

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Section I

Basic Plan

I-1 INTRODUCTION

Background – Buchanan Field Airport

Buchanan Field Airport (CCR) is a publicly owned general use airport that has a provision for scheduled commuter airline service (14 CFR 39). Buchanan Field is located on a 495 acre site in the unincorporated area of North Central Contra Costa County adjacent to the cities of Concord and Pleasant Hill. The airport has an Air Traffic Control tower with controllers available 15 hours a day (0700-2200), year round seven days a week. There are three instrument approaches to Buchanan Field with the longest runway being 01L/19R at 5001 feet.

Preface

The airport environment is vulnerable to numerous natural hazards and human caused emergencies, both natural and man-made, with potential to threaten the safety and security of its users, employees, and tenants. Although no plan can dictate all response actions to be taken during an emergency, the information included herein will provide a basis for the decisions and actions that are necessary to quickly and effectively respond to an emergency situation. Utilized with education and training of Airport personnel and mutual aid partners, this plan will aid to minimize the loss of life and property should disaster occur. For the purposes of this plan the term incident may be used interchangeably with emergency and disaster.

A. Purpose

The purpose of the Buchanan Field Airport, Airport Emergency Plan (AEP) is to:

- Assign roles and responsibility to organizations and individuals for carrying out specific actions in responding to an emergency.
- Establish lines of authority and organizational relationships that show how all actions should be coordinated.
- Describe how people and property will be protected during emergencies.
- Identify personnel, equipment, facilities, supplies, and other resources that are available within the airport or through agreement with surrounding communities for use during emergency response and recovery operations.
- Cite the plan's legal basis, its objectives, and acknowledge its assumptions.
- Facilitate response and short-term recovery to set the stage for successful long-term recovery.
- The National Incident Management Systems (NIMS) and the State Emergency Management System (SEMS) were used as the foundation of the Buchanan Field Airport (AEP). The document consists of three major components; a) Basic Plan, b) Functional Section, and c) Hazard-Specific Section.

- The Basic Plan provides an overview of the airport’s emergency response organization and its policies.
- The Functional Section describes base response such as Incident Command, Communications, Health and Medical, etc.
- The Hazard-Specific Sections provide additional detailed information applicable to the performance of a particular function in support of a particular hazard.

B. Situation and Assumptions

Situation

a. Buchanan Field Airport (CCR) occupies 495 acres in north central Contra Costa County. The airport is loosely bordered on the west by Interstate Freeway 680, to the north by California Highway 4 to the east Walnut Creek and the Iron Horse Trail. Buchanan Field has four operational runways though are wind/weather dependant. Tie downs are available on the transit line, with hangers and tie downs available for resident aircraft.

b. It is recognized that all possible emergency conditions cannot be anticipated. In emergency situations, the Incident Commander (IC) has the authority to deviate from the provisions of the Plan except when modifications conflict with (FAA) Regulations.

c. As a component of airport personnel and mutual aid partners’ education and training, the steps outlined in this plan will assist to mitigate the loss of life and property during an emergency or disaster. All personnel shall limit their response action, responsibility and authority to their assigned functional areas.

d. All organizations, units, or sections having responsibilities designated in the AEP are required to prepare any detailed operating procedures, checklists, forms, etc., deemed necessary to ensure reliable and rapid response.

e. The Hazards/Incidents addressed in the CCR AEP are:

- Aircraft Incidents and Accidents
 - On airport
 - Off airport
 - Rough terrain
 - Water involved mishaps.
- Fires (other then those fires connected to an aircraft incident)
 - Brush
 - Structural
- Human caused incidents including but not limited to the following:
 - Hazardous Materials
 - Mass Casualty and or Mass Fatality

- Power Outage
- Ship Incident (Marine Ocean Terminals Concord)
- Terrorism
- Natural Hazards including but not limited to the following:
 - Earthquake
 - Severe Weather

f. No one is authorized to make changes to this Plan except Buchanan Airfield Airport Director of Airports, and the Airport Operations Manager. Recommendations for changes to the AEP shall be submitted in writing to Buchanan Field Airport Operations.

g. The safety and security requirements inherent in 14 CFR 39 the airport requires escorts of mutual aid responders to gain access to the airfield. Depending on the scale of the response, this may nominally extend the response time for some mutual aid support.

Assumptions

1. Hazards and incidents will occur.
2. The individuals who have responsibilities in the AEP will be available to execute their assigned responsibilities.
3. The individuals who have responsibilities in the AEP have been adequately trained to execute their assigned responsibilities.
4. During prolonged incidents, individuals who have responsibilities in the AEP will be rotated or scheduled time off to prevent exhaustion.
5. Assistance may be needed and that assistance will be available.
6. The facilities and equipment designated to be used in the AEP will be maintained and in good working order for use when needed.
7. Totally unforeseen events will not prevent response to the hazards cited in the AEP.

C. Operations

Buchanan Field Airport uses both the California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) to facilitate response and recovery of emergencies/disasters.

D. Organization and Assignment of Responsibilities – General

This section describes the general responsibilities of the parties listed. Expanded and more specific command structure and responsibilities are defined through NIMS. The specific type of incident will define other parameters.

1. Aircraft Operators
 - a. Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board.
 - b. Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
2. Air Traffic Control (ATC)/Air Traffic Control Tower (ATCT)
 - a. Will provide information relevant to the emergency. Contact Contra Costa Consolidated Fire Protection District Station 9 and Airport Operations will coordinate with them regarding aircraft incidents/accidents.
 - b. Directs movement of non-support aircraft away from any area on the airport that may be involved in an emergency.
 - c. Directs movement of support aircraft to/from the emergency scene.
 - d. Facilitates response of emergency equipment to/from the emergency scene.
3. Airport Management
 - a. Assumes initial responsibility for overall response and recovery operations, as appropriate.
 - b. Establishes, promulgates, coordinates, maintains, and implements the AEP.
 - c. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant, safety-related information to the aviation users Notice to Airman (NOTAMs).
 - d. Manage and maintain resources necessary for the immediate response and recovery operations.
4. Airport Rescue and Fire Fighting (ARFF)
 - a. Manage and direct the rescue and firefighting operations.
 - b. Assumes incident command until relieved as appropriate during incidents.
 - c. Hazardous Materials incidents; isolate and deny access to anyone not qualified as a hazardous materials Technician or Specialist and properly protected by appropriate Personal Protective Equipment (PPE).

- d. Provide emergency first aid to any and all personnel involved in an incident on the airport during emergency conditions, to include triage, stabilization, first aid and medical care of the injured.
 - e. Coordinate planning, response, and recovery efforts with mutual aid first responders and Airport Operations.
 - f. Coordinates with Emergency Medical Services (EMS) personnel to determine what care has been provided and assist as required within qualifications, until patients are safely transported.
 - g. Coordinate with Hazardous Materials Response Team/s and provide support as required within qualifications.
5. Airport Tenants
- a. Coordinate the use of their available equipment and supplies.
 - b. Coordinate the use of their manpower that may have knowledge of the airport, aircraft, and other technical information.
6. American Red Cross (ARC)
- a. Coordinate and provide support services (passengers and emergency responders) as appropriate. Contra Costa County Operational Area has a Memorandum of Understanding with the American Red Cross Bay Area (ARCBA).
7. Aviation Environmental & Safety
- a. Respond as requested to environmental issues such as fuel spills, animal control issues, hazardous material release, etc.
8. Environmental Agencies – County and State
- a. Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.
9. Federal Aviation Administration (FAA)
- a. Certify and monitor the practices and procedures of the aviation industry.
 - b. Provide investigative services, as necessary.
10. Law Enforcement (Contra Costa County Office of the Sheriff)
- a. Conduct all law enforcement operations.
 - b. Provide security at the airport during emergency conditions.
 - c. Direct traffic control during emergency conditions.

- d. Coordinate law enforcement response of mutual aid agencies during emergency conditions.
 - e. Conduct and coordinate investigations of crimes and vehicle accidents.
 - f. Assume Incident Command as appropriate during law enforcement or criminal incidents.
11. Federal Bureau of Investigation (FBI)
- a. Investigate any alleged or suspected activities that may involve federal criminal offenses, related to but not limited to terrorism, bomb threats and hijacking.
 - b. Assume incident command when appropriate.
12. Walnut Creek Explosive Ordinance Disposal (EOD)
- a. Provide technical support for potential explosive situations.
 - b. If deemed credible, create a plan for mitigating and or removing the explosive threat.
13. Medical Examiner (Contra Costa County Office of the Sheriff Coroner)
- a. Coordinate and provide body identification and other forensic and investigative services.
 - b. Implement Mass Fatality Plan.
14. Local Hospitals
- a. Coordinate the hospital disaster plan with the AEP and community SOPs.
15. Contra Costa County Public Works Department
- a. Manage resources and oversee operations such as: flood control and debris/trash removal, recovery and business continuity during disasters/emergencies.
 - b. Coordinate with private sector utilities, such as electric, gas, sanitation, and water shutdown and service restoration for the airport.
 - c. Manage the requisition process for the use of private sector utilities, supplies, and contractors for emergency operations utilizing preexisting vendor agreements..
 - d. Provide logistical and tactical support during emergencies.

16. Mental Health Agencies
 - a. Provides counseling and referral services for the survivors, relatives, eyewitnesses, and emergency response personnel who may be affected by the emergency.
17. Mutual Aid Agencies
 - a. Coordinate and integrate emergency services into the AEP through mutual aid agreements and SOPs.
18. National Weather Service
 - a. Provide related technical support information in support of emergency response and recovery operations.
 - b. Assist with alert and warning processes, particularly in weather related emergencies.
19. National Transportation Safety Board (NTSB)
 - a. Conduct and control all accident investigations involving civil aircraft and public aircraft other than military or intelligence agency aircraft.
 - b. Integrate as appropriate into the NIMS structure.
20. Public Information/Media –

Director of Airports or their designee will determine who will fill this role during an incident.

 - a. Gather, coordinate, and release factual information.
 - b. Coordinate fact-finding efforts with the airport and follow procedures established by the Incident Commander for dissemination of information.
 - c. Coordinates with Joint Information Center (JIC).
21. Contra Costa County Office of Emergency Services (OES)
 - a. During large incident/disaster at or near the airport, if appropriate for the incident OES will activate the Emergency Operations Center to support the Incident Commander.
 - b. In addition to support to the Incident Commander during an incident or disaster, OES can facilitate and coordinate issues in and around the county involving disruptions to normal county operations.
 - c. Identify potential sources of additional equipment and supplies.

22. Contra Costa County Community Warning System (CWS)
 - a. Provides alert and notification to the communities impacted by an airport or aircraft related incident. in all hazards which could impact the constituents of the county.

E. Administration

1. Services and support will be available for all types of emergencies 24 hours a day, 7 days a week.
2. Each division with responsibilities in the AEP must ensure that the resources needed in any type of emergency are available and in proper working condition.
3. CCR departments with responsibilities in the AEP are responsible for staffing critical positions necessary for the response to, and recovery from, AEP emergencies. Employees who are required to staff critical positions are designated as essential staff and are subject to recall as required by the incident.
4. Financial record keeping and tracking of resources will be performed by the respective departments and reported to the Finance Section in the Emergency Operations Center (EOC).
5. The appropriate ICS forms should be used for all airport incidents. In the event that an incident is declared an Incident of National Significance and qualifies for federal funding assistance, all appropriate NIMS and Federal forms shall be completed to comply with Federal requirements.

F. AEP Review and Exercise Schedule

1. The AEP should be reviewed annually; stakeholders should be contacted to find if there have been any substantial changes in abilities and capabilities for response. Reviews can be as simple as rereading the plan and updating as appropriate or include exercises discussion based to full scale exercises. A letter of update should be submitted to the Airport Operations Manager for any changes made to the AEP.
2. Schedule of Review
 - a. At least once every 12 calendar months, the AEP is reviewed with all of the parties with whom the plan is coordinated to ensure that all parties know their responsibilities and that all of the information in the plan is current. This review may be in the form of a tabletop exercise or functional exercise involving one or more agencies listed in this plan.

b. Telephone Numbers – Telephone numbers listed in the AEP Contact List Annex are reviewed regularly and updated as needed. At a minimum these numbers should be checked and updated annually.

c. Emergency Resources - The resources that are expected to be used in emergencies should be routinely utilized for familiarization and or inspected. The frequency of the inspections depends on OSHA requirements or any other safety organization requirement/recommendation. When not addressed the manufacturers specifications should be used unless the manufacturer's specifications are deemed to liberal. All of this is depends on the type of equipment and/or supplies.

d. Mutual Aid Agreements – Mutual aid agreements with response partners should be reviewed annually and updated as necessary.

3. Exercise Schedule – IAW FAR 139.325, A full-scale exercise will be conducted every third year. This full-scale exercise will be a demonstration of this plan, to Index E requirements, to include a simulated emergency, as it would in an actual aircraft disaster.

G. Authorities and Reference

- . AC 150/5200-31, current edition, Airport Emergency Plan
- . AC 150/5210-7D, Aircraft Rescue and Fire Fighting Communications
- . 49 CFR Part 1542, Airport Security
- . 49 CFR Part 1544, Aircraft Operator Security
- . 49 CFR Part 1548, Indirect Air Carrier Security
- . Federal Family Assistance Plan for Aviation Disasters (Updated December 2008)
- . National Incident Management System (NIMS)
- . California's Standard Emergency Management System (SEMS)
- . National Response Framework (NRF)
- . State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning
- . National Fire Protection Association (NFPA) 424, Airport/Community Emergency Planning

- . ICAO Technical Instructions for the Safe Transport of Dangerous Goods
- . National Response Team, NRT-1, Hazardous Materials Emergency Planning Guide
- . State Regulations and Local Ordinances
- . CCR Policies and Procedures

Appendix I-1-1 – Definitions

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 Management Officials: For purposes of this document, Airport Management refers to the Director of Airports and those individuals with delegated authority in his/her absence. The Director of Airports or delegate may commit resources, determine courses of action, and recall personnel as appropriate.

Airport Security Coordinator (ASC): The person appointed by the Director of Airports to serve as the primary and immediate contact for security related activities and liaison to TSA.

Airport Security Program (ASP): The CCR security program required under 49 CFR 1542 and approved by the TSA.

Airside: The movement and non-movement area of an airport, adjacent terrain, and buildings or portions thereof, access to which is controlled.

Alert I: An aircraft that is known or suspected to have an operational defect that should not normally cause serious difficulty in achieving a safe landing (cracked windshield, faulty gauge, etc.). All units will respond to the pre-designated standby positions.

Alert II: An aircraft that is known or is suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident (aircraft engine out, faulty landing gear, flight control problems, etc.). All units respond to the pre-designated standby positions. Airport Operations will verify with ATCT that the runway will be closed upon aircraft landing. The runway will be returned to service as soon as Airport Operations can verify the alert aircraft and responding vehicles are clear of the runway and the runway is clear of all debris.

Alert III: An aircraft incident/accident/crash is imminent or has already occurred on or in the vicinity of the airport. All designated emergency response units proceed to the scene in accordance with established plans and procedures. ARFF assumes initial Incident Command for Alert IIIs.

American Red Cross (ARC): A humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps 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: A common operating picture (COP) offers a standard overview of an incident, thereby providing incident information that enables the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions. Compiling data from multiple sources and disseminating the collaborative information, a COP ensures that all responding entities have the same understanding and awareness of incident status and information when conducting operations.

Contamination: The undesirable deposition of a chemical, biological, or radiological material on the surface of 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 a structure, area, object, or person.

Disaster: An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in deaths, and/or multiple injuries and severe property damage,.

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

(a) Ground motion: Vibration and shaking of the ground during an earthquake causes the most damage to buildings, structures, infrastructure, etc.

(b) 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.

(c) Liquefaction: In geology, liquefaction refers to the process by which saturated, unconsolidated sediments are transformed into a substance that acts like a liquid.

(d) Aftershock: An earthquake of similar or lesser intensity that follows the main earthquake.

(e) Epicenter: The point where an earthquake or underground explosion originates. For earthquakes the epicenter is the point on the fault where the earthquake ruptures began. Once fault slippage begins, it expands along the fault during the earthquake and can extend hundreds of miles before stopping.

(f) 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.

(g) 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.

(h) 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 cause most of the destruction during earthquakes.

Emergency: An occurrence or incident, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, (floods, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis,) terrorist attacks/threats, civil unrest, wild land and urban fires, hazardous materials release/spills, nuclear/radiological accidents, aircraft accidents, war related disasters, public health, medical emergencies, and other occurrences requiring an emergency response. For the purposes of this plan, emergency may be used interchangeably with incident, disaster, crisis, etc.

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 (EOC): A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response to support an emergency.

EOC Technical Specialist: Individuals assigned from various departments who are responsible for technical, IT, and administrative support to the EOC Manager and other EOC personnel.

Emergency Response 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.

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.

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.

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.

(a) **Floodplain:** Any land area susceptible to inundation by floodwaters from any source.

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

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

(d) **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.

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

(f) **Encroachment:** Any man-made obstruction in the floodplain which displaces the natural passage of flood waters.

(g) **Surcharge:** An increase in flood elevation due to destruction of the floodplain that reduces its conveyance capacity.

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. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.

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.

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 Operations Section.

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.

Hazardous Material (HAZMAT): Any substance or material that when involved in an accident and released in sufficient quantities, poses 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 Specialist: 1910.120(q)(6)(iv) Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, state, local, and other government authorities in regards to site activities. Hazardous materials specialists shall have received at least 24 hours of training.

Hazardous Materials Technician: OSHA 29 CFR 1910.120 (q)(6)(iii) Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch, or otherwise stop the release of the hazardous substance.

Incident Commander (IC): The individual who is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): A location where personnel with direction and control responsibilities working within NIMS determine the strategies to be used to combat the emergency. This will always include an IC and personnel from airport operations and depending on the type of incident could include a representative from fire, law enforcement, and hazardous materials. Representatives from other county/city departments or outside agencies may be included in the ICP as required.

Joint Information Center (JIC): A central point of contact for all news media near the scene of a large-scale disasters where public information officials who represent all participating agencies that are collected at the JIC keep news media representatives informed of activities and events.

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 (MOA): A written agreement between parties.

Memorandum of Understanding (MOU): A memorandum of understanding (MOU or MOU) is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement.

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 (NRF): 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 so that they arrive where and when most needed; and maintain accountability for the resources used.

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 Emergency Management System (SEMS): The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services

Act (ESA) for managing multi-agency and multi-jurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational (OA) Area concept and multi-agency or inter-agency coordination.

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

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.

Tornado: A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counterclockwise 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 classifying casualties to determine the order of priority for treatment and transportation.

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 I-1-2 – Acronyms

AC	Advisory Circular
ACP	Access Control Point
ADA	Americans with Disabilities Act
ADFAA	Aviation Disaster Family Assistance Act of 1996
AEP	Airport Emergency Plan
ALERT	Automated Local Evaluation in Real Time
ALS	Advanced Life Support
AMC	Aircraft Maintenance Coordinator
ARC	American Red Cross
AOA	Air Operations Area
AOC	Airport Operations Center
ARFF.....	Aircraft Rescue and Fire Fighting
ARRL	American Radio Relay League
ASC.....	Airport Security Coordinator
ASP	Airport Security Program
ATCT	Air Traffic Control Tower
BLS	Basic Life Support
CAP	Civil Air Patrol
CBRNE.....	Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives
CHEMTREC	Chemical Transportation Emergency Center
CFR	Code of Federal Regulations

CERCLA.....	Comprehensive Environmental Response, Compensation and Liability Act
CISM	Critical Incident Stress Management
CWS	Community Warning System
DHS.....	Department of Homeland Security
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
EAP	Emergency Action Plan
EAS	Emergency Alert System
EHO	Environmental Health Officer
EMI	Emergency Management Institute
EMS	Emergency Medical Services
ENS	Emergency Notification System
EOC.....	Emergency Operating Center
EOD	Explosive Ordnance Team
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to Know Act
EPIO.....	Emergency Public Information Officer
FAA.....	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FBO	Fixed Base Operator

FEMAFederal Emergency Management Agency

FRCFire Rescue Coordinator

GISGeographic Information System

HAZMATHazardous Material

HMCHealth and Medical Coordinator

IAPIncident Action Plan

IATAInternational Air Transport Association

IC.....Incident Commander

ICPIncident Command Post

ICSIncident Command System

ICAOInternational Civil Aviation Organization

IAW.....In Accordance With

JICJoint Information Center

LECLaw Enforcement Coordinator

LEPCLocal Emergency Planning Commission

MCPMobile Command Post

MNSMass Notification System

MAAMutual Assistance Agreement

MOUMemorandum of Understanding

MSDSMaterial Safety Data Sheet

NDMSNational Disaster Medical System

NFPANational Fire Protection Association

NIMS.....National Incident Management System

NOAANational Oceanic and Atmospheric Administration

NFIPNational Flood Insurance Program

NOTAMNotice to Airman

NRFNational Response Framework

NRPNational Response Plan

NRT.....National Response Team

NTSBNational Transportation Safety Board

NWSNational Weather Service

OSHAOccupational Safety and Health Administration

PIOPublic Information Officer

RACESRadio Amateur Civil Emergency Service

SAFETY ACT.....Supporting Anti-Terrorism by Fostering Effective
Technologies Act of 2002

SARASuperfund Amendments and Reauthorization Act

SERC.....State Emergency Response Commission

SOPStandard Operating Procedure

SSCService Support Contracts

TCPTraffic Control Point

TSATransportation Security Administration

TSOTransportation Security Officer

TOCCTransportation Security Administration Operation
Coordination Center

UPSUninterruptible Power Supply

USCGUnited States Coast Guard

USDAUnited States Department of Agriculture

USGSUnited States Geological Survey

VIPVery Important Persons

Section II

Functional Section

SECTION II-1 COMMAND AND CONTROL (C2)

A. Purpose

This section describes the command and control function during emergency incidents at Buchanan Field Airport. Given the merging of various disciplines, organizations, and agencies who are not accustomed to working together, problems occasionally arise in the overall management of the situation. In addition, to the normal airport response organizations, the local off-airport emergency response agencies and media, there may be a significant number of additional State and Local agencies, and a definite interest and increase in federal agencies such as the NTSB, FAA, FBI, Environmental Protection Agency (EPA). It is essential that all responders have a clear understanding of their roles and responsibilities during each type of emergency. The information in this section addresses direction and control operational activities in an all hazards environment.

B. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government. The airport uses (NIMS) adopted by Contra Costa County in November of 2007 to manage and control emergency response and recovery activities. The purpose of this system is to integrate resources for the purpose of more efficient and effective response for saving lives, protecting property, the environment and restoring airport operations during emergencies/disasters. NIMS provides a modular plug and play system ideal for all-hazard environment because of the flexibility and potential for integration of resources. NIMS includes components to expand the command structure into a unified command as an incident crosses jurisdictions, operational areas or becomes to complex (size, scope, political) for one incident commander.

Incidents that may require ICS activation:

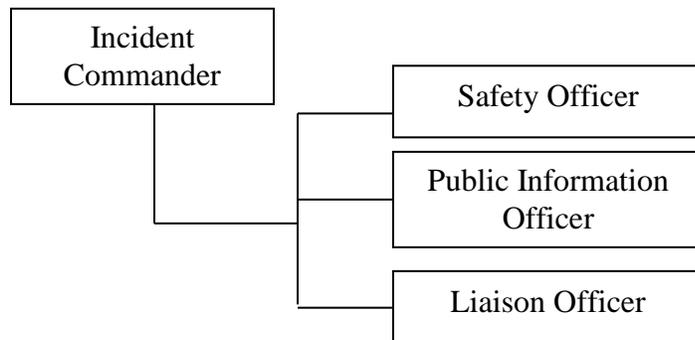
- Aircraft Incident or Accident Alert
 - On Airport
 - Off Airport
 - Aircraft into Rough Terrain
 - Water involved mishap
- Fires (other than those fires connected to an aircraft incident).
 - Brush
 - Structural
- Human Caused Incident

- Hazardous Materials
 - Mass Casualty / Fatality
 - Power Outage
 - Ship Incident (Marine Oceans Terminal Concord)
 - Terrorism
- Natural Disasters to include but not limited to the following:
 - Earthquake
 - Severe Weather
- Other incident(s) as designated by the Director of Airports and or Manager of Operations.

C. Incident Command System

Command Staff

1. As per NIMS, the IC will appoint what position/s deemed necessary for conducting a safe and successful response. Any position not filled in his/her Command Staff and General Staff not filled falls remains with the IC.



- a. Incident Commander – overall responsibility for directing response activities, including: Developing strategies, Managing resources, Planning of overall operations. Incident Commander commands the incident response and is the decision-making final authority. For Buchanan Field Airport, responses will be incident dependant, however, typically fire will be the primary discipline called and will be the Incident Commander. For any criminal based incidents or those involving the roadways law enforcement will assume the IC. At the time of a major disaster or emergency impacting the county

ARFF/Airport Operations may have to assume the IC position for the duration of the incident.

Suggested but not limited to:

Fire

Contra Costa County Fire Protection District

Law

Contra Costa County Office of the Sheriff's
California Highway Patrol

- b. Safety Officer - The Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned personnel. The person who takes this role must understand the importance of safety and be able to assert themselves to stop operations at the first potential for an unsafe situation. ARFF personnel or Airport Operations should be considered for this role since they are familiar with and understand the airport environment.

Suggested but not limited to the following agencies:

ARFF or Airport Operations

- c. Public Information Officer - The Public Information Officer (PIO) serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. For aircraft incidents someone familiar with operations of the airport, aircraft and FAA should fill this role. For fire incidents Contra Costa County Fire Protection District. For criminal acts Contra Costa County Office of the Sheriff and for general emergencies none aircraft related either Public Works or the County's PIO.

Suggested but not limited to:

Aircraft incident

Director of Airports

Fire

Contra Costa County Fire Protection District

Law

Contra Costa County Office of the Sheriff's

General Emergency

Contra Costa County Public Works

Contra Costa County PIO

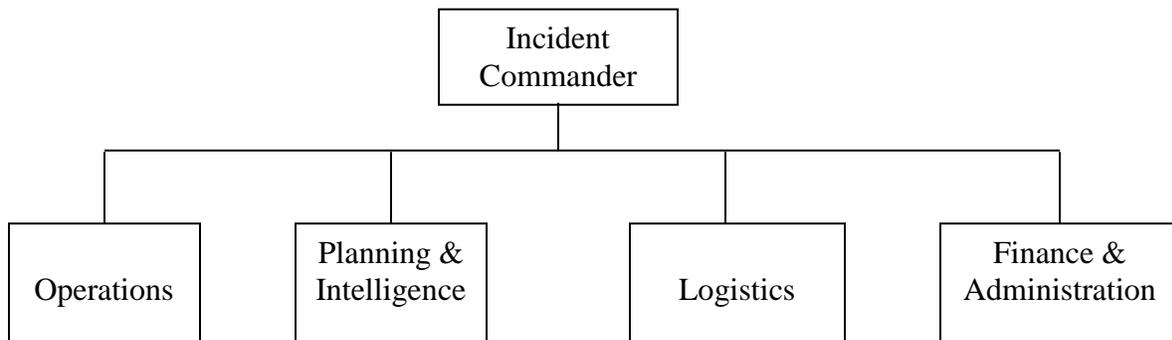
- d. Liaison Officer - A Liaison serves as the primary contact for supporting agencies assisting at an incident. These persons will come from any agency with personnel involved if deemed necessary by the agency or requested by the IC.

Suggestions but not limited to:

American Red Cross
American Medical Response (AMR)
California Highway Patrol
Contra Costa County Fire Protection District
Contra Costa County Health Services Department
EMS
Hazardous Materials
Public Health
Contra Costa County Office of the Sheriff
Coroners
Muir Station
Office of Emergency Services
Contra Costa County Public Works
Concord Police Department
Walnut Creek Police Department, Bomb Squad

2. General Staff

General Staff are the four Sections of ICS (Operations, Planning & Intelligence, Logistics, and Finance) can be five sections if Intelligence is separated into its own section. As with Command Staff any position in the General Staff not appointed by the IC will remain with the IC to fill that role.



- a. Operations – Responsible for the coordinated tactical response of the incident. The Operations Section Chief is responsible for the management of all operations directly applicable to the response. The Operations Section Chief activates and supervises the organization elements in accordance with the Incident Action Plan (IAP) and directs its execution. The Operations Section Chief directs the preparation of Unit operational plans, requests or releases resources, and works to accomplish all tasks delineated by the IAP for the current operational period.

Suggestion:

Incident involving fire:

ARFF/Airport operations

CCCYPD

Incident involving criminal action or roadways:

Law Enforcement

CCC Office of the Sheriff's Office

CHP

Concord Police Department

Infrastructure related

Public Works

- b. Planning & Intelligence - Responsible for ongoing situation assessment, collection, evaluation, dissemination, and use of information on the incident developing, writing the Incident Action Plan (IAP) and incorporating and implementing the goals and objectives of the Incident Commander. Development of incident intelligence information to assist in development of contingency plans.

Suggestion:

This position is a key and tough position to fill

CCCYPD

- c. Logistics – Obtains resources and services needed to manage the incident. This section provides facilities, services and materials, including transportation, fuel, shelter, personal hygiene, food, water, medical attention and personnel.

Suggestion:

Air Operations/ARFF
Public Works

- d. Finance & Administration – Maintains records and documents the history of the response. Projects, tracks and approves expenditures by the Logistics Section and completes a final cost analysis of the response. Documentation of times, events and actions are important to the post incident analysis, insurance reimbursement, criminal prosecution, or in the defense of a civil action.

Suggestion:

Public Works: Someone with a strong financial background and the ability to put and keep things in order.

C. Situation and Assumptions

1. Situation

The Director of Airports has complete authority and responsibility for the airport. When an Incident Commander (IC) has been established and the Incident Command System (ICS) is being used to manage an emergency incident, the Incident Commander has the authority to direct and control the incident until it is resolved.

2. Assumptions

- a. All responding emergency response personnel are trained in NIMS and therefore can work within the ICS structure.
- b. The response agencies will be able to respond and execute their roles during the time of an incident.
- c. The individuals receiving tasking from the IC or his/her staff have the resources and training to perform tasking.
- d. IC will be established by the first qualified emergency responder to arrive on-scene of the incident. The position may be transferred depending on type of incident and experience of follow-on responders. IC may transfer among agencies as the incident evolves, and may evolve into a Unified Command if applicable.

II-2 FUNCTIONAL POSITIONS

A. Airport Operations Manager

- 1) Initiates the activation of the DOC, request activation of the EOC as appropriate.
- 2) Assume the Incident Commander (IC) position until relieved. Oversee operations to ensure appropriate response.
- 3) Once relieved from IC continue to assist response or report to DOC or EOC depending on the nature of the incident.
- 4) Provide overall direction of response operations until an emergency scene is established and a more qualified IC assumes responsibilities.
- 5) Designate a liaison to assist the activation in either the DOC or EOC.
- 6) Directs implementation of protective actions for airport employees, tenants, and visitors.
- 7) Ensure operations are complete and that a proper demobilization takes place.

B. Aircraft Rescue Fire Fighting (ARFF)

- 1) Respond to the incident scene with appropriate personnel and firefighting equipment.
- 2) Establishes an IC and ICP, assigns appropriate personnel to IC staff functions.
- 3) Performs IC duties at the scene of the incident.
- 4) Keep the IC and informed of scene status.
- 5) Manages fire/rescue resources, directs fire operations, conducts necessary rescue operations, and determines the need to evacuate or shelter in place.
- 6) Alert emergency response personnel of the presence of hazards at the scene.

C. Fire

- 1) Respond to the incident scene with appropriate personnel and firefighting equipment.
- 2) Augment ARFF personnel to control incident, rescues and fire response.
- 3) If experience dictates and proper assessment of the scene has taken place assume IC.
- 7) If not yet established assume IC determine location for ICP, assign appropriate personnel to IC staff functions.
- 8) Keep the DOC/EOC informed.
- 9) Manage fire/rescue resources, direct fire operations, conduct necessary rescue operations, and determine the need to evacuate or shelter in place.
- 10) Alert emergency response personnel of the presence of hazards at the scene.

D. Law Enforcement

- 1) Respond to scene/staging area of the incident.
- 2) Criminal activity or traffic related incident assume IC and establishes ICP unless one already in place. Assigns personnel IC Staff functions.
- 3) Perform ICS duties as requested.

- 4) Keeps the IC and EOC informed of scene status.
- 5) Manage law enforcement resources and directs law enforcement operations:
 - a. Traffic control and traffic diversion.
 - b. Evacuation assistance.
 - c. Scene access control.
 - d. Scene security.
 - e. Damage assessment.

1. Security

The Contra Costa County Office of the Sheriff shall provide security as necessary for airport emergencies. The Office of the Sheriff provides regular patrols of the airport and surrounding property. In the event of a significant incident at the airport, deputies would be dispatched to provide security of the facility and or the incident.

E. Public Works

- 1) Respond to incident. Send response teams/personnel, equipment, and vehicles to the scene, staging area, or wherever required.
- 2) As appropriate to the incident assumes IC and establishes ICP unless one already in place. Assigns personnel IC Staff functions.
- 3) Perform ICS duties as requested.
- 4) Keeps the IC and EOC informed of scene status.
- 5) Manage public works resources and direct public works operations:
 - 1) Perform debris collection and removal.
 - 2) Conduct damage assessment activities.
 - 3) Provide emergency generators, fuel, lighting, sanitation facilities for emergency responders.
 - 4) Coordinate with utility companies.

F. Animal Care and Control

- 1) Send a representative to the scene and/or EOC.
- 2) Manage effort to meet animal services:
 - a. Rescue and capture of animals that may have escaped confinement.
 - b. Care of injured, sick and stray: and disposal of dead animals.
 - c. Activate emergency response teams.
 - d. Prepare a resource list of organization that are responsible for providing supplies needed to treat and care for injured and sick animals during large scale emergencies and disasters.

G. Communications

In addition to outside or direct telephone service, communications between airport personnel and the Control Tower shall be via radio on the aircraft ground control frequency. Signal lights may be used for control on the aircraft movement areas. A siren and office terminal alarm controlled by the tower personnel may also be used as an alerting device. Initial contact should be made to Contra Costa County Office of the Sheriff's, Dispatch to deploy all

response capabilities required for any incident at Buchanan Field Airport. Should the incident be fire specific direct contact with Contra Costa County Fire Protection District Station 9 may be the most expeditious way to roll fire assets. Contra Costa County has caches of radios for back up communications between responders. The airport can request their use through Contra Costa County Office of the Sheriff and the Fire Protection District.

1. Communication Coordinator

Supports communications operations for the airport.

H. Medical

Operations at Buchanan Field Airport do not indicate there would be casualties in excess of 40 persons. In a major incident the Contra Costa County Multi-Casualty Incident Plan and Mass Fatality Plan would be implemented to address the incident. Request for Emergency Medical Services (EMS) would be made through Contra Costa County Office of the Sheriff Dispatch. Typically American Medical Response (AMR) will respond to such incidents. CalStar and REACH helicopters may be available for transport of trauma and burn patients. There are numerous medical treatment facilities within a 10 mile radius. This includes John Muir Medical Center, Walnut Creek which is the Operational Areas trauma center and is 4.7 miles by ground transportation from the airport.

1. Health and Medical Coordinator

- a. Respond to EOC
- b. Coordinate health and medical activities of all response organizations involved in providing medical assistance at the scene.
- c. Coordinate and provide Critical Incident Stress Management (CISM) and counseling

I. Public Relations

Bonafide representatives of the news media shall be admitted to the site of the incident, provided it is not a crime scene, and it can be done without hindering the response and or recovery operations of emergency personnel or interference with normal air operations.

Responsibility for news releases concerning a significant Airport emergency shall be that of the Incident Commander or his/her designated Public Information Officer (PIO) or Joint Information Center (JIC). For smaller incident information release will be up to:

1. Fixed Base Operators (FBO) involving an FBO aircraft.
2. Senior Military Officer present or the military branch designated PIO from the aircrafts base of operations. Should the incident involve a nuclear weapon then Department of Energy may also have a designated spokesperson coordinated through the Department of Defense.

3. The Buchanan Field Airport Director of Airports or his/her designee for anything not already covered in the above information.

Public Information Officer

1. Report to EOC.
2. Perform interface with media regarding the emergency.

II-3 Functional Partners for Response

A. Airport:

- ARFF
- Airport Operations
- Control Tower
- Tenets – see list in annex

B. Fire

- Contra Costa County Fire Protection District
- Mutual Aid
 - PetroChemical Mutual Aid Organization (PMAO)

C. Law Enforcement

- Contra Costa County Office of the Sheriff, Muir Station
- California Highway Patrol
- Concord Police Department
- Walnut Creek Police Department Bomb Squad
- Contra Costa County Animal Services

D. Emergency Medical Services

- AMR
- CalStar
- REACH

E. Contra Costa County

- Health Services
 - Hazardous Materials
 - Environmental Health
 - Public Health
- Office of the Sheriff
- Public Works

Section III

Hazard Specific

1. ALERTS

Aircraft Emergencies- Alerts

In responding to an aircraft accident on or near the Airport, emergency services first priority will be the rescue of passengers and crew members aboard operational aircraft, and to insure triage to injured parties. Fires resulting from an aircraft accident shall be prevented when possible and contained or extinguished. Evidence shall be secured for examination by investigatory agencies; mail and cargo shall be protected; and the airport shall be restored to full operations as soon as possible.

Federal Aviation Administration Tower Controller

The FAA Tower Controller shall be notified whenever an actual or potential emergency exists. They may be reached via: their current aviation radio frequencies, their direct landline located in the Director of Airports office, or on the commercial telephone 685-5743 or 685-5744.

The FAA Tower Controller shall then make the initial alert to the Aircraft Rescue and Firefighting (ARFF) Officer. In doing so, the following information should be transmitted where practicable and if time permits:

- Aircraft type
- Nature of emergency
- Quantity of fuel on board
- Runway to be used for landing
- Estimated touchdown time
- Number of occupants
- Presence of hazardous cargo or explosives, including Interstate Commerce Commission (ICC) classification data or symbols
- Location of aircraft if on ground and pertinent direction regarding route to the scene.

This alert shall be transmitted via radio to the ARFF unit, and may be directed to the Director of Airports or Airport Operations via the direct line telephone. If the direct line is not available, the commercial line 646-5722, should be used. If none of these systems work then the office/terminal alarm or siren on the tower may be used to alert on-duty response personnel.

The degree of emergency shall be categorized as:

ALERT 1 (minor difficulty)

ALERT 2 (major difficulty)

ALERT 3 (accident)

The distance from the airport to which ARFF will be dispatched shall be the operational decision of the Emergency Control Officer or ARFF. In general, airport emergency equipment will not leave the airport; however, under the following conditions equipment could be dispatched off the airport:

- Aircraft crash close to airport where emergency airport equipment could be first to respond.
- Access to the scene will facilitate quick return to the airport.
- Possibility of trapped crew members and passengers in aircraft.

Should any aircraft incident get out of control or cannot be controlled with the first response listed in this plan and or if these incidents meet the criteria of other plans then those plans will be utilized in addition to, or response taken on by these plans. Plans referred to are Contra Costa County Emergency Operations Plan (EOP), Mutli-Casualty Incident (MCI), Hazardous Materials, and Operational Area Transportation (DRAFT) and Mass Fatality (check for fire/LE/AMR/public works continuity of business) plan. Other plans that may pertain to response are; The American Red Cross Feel good comfort plan. Regional plans which provide the San Francisco Bay Area with the Strategic overview to manage large incidents: Earthquake, Mass Fatality, Mass Transportation and Evacuation plans. These plans are currently being reviewed by County Staff and have not yet been adopted by the County's governing board, the Board of Supervisors.

A. Aircraft Emergency – ALERT 1

An aircraft approaching the airport is experiencing minor difficulty; e.g., feathered propeller on a multi-engine aircraft, oil leak or faulty landing gear indication (small aircraft) etc... a standby condition which may escalate.

Tower

- 1) Notify ARFF:
 - Aircraft type
 - Nature of emergency
 - Quality of fuel on board
 - Runway to be used for landing
 - Estimated touchdown time
 - Number of souls on board
 - Presence of hazardous cargo, explosives, including ICC classification data, placards and or symbols
 - Location of aircraft if on the ground and pertinent direction regarding route to the scene.
- 2) Notify local aircraft operator or representative, as appropriate.
- 3) If the alert category changes to ALERT 2 or ALERT 3 notify ARFF accordingly.

Aircraft Rescue and Firefighting

- 1) Stand-by in emergency vehicle prepared to move out if alert category changes to ALERT 2 or ALERT 3, or a resultant accident or crash is observed; in which case the change in ALERT category is automatic.
- 2) Establish radio contact with Tower.
- 3) Request Contra Costa County Fire Protection District (CCCFPD) to stand-by if situation is such that additional help might be required.
- 4) Advise all support agencies when alert is secured.

B. Aircraft Emergency – ALERT 2

An aircraft approaching the airport is experiencing major difficulty; e.g., engine fire, faulty landing gear (jet or large propeller aircraft), no hydraulic pressure, etc... Pre-position emergency equipment near runway.

Tower

- 1) Notify ARFF:
 - Aircraft type
 - Nature of emergency
 - Quality of fuel on board
 - Runway to be used for landing
 - Estimated touchdown time
 - Number of souls on board
 - Presence of hazardous cargo, explosives, including ICC classification data, placards and or symbols
 - Location of aircraft if on the ground and pertinent direction regarding route to the scene.
- 2) Notify local aircraft operator or representative, as appropriate.
- 3) If the ALERT category changes to ALERT 3 notify ARFF accordingly.
- 4) Keep ARFF advised on progress of aircraft.

Aircraft Rescue and Firefighting

- 1) Proceed without delay via most expeditious route to stand-by position.
Emergency equipment will not cross or enter runways until radio clearance, or clearance as in a green light, has been received from the Tower. If crash results, the provisions for ALERT 3 action will apply.
- 2) If the seriousness of the alert justifies such action, request CCCFPD to stand-by with additional equipment and keep them advised of the following:
 - a) Magnitude of expected crash; that is single engine, twin engine, light or heavy etc...
 - b) Nature of emergency
 - Quantity of fuel onboard
 - Runway to be used for landing
 - Estimated touchdown time
 - Number of souls
 - Presences of hazardous cargo, explosives, including (ICC) classification data, placards or symbols.
 - Location of aircraft if on ground and pertinent direction regarding route to the scene.
 - Potential need for Sheriff or Emergency Medical Services response.
- 3) Advise all support agencies when alert is secured.

Contra Costa County Fire Protection District (CCCFPD)

- 1) Stand-by with equipment at location designated by ARFF or near the Control Tower if not otherwise directed.
- 2) Initial contact with CCCFPD to be made on Channel 7. Subsequent communications with CCCFPD and apparatus will be made on the assigned incident or tactical channel.
- 3) Proceed to scene when directed by ARFF or through Tower. Do not cross or travel on runways without Tower approval.

Sheriff's Department/Law Enforcement

- 1) Proceed to fire access gate number 2 at the end of John Glenn Drive unless there is a need to control a route of ingress to the airport movement at the entrance or such other points are required.
- 2) Provide traffic control- stop, divert, or otherwise control unauthorized vehicles and spectators so that they don't enter the airport operations area or interfere with the alert operations.

C. Aircraft Emergency ALERT 3

An aircraft has crashed on the airport, aircraft are endangered by fire or explosion, or aircraft involved in a collision.

Tower

- 1) Notify ARFF of the description, nature and location of the emergency. If known also advise number of souls onboard and or if hazardous cargo is onboard.
- 2) Clear all necessary emergency equipment to the scene of the emergency in the most expedient and direct route possible consistent with safety.
- 3) Direct aircraft traffic so as to be clear of all emergency ground traffic and close any or all portions of the airport as requested by the ARFF and lead airport operations specialist.
- 4) Notify Director of Airports and Operations Manager.
- 5) Notify local aircraft operator or representative.
- 6) Notify other persons and agencies as required in the FAA Handbook 7110.3 "Reporting and Handling of Incidents."
- 7) In accordance FAA regulations resume limited or normal airport traffic flow when so advised by the Emergency Control Officer.

Emergency Control Officer

- 1) Supervise and coordinate all activities at the airport crash/emergency site until relieved of certain authority invested in others by Federal, State or local laws. If the crash is outside the legal limits of the Airport, assist until a recognized official arrives and assumes command of the situation.
- 2) In coordination with tower close the airport or runway as appropriate and necessary.

- 3) When emergency is under control, request law enforcement to designate deputy/ies to stand by until the responsibility for preserving the wreckage is assumed by the aircraft operator, National Transportation Safety Board or other legal authority.
- 4) Authorize, supervise, or direct the removal of the wreckage from the aircraft movement area when released by Federal, State, Local officials, and insurance officials so as to reopen the airport or runway at the earliest practical time.
- 5) Notify appropriate county officials and insurance company handling the airport liability insurances.

Incident Commander (IC)

- 1) Establish or assume control of the incident. Establish Incident Command Post (ICP). If crash occurs between 2200 to 0700 hours, notify Tower Chief or representative.
- 2) Manage and control all operations as the airport crash/emergency site until relieved or incident is completed and federal investigators on-scene to assume control.
- 3) Notify Sheriff's Dispatch, provide details as available. Request transportation for ambulatory accident victims to central receiving area. If potential for or are fatalities notify coroners office.
- 4) If accident occurs in water immediately notify Sheriff's Dispatch with details and request for water rescue. (Dispatch will notify U.S. Coast Guard and Sheriff's Marine Patrol or the Infrastructure Protection Team). Ask dispatch to notify State of California Warning Center (CalEMA), regarding fuel in the water, create spill report.

ARFF

- 1) Immediately respond to emergency site via the most expeditious route using caution when crossing runways or taxiways.
- 2) Establish radio contact with CCCFPD advising them of the nature of the emergency, number of expected casualties, location, and requested type and quantity of emergency equipment for response. Keep CCCFPD advised of any changes in the magnitude of the emergency. Request Emergency Medical Services for transportation of any and all injured victims.
- 3) Respond, rescue triage victims and protect property from fire.
- 4) For aircraft incidents without known nefarious actions, upon arrival of CCCFPD will assume Incident Command for rescue and fire until relieved by federal officials for investigative purposes.

Note: In the event the incident begins to present itself as an intentional act, local law enforcement will assume incident command.

- 5) Assume duties of Emergency Control Officer if he is not on the airport and if no longer required being at the emergency scene.

NOTES:

- A. If the aircraft involved has explosives onboard the aircraft is on fire but the explosives are not on fire, KEEP THEM COOL.

- B. If the explosives are burning or are engulfed in flames, do not attempt to fight the fire. Move a minimum of 1500 feet from the burning explosives and do not attempt to clean up the area as fragments of high explosives may detonate if not handled properly. Clean-up of military aircraft will be accomplished by military teams.

Contra Costa County Fire Protection District (CCCFPD)

1. Respond to airport via fire access gates 1 or 2 and proceed directly to crash scene. Initial contact with CCCFPD to be made on Channel 7. Subsequent communications with CCCFPD and apparatus will be made on the assigned incident or tactical channel.
2. Do not cross or travel on runways without Tower approval.
3. Provide water for ARFF.
- 8) Assist ARFF and or assume Incident Command.

Contra Costa County Office of the Sheriff/Law Enforcement in accordance with Memorandum of Understanding (MOU)

- 1) Respond to airport via fire access gates 1 or 2 and take appropriate action to assist access of other response vehicles to and from the incident site.
- 2) Assign deputy (ies) to the accident scene to create inner security perimeter.
- 3) Secure the crash site from spectators and any other persons not providing emergency rescue, fire, transport or hazardous materials response services.
- 4) Should the incident present itself as an intentional criminal act assume incident command.
- 5) Notify the U.S. Postal Office if U.S. Mail is involved with incident.
- 9) Maintain security of the crash site until relieved by Military Officials, the FAA, NTSB, aircraft owner/operator or airline personnel once officially and properly identified

Contra Costa County Office of the Sheriff, Dispatch

- 1) In compliance with the Sheriff's Office Notification Guide (SONG), CCCSO will dispatch first responders to the scene.
 - a. Fire
 - b. Medical
 - c. Law
- 2) Provide for and fill Incident Commanders requests.
- 3) Keep the resources and incident going until complete.
- 4) Call FAA

Emergency Medical Services (EMS), Response and Transport

AMR is the primary provider for victim transport; however, should the patient need trauma care or burn unit treatment CalStar and REACH may be the provider. Initial triage may be performed by the first fire units on scene.

- 1). Triage all persons involved in the incident.
- 2). Stabilize persons, package for transport and transport.
- 3). Monitor and assist responders.

Contra Costa County Health Department Hazardous Materials

- 1) Respond to incident
- 2) Report to IC
- 3) Provide initial scene assessment by hazardous materials team leader or designee.
- 4) Provide air monitoring.
- 5) Keep IC apprised of Hazardous Materials situation.
- 6) Determine unknown materials.
- 7) Mitigate Hazardous Materials release/spill render area safe.
- 8) Oversee decontamination of all persons, equipment, and property that require decontamination during an incident.

American Red Cross (ARC)

- 1) Provide refreshment to first responders (may be provided via canteen service).
- 2) Provide assistance to displaced persons (care and shelter to address immediate needs).

Aircraft Fatalities

- 1) After aircraft accidents that include fatalities ARC Disaster Mental Health (DMH) may support families by providing case workers.

Aircraft Operator (preservation and/or removal of wreckage)

- 1) The operator (person who causes or authorized the operation of an aircraft, such as the owner, lease of bailee of an aircraft) of a civil aircraft is responsible for preserving to the extent possible any wreckage, cargo and mail aboard the aircraft, and all records involved in an accident.
- 2) Prior to the time the NTSB, or its authorized representative, takes custody of aircraft wreckage, mail, or cargo, such may be disturbed or moved only to the extent necessary to:
 - A. Remove persons injured or trapped.
 - B. Protect the wreckage from further damage.
 - C. Protect the public from injury.
 - D. Protect the environment

- 3) Where it is necessary to disturb or move aircraft wreckage, mail, or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the accident locale including original position and condition of the wreckage and any significant impact marks.
- 4) The aircraft operator or owner shall be responsible for removal of aircraft wreckage. These arrangements shall be coordinated with the Emergency Control Officer.
- 5) In the event the operator is incapacitated or refuse to move the wreckage, the Emergency Control Officer shall arrange for its removal at owners/operators expense.

National Transportation Safety Board (NTSB)

- 1) Only authorized personnel of the NTSB, (or FAA in house accidents which the Board has requested the FAA to investigate), shall be permitted access to civil aircraft wreckage, records, mail or cargo.
- 2) An authorized representative of the NTSB, or FAA in cases stated above, shall release custody of civil aircraft wreckage, records, mail, and cargo when it is determined that the NTSB has completed their investigation.

Military

- 1) Military authorities will have complete custody of military aircraft involved in an accident as soon as they arrive at the scene.

U.S. Post Office

- 1) U.S. Post Office representative will assume the custody of all U.S. mail as soon as its removal is authorized by the NTSB.

Media (Press, Radio, and Television)

- 1) In compliance with (*Cal. Penal Code § 409.5*) media representatives may be admitted to the scene of a civil aircraft accident at the discretion of the Emergency Control Officer. In the case of a military aircraft accident, they shall not be permitted to the scene but should be referred to the military authorities.
- 2) Photographs of civil aircraft may be permitted by the Emergency Control Officer with the restriction that none of the wreckage or bodies shall be altered or otherwise disturbed for this purpose.

*California statute delineates that law enforcement are not to prevent journalists from entering areas at disaster scenes that are closed to the general public. Although law enforcement can bar the general public from the scenes to protect public health and safety, they can only deny media access if the disaster may have been the result of a crime and police need to seal the area off to protect evidence. (*Cal. Penal Code § 409.5*)

2. Airport Fire Other than an Occupied Operational Aircraft (Structural, Grass)

A fire involving a structure (hangers, businesses etc) on the airport or infield/apron fire or one that results from anything burning other than an Operational Occupied aircraft.

Initial Alarm

Anyone observing a fire on the airport should promptly notify 9-1-1, CCCFPD, Director of Airports, and the Control Tower by telephone, radio, or any other means of communications available.

Tower

- 1) Ensure that ARFF has been notified if airport emergency equipment is not currently responding.
- 2) Control taxiing aircraft so as not to interfere with emergency equipment proceeding to or fighting a fire.
- 3) Tower personnel should assist to the degree that personnel and workload permit to notify 911, CCCFPD, and the Director of Airports.

ARFF

Notify CCCFPD and AMR if they have not already been notified.

- 1) Respond to incident. Aircraft operations take precedence, so be prepared to withdraw from other fires in the event of an aircraft emergency. First priority is always life safety and life rescue. In a major fire other than "Operational Occupied Aircraft" occurs, establish defensive fire fighting to prevent the spread of the fire to other assets.
- 2) Upon the arrival of CCCFPD; after initial brief, allow appropriate CCCFPD to assume the Incident Command and turn the incident over to the new Incident Commander. Continue to assist as advised and assume whatever position IC directs as long as personnel qualifications and training match the requested assignment.
- 3) Where possible, move or direct the removal of any aircraft that are endangered.
- 4) Once the fires are out and the incident is stable work with CCCFPD to determine any further actions.

CCCFPD

- 1) Assume Incident Command, manage the incident until fire is out and scene is stabilized.
- 2) Once fire is out and the scene is stable, with airport personnel assess the incident to determine what further actions may need to be taken.

3. Man Made Incidents

The below listed activities are for immediate actions in the event of a significant incident on or near the airport. Long term response and recovery will be addressed by

Contra Costa County “Emergency Operations Plan” (EOP) and or other county/regional plans.

A. Communications Systems Failure

Should a natural or man made catastrophic incident take place that disrupts all standard forms of technical based communications (typically electronically driven) then the airport will resort to radios. If radios are also knocked out, the airport will resort to messengers and line of sight visuals as best practical.

Tower

Towers primary method of communications is with radios though the console is using a power source.

- 1) Check power source and circuits. The back up generator should start and provide power to the tower. If power is still on and conventional methods of communications still don't work, prepare and test the mobile radio unit. Consider light and signal devices to notify Airport Operations and ARFF.
- 2) Make notification to Airport Operations if conventional method of communicating land line and radios don't work find someone who can act as a messenger to find if communications is only down in the tower. If it is airport wide or beyond utilize lights and signals as necessary. If the tower is the only site down request a van be brought to the base of the tower with lights and signaling devices and radios. Ensure that positive communications (radios, lights, and signals) can be made and maintained with Aircraft, Airport Operations and ARFF.

Emergency Control Officer

- 1) Provide vehicle with radio and lights and signaling device to the base of the tower.
- 2) Conduct a radio check with the Tower and ARFF. Notify Director of Airports. If the check proves to be negative continue making tests.
- 3) By most expedient manner notify:
 - Director of Airports
 - Contra Costa County Public Works Director
 - Office of the Sheriff Dispatch

Messengers may be required if radios do not come back up. Contact Contra Costa County Office of the Sheriff Volunteer Services to assist by providing messengers for essential positions.

ARFF

- 1) Move Rescue Truck and stage at the active runway.
- 2) Check in with tower and test methods of communications.

If this incident impacts a large area of the county, multiple cities long duration or other extenuating circumstances it is likely that the Contra Costa County EOC will be activated and the response will follow the County's Emergency Operations (EOP).

B. Criminal and or Terrorist Incidents

An incident of this type could initially appear to be an accidental incident. Initial response by first responders will be consistent with existing protocol and procedures with the immediate goal of life safety. When an incident is determined to be an intentional criminal or terrorist act law enforcement will become the lead agency (IC) with support from first responders such as; ARFF, CCCFPD, and EMS. In addition, the area involved will need to be secured as a crime scene. Should an incident immediately present itself as a criminal act, law enforcement will be the primary responder from the beginning and other responders (ARFF, Firefighters, and EMS) response may be delayed until the scene can be made safe by law enforcement.

Tower

*Note if you have aircraft on final and or in the pattern wave off and or divert to other airports immediately, then do the following:

- 1) Notify:
 - Contra Costa County Office of the Sheriff Dispatch
 - Director of Airports
 - Airport Operations
 - ARFF
- 2) Ensure tower is secure
- 3) Divert Aircraft to other airports
- 4) Provide assistance to Law Enforcement

Emergency Control Officer

- 1) Assess situation if it won't put you in harms way.
- 2) Without endangering yourself meet Law Enforcement and provide situational awareness.
- 3) Assist Law Enforcement as requested without endangering yourself.

ARFF

- 1) If not already on scene, be discreet and be prepared to respond to an incident on the airport if safe.
- 2) Without putting yourselves in harms way, be prepared to assist Law Enforcement as requested.

After the above responses these incidents will be run utilizing the Office of the Sheriff Standard Operating Procedures then transition to the protocols for the type of incident they are faced with. Should another Law Enforcement agency be first on scene those SOP's and protocols will be followed by the members of that agency until relieved.

C. Hazardous Materials Incident

Hazardous materials release either accidental or intentional from a facility, rail car, pipeline(s) or by vehicles hauling hazardous materials can put Contra Costa County at risk. If this incident occurs downwind of Buchanan Field Airport it has

the potential of having a significant impact on airport operations. For this reason it is important to follow airport procedures for hazardous materials. Any Hazardous Materials incident that lasts much beyond the immediate actions addressed here will be addressed in the Contra Costa County Hazardous Materials Plan.

Tower

- 1) Notify 911, or Sheriff's Dispatch, Airport Operations Specialists and pilots of potential for hazardous environment.
- 2) Secure heating, ventilation, and air-conditioning (HVAC) to the tower from outside sources.
- 3) Notify pilots in the pattern or on approach to land elsewhere.

Emergency Control Officer

- 1) Notify fixed base operators, Director of the Airports, all tenants to go in doors and shelter-in-place. Close all windows and doors and secure their HVAC systems from any outside air. Monitor the local radio (KCBS) or television station for updates.
- 2) Advise Contra Costa County OES.

ARFF

- 1) Shelter in place
- 2) May be necessary to make notifications on airport property.

Hazardous Materials Release on the Airport Premises

A major fuel spill, aircraft carrying hazardous materials or a truck carrying hazardous materials has an incident on airport property.

Tower

Upon identifying a spill or release has taken place, begin notifications 911, Contra Costa County Office of the Sheriff Dispatch, ARFF, Director of Airports, Operations Manager. Determine if Tower could be directly impacted by the release/spill and take appropriate actions. If Tower is down wind, secure HVAC and shelter in place.

Emergency Control Officer

- 1) Shelter in Place
- 2) Secure HVAC system
- 3) Notify:
 - Director of Airports
 - ARFF
 - Airport Tenants

ARFF

- 1) Safety – Remain a safe distance from spill/release. Ensure you are upwind, uphill, and upstream of spill/release. Survey the impacted area from a safe distance for personnel who could be potentially involved in the spill/release.
- 2) Isolate – the area, Do not allow anyone not qualified to enter the area.
- 3) Notify – Make appropriate notifications:
 - Contra Costa County Office of the Sheriff Dispatch
 - Director of Airports
 - Airport Operations
 - CCCFPD
- 4) Assume Incident Commander until someone more qualified responds and assumes IC.

Contra Costa County Health Department Hazardous Materials

- 1) Respond to incident
- 2) Report to IC
- 3) Provide initial scene assessment by hazardous materials team leader or designee.
- 4) Provide air monitoring.
- 5) Keep IC apprised of Hazardous Materials situation.
- 6) Determine unknown materials.
- 7) Mitigate Hazardous Materials release/spill render area safe.
- 8) Oversee decontamination of any and all persons and things that require decontamination during an incident.
- 9) Report spill to the State.

D. Multi-Casualty Incident

A multi-casualty incident is defined as any incident in which emergency medical services resources, such as personnel and equipment, are overwhelmed by the number and severity of casualties. As per Contra Costa County Multi-Casualty Incident plan all first responders will utilize the Simple Triage and Rapid Transport (START) method of triage.

Tower

If it is apparent to tower personnel by sight or logical basis that an incident will have more than 5 persons in need of immediate medical treatment then the tower should notify Sheriff's Dispatch and request Emergency Medical Transportation Assets (AMR) along with CCCFPD and other responders depending on the incident.

Emergency Control Officer

- 1) Notify:
 - Director of Airports

Director of Public Works
Contra Costa County Office of Emergency Services (OES)

ARFF

- 1) Respond to initial incident.
- 2) Provide brief to CCCFPD.
- 3) Assist CCCFPD with response and life rescue measures.
- 4) Assist with emergency medical measures and packaging if victims are not contaminated.
- 5) Assist AMR as required.

E. Power Failure

If the power grid loses power and the airport goes dark, the back up generator should automatically start to power essential services (Control Tower). If the generator does not auto start in a timely manner it may need manual assistance from airport personnel or servicing from contracted service.

Tower

- 1) Check power source and circuits. The back up generator should start and provide power to the tower.
- 2) Test to ensure radios and lights are operational.
- 3) Prepare and test the mobile radio unit. Request from airport operations to bring an airport vehicle to the base of the tower for use in case a temporary Control Tower is required.

Emergency Control Officer

- 1) Ensure emergency generator is operating. If not manually engage the emergency generator.
- 2) Send NOTAM closing affected runways and/or entire airport as appropriate.
- 3) Obtain portable emergency generator system from County resources or private vendors.
- 4) Attempt to power at one runway.
- 5) Provide vehicle with radio and lights and signaling device to the base of the tower.

ARFF

- 1) If the airport remains open move Rescue Truck and stage at the active runway.

F. Ship Incident (Marine Ocean Terminal Concord)

This refers to a potential repeat of the 1944 magazine explosion or less significant incident. With the number and variety of types of cargo vessels that traverse the Sacramento River, and its close proximity to the airport any of these have the potential of impacting the airport in a negative way if they have an accident. Because of the growth of the area since 1944 the potential impact on neighboring

communities could be enormous and Buchanan Field Airport could very well feel the negative effects of any incident that could occur. Should a chemical release occur as a result of a vessel incident, follow the hazardous materials protocols. Should a major vessel fire or explosion ensue the following are considerations for airport personnel.

Tower

- 1) Notify aircraft in the pattern, those aircraft that are on approach or on final assist them as required to land. Once on the ground notify them of the incident and expedite safe transition and shut down to get them off the tarmac.
- 2) Notify those aircraft preparing to take-off and or taxiing for take off. Instruct them away from the airspace above or near the incident.
- 3) Notify Airport Operations.

Emergency Control Officer

- 1) Notify:
 - Director of Airports
 - Airport Operations Manager
 - Control Tower
 - ARFF
- 2) If an explosion is apparent because you are hearing it from the airport, after a 10 minute stand down have the tower close the active runway while a Foreign Object Damage (FOD) search takes place.
- 3) Notify Tower once active runway is completed.
- 4) Begin FOD search on in-active runways, taxi ways and aprons.
- 5) Report to Tower once the FOD search is complete.
- 6) Contact Director of Airports and make FOD report.

ARFF

- 1) Stay alert and look for smoke that could obstruct pilots vision and report this to the tower.
- 2) If an explosion is apparent because you are hearing it from the airport, consciously look for debris falling from the sky.
- 3) Assist with FOD search.

4. Natural Disaster

The below listed activities are for immediate actions in the event of a significant incident. Long term response and recovery will be addressed by the Contra Costa County Emergency Operations Plan and or Bay Area Regional Plans that directly apply.

A. Earthquake

Any earthquake causing significant damage to Airport Infrastructure (cracks, gapes or buckled runways, negative impact to tower, staff offices or ARFF facilities).

Tower

- 1) Evacuate from the glassed in area of the tower. Do not leave the actual structure of the tower until movement stops and relative assurance that personnel will not be impacted by potential broken glass. Then move away from the actual structure, away from anything that can fall or be a hazard to personnel.
- 2) Control aircraft from mobile radio unit. An airport vehicle will be provided by the airport as soon as safely possible, a safe distance from the base of the tower.
- 3) Alert all moving aircraft of possible damage to runways and taxiways.
- 4) Close all runways and/or taxiways that have or are suspected to have damage.

Emergency Control Officer

- 1) Notify Director of Airports if possible.
- 2) Thoroughly inspect runways, taxiways and the control tower. Advise the tower which areas of the airport are not deemed safe to use and should be closed or kept closed.
- 3) Move available airport vehicle with operable radio to a point near the control tower to be used by tower staff as a portable tower until the control tower is deemed safe to occupy.
- 4) Advise the Public Works Department Operations Center (DOC) or County Office of Emergency Services (OES) Emergency Operations Center (EOC) of airport damage and availability.

ARFF

- 1) Be prepared to fight fires or assist personnel on the airport with first aid. "Operational, Occupied Aircraft" take precedent over other potential emergency operations on the airport. Only attempt fighting fires for preservation of life and or to mitigate what could become a catastrophic incident with the potential for impacting numerous other lives.
- 2) Should CCCFPD be available to assist at the airport, provide incident briefing and allow them to assume Incident Command.

If the airport is experiencing damage, more then likely so will the surrounding area and CCCFPD and other first responders will not be available to assist ARFF.

B. Severe Weather

Severe weather refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. Types of severe weather phenomena vary, depending on the latitude, altitude, topography, and atmospheric conditions. High winds, hail, and excessive precipitation. Severe weather is caused by thunderstorms, downbursts, lightning and tornadoes.

Tower

- 1) Notify Airport Operations of any “significant Meteorological Conditions” (SIGMET).
- 2) If a weather cell enters the airports landing pattern direct aircraft to safer airspace.
- 3) Hold all aircraft running up for take-off until the weather cell passes.

Emergency Control Officer

- 1) Notify fixed base operators, Director of Airports, and if time permits, all tenants if wind is expected to exceed 60 knots.
- 2) Insure all aircraft are securely tied down.
- 3) Secure all windows and doors in county facilities.
- 4) Keep Contra Costa County Office of Emergency Services advised of conditions at Buchanan Field Airport.
- 5) Once weather cell passes the airport do rounds of the airport.
- 6) Report any damage to runways, taxi ways and aprons to the Tower.
- 7) Report any and all damage to the Director of Airports and the Airport Operations Manager

ARFF

- 1) Give precedence to aircraft operations until such time as air operations are no longer practicable due to the storm. Respond to any incident or injury on the airport. (Occupied active aircraft are always the number one priority)
- 2) Be prepared to respond to other incidents around the airport that may have occurred due to severe weather after aircraft incidents have been addressed.
- 3) Assist Emergency Control Officer with damage assessment.