To comply with CFR 14 Part 139.325

Craig Williams
Airport Director
Promulgation Page

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

_____________________________ Date: ________

Craig Williams
Airport Director
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The following representatives have reviewed this document:

Name: __________________________ Title: __________________________

Signature: ______________________ Date: ______ Department: ______________

Name: __________________________ Title: __________________________

Signature: ______________________ Date: ______ Department: ______________
Record of Changes
Section I. AEP Basic Plan

1.1 Introduction

Within the whole scope of comprehensive emergency management, a need exists for a plan to specifically handle response and initial recovery from incidents and accidents that occur on or around the airfield. This Airport Emergency Plan (AEP) is to focus primarily on those topics; response and initial recovery. This implies other planning will handle any mitigation, administrative, and long-term recovery issues associated with an emergency.

1.2 Purpose

The specific goals of this document are to:

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

Yuma International Airport, being certificated under 14 CFR Part 139, intends to follow the recommendations set forth by AC 150/5200-31C to the maximum extent practicable. This document contains the recommended information and will be updated as required when deficiencies are identified during drills, exercises, actual responses, plan reviews, etc., to more efficiently manage responses to incidents/emergencies.

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

1) Basic Plan
2) Functional Sections or Annexes
3) Hazard-specific Sections
4) Standard Operating Procedures (SOPs) and Checklists

This approach avoids duplication of the planning effort for every hazard, and for every task, by dividing the AEP into four levels (Basic Plan, Functional Annexes, Hazard-specific Sections, and SOPs). It provides an easy-to-use mechanism for organizing all pertinent information. This format serves in all-hazard situations, even unanticipated ones, by organizing the AEP around
performance of “generic” functions. It also permits emphasis on hazards that pose the greatest risk to an airport and surrounding communities, through use of Hazard-Specific Sections.

The Basic Plan provides an overview of the airport’s emergency response organization and its policies. It is an overall sequence and scope of the planned emergency response. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part §139.325 with a minimal amount of detailed information. The details are contained in the Hazard-Specific Sections, Standard Operating Procedures and Checklists found later in this document. Another important purpose of the Basic Plan portion of the AEP is to meet the informational needs of the airport’s executive body and other agency heads. It serves as a mechanism for outlining what hazards this AEP addresses without getting bogged down in detail.

1.3 Citation of Legal Authority for Emergency Operations

Yuma International Airport (the Airport) is under the Yuma County Airport Authority (YCAA) which is an independent public entity under Arizona Law. The Airport Emergency Plan (AEP) is founded on a spectrum of ordinances and statues and is promulgated by the Airport Director. The Airport will provide or request aid from other agencies or facilities. The Airport is listed as having assisting responsibilities for three emergency support functions; transportation, resource support, and public information.

1.4 Assumptions & Situations Included in the AEP

The following assumptions and statements are to be considered for this document:

- Yuma International Airport does not own any emergency vehicles. The Airport has limited capability to provide support in any emergency situation affecting the Airport.
- The main goal of the Airport is to provide expertise to responding agencies, such as Marine Corps Air Station (MCAS) Yuma, the City of Yuma or other responders, and to act as a conduit of information to the public.
- Natural and accidental events will occur within Yuma County and around the airport that create emergency situations and pose the potential damage to property and loss of life that could reach disastrous proportions.
- The threat of Terrorism and the use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
- There will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response and response times may be delayed in proportion to the number of decisions required.
- A properly designed and implemented Airport Emergency Plan will provide procedures to help minimize loss of life, minimize illness and injury, and preserve property and community integrity.
- Provisions of Homeland Security Statutes and regulations will govern certain response activities. The recovery of losses and costs from Federal resources will require specific preparations and compliance with specific regulations.
The Airport Emergency Plan will be in operation during and after any disaster affecting the airport or surrounding community.

The Airport will normally exercise a supporting role to the Incident Command Center operated by MCAS Yuma in the management of a major disaster or multi-jurisdictional emergency. The Airport will not knowingly develop or endorse conflicting policies or procedures.

The demand by the public for information will be very high and accentuated in certain types of disasters. The management of public reaction will require the distribution of needed information.

Certain emergency support functions will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.

The MCAS Yuma Incident Command System will normally facilitate communication, resource management, and real-time planning of response actions in the complex jurisdiction environment of the Yuma County Airport Authority and Yuma International Airport.

Airport employees with assigned functions will perform their duties to the best of their ability. Provisions may be made for employees to address family needs in the event of conflicting priorities. In such a circumstance the airport will make all reasonable efforts to assign other qualified personnel to carry out those duties during an emergency situation.

Helicopter operations are common at the airport.

FAA guidelines and relationships established with MCAS Yuma for air traffic control will be followed to the maximum extent practicable when responding to disasters or emergency situations.

Critical operating capacities of the airport will be evaluated for operational effectiveness after an event such as the condition of the runway, communications, power, etc.

Yuma International Airport has four runways and is therefore expected to remain functional to some degree during most emergency situations. It is likely that the airport's operational capacities will be reduced during these periods but will retain some capacity to accommodate the movement of personnel and material into the county.

The airport has two access points into the public terminal area that are geographically close together. Nevertheless, for planning purposes it is reasonable to assume that one of the major access points will remain operable and passable to allow access to the facility.

Air traffic control, fueling, maintenance and other normal airport operations are expected to continue at reduced levels during emergency situations.

Adequate security safeguards will be requested to protect airport assets from intentional or accidental compromise.

The areas covered by this plan and threats that are likely to arise are as follows:

- Aircraft Accidents
- Off-Airport Aircraft Accidents/Incidents
- Bomb Incidents – Aircraft
- Bomb Incidents – Other than Aircraft
- Hijacking
- Natural Disasters
- Structural Fires
- Fuel Farm Fires
- Power Failure for Movement Area Lighting
- Radiological Materials Incidents
- Hazardous Material Spills
- Sabotage
- Crowd Control
- Removal of Disabled Aircraft

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

### 1.5 General Concept of Emergency Operations

Yuma International Airport is owned and operated by the Yuma County Airport Authority. Funding for the Airport comes from the airport’s users and not the general revenue tax dollars. Commercial flights are offered through the airport.

In order to perform the above tasks, the Director has organized Yuma International Airport into a flat organization:

![Organizational Chart]

In an emergency situation, the following diagram depicts the organizational structure of the airport. Airport staff will provide support to MCAS Yuma emergency responders, firefighters or medical providers.
**The airport will respond to requests for information or support from the Incident Commander via the Airport Field Rep. While on the scene with the Incident Commander the Airport Field Rep will report to the Airport EOC Director.**

### 1.5.1 Types of Alerts

General response procedures and actions for implementation of the AEP at Yuma International are as follows:

- **ALERT I**: Any incident involving an aircraft in flight that may result in an emergency on landing or crash.

- **ALERT II**: Any incident involving an aircraft that has impacted the ground or any other structure, or impact with another object while in flight.

- Other: Bomb, hijack, or other related incident/emergency information.

### 1.5.2 Implementation of the AEP during routine weekday business hours

In the event of a disaster, the Airport Director, Airport Operations Manager, Maintenance Manager, or the Director’s designee shall have the authority to initiate the AEP, either in its entirety or in a portion determined to be sufficient to handle the situation at hand.

### 1.5.3 Implementation of the AEP during non-business hours

During non-business hours, it shall be the responsibility of the Airport personnel on duty to declare a disaster and to initiate the AEP after they have consulted with the Airport Director, Airport Operations Manager, or Maintenance Manager.
Based on the specific disaster and associated needs, the first Airport Manager on the scene or Airport Operations staff member will begin making notifications to the various departments and agencies that will need to be involved during the emergency response.

All of the agencies responding will be coordinated under the direction of the On-Site Commander. Coordination and cooperation between the agencies and personnel will be continuous until such time as the incident has been terminated. The On-Site Commander may differ depending on the type of emergency.

### 1.6 Agencies Involved in the AEP

The following agencies and personnel can be expected to be contacted for assistance or as a matter of procedure in the event of a disaster occurring at Yuma International Airport. This list does not necessarily include all of those who will be notified and at the same time it may not be necessary to notify all of these in the event of a disaster.

The order in which they are listed is not necessarily the order in which the Airport or IC will make notification. All phone numbers will be contained in this AEP.

- ARFF (MCAS Yuma)
- Yuma Fire Department (YFD)
- Yuma Police Department (YPD)
- Department of Public Safety (DPS)
- Yuma County Sheriff’s Office
- Rural Metro
- Yuma Regional Medical Center
- Airport Personnel
- Air Traffic Control Tower (MCAS Yuma)
- Federal Aviation Administration (FAA)
- National Transportation Safety Board (NTSB)
- US Post Office, if carriage of mail is involved
- Clergy- to comfort injured or deceased
- Drug Enforcement Agency (DEA)
- Arizona Public Services (APS)
- Yuma County Emergency Management Office
- American Red Cross/Red Cross Disaster Team
- Transportation Security Administration
- Federal Bureau of Investigation (FBI)
- Southwest Gas
- Water and Sewer
- Rental Car Agencies
- Airline Representatives
- Homeland Security
In the event of a disaster or aircraft accident occurring at Yuma International Airport, any or all of the above listed personnel/agencies, may be notified to respond to the airport. All responding personnel and agencies will be coordinated under the direction of the On-Site Commander or designee. Coordination and cooperation between all agencies will be continuous until such time that the incident is terminated.

Personnel and agencies noted above and in the Assignment of Responsibilities section of the AEP will be contacted by the Airport no less than once per year to verify and/or amend their response capabilities.

### 1.7 Organizations and Assignment of Responsibilities

#### 1.7.1 Operational Lines of Succession

In the event of an emergency, the Operational Line of Succession for the Airport is as follows:

- Airport Director (Airport 1)
- Operations Director (Ops 1)
- Maintenance Director (Mike 1)
- Airport Operations Supervisor (Ops 2)
- Airport Operations Officers (Ops 3-10)
- Maintenance Personnel (Mike 2-10)

#### 1.7.2 Assignment of Responsibility

Airport emergencies involving aircraft or airside operations will be conducted in accordance with MCAS Yuma ARFF procedures.

The MCAS Yuma Air Traffic Control Tower will notify MCAS Base Operations of the following conditions. MCAS Base Operation will in turn notify YCAA Airport Operations of the following conditions:

- Alert 1
- Alert 2
- Other, such as Bomb, hijack, or other related incident/emergency information

YPD may receive initial notification of hazardous conditions not known to MCAS Tower. Such instances are conveyed to MCAS Base Operations and Airport Operations from YPD. This information will be conveyed to the MCAS Tower by MCAS Base Operations and YCAA Airport Operations. In the event additional fire fighting services are required, MCAS ARFF will notify the Yuma Fire Department through mutual aid agreements.

#### 1.7.3 Communications

Communications between organizations will be via the following:

1. Commercial Telephone.
2. Tower frequency of 119.30
3. Ground Control Frequency of 121.90
4. Other means as required and determined by the Incident Commander.

Location of accidents or emergencies off airport will normally be given street addresses or nearby landmarks.

No vehicle, emergency or otherwise, may enter the aircraft movement area without prior clearance from MCAS Yuma Air Traffic Control. In the event that a non-air traffic control radio equipped vehicle must traverse this area, it will be escorted by a vehicle so equipped, unless the area concerned is closed to air traffic.

Any person needing emergency assistance or having knowledge of an emergency situation should call 911 and report the emergency.

1.7.4 Responsibilities by Organization

The following provides a brief synopsis of the procedures and/or responsibilities of the named organizations during an emergency at Yuma International Airport.

1.7.4.1 Air Carrier(s) / Aircraft Operator(s)
- Provide full details of aircraft related information, as appropriate, to include number of persons, fuel and dangerous goods on board.
- Coordinate transportation, accommodations and other arrangements for uninjured passengers.
- Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies related to their aircraft occurring at the airport.

1.7.4.2 MCAS Yuma Air Traffic Control
- Contact YCAA Airport Operations regarding civil aircraft accidents/incidents and provide them with information relevant to the emergency.
- Provide for safe and expeditious movement of non-support aircraft away from aircraft movement areas on the airport that may be involved in an emergency.
- Provide for safe and expeditious movement of support equipment to the emergency site, when applicable.

1.7.4.3 Airport Authority/Airport Director
- Assume responsibility for overall response and recovery operations of civil aircraft, as appropriate. Responsible for airport facilities and operating surfaces under the jurisdiction of YCAA.
- Establish, promulgate, coordinate, maintain and implement the AEP, to include assignment of responsibilities.
- Gather, coordinate and release factual information to News Media.
- Perform duties in accordance with the air carrier Aviation Disaster Family Assistance Act Plan.

1.7.4.4 Airport Tenants
• Coordinate the use of their available equipment and supplies.
• Coordinate the use of their manpower that may have knowledge of the airport, aircraft and other technical knowledge.

1.7.4.5 Clergy
• Clergy must coordinate with the American Red Cross, NTSB, and air carriers to avoid conflicts or duplication of effort from within these agencies under the Aviation Disaster Family Assistance Act.

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

1.7.4.7 Coroner
• Coordinate and provide body identification and other investigative activities.

1.7.4.8 Federal Aviation Administration (FAA)
• Provide investigative services as needed.

1.7.4.9 Federal Bureau of Investigation (FBI)
• Investigate any alleged or suspected activities that may involve federal criminal offenses.
• Assumes command in response to certain hijack and other criminal situations.

1.7.4.10 National Transportation Safety Board (NTSB)
• Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States.

1.7.4.11 MCAS Yuma Crash, Fire and Rescue (CFR)
• Through a Letter of Agreement (LOA) with YCAA MCAS Yuma CFR will, within the limits of the capabilities of MCAS Yuma CFR, respond to crash and fire rescue emergencies involving commercial air carrier aircraft and civil aviation aircraft aboard MCAS Yuma/Yuma International Airport landing facilities and land areas, and other land adjacent to MCAS Yuma/ NYL.
• MCAS Yuma CFR equipment capability meets or exceeds FAA Index E requirements.
• Note: MCAS Yuma has no obligation to maintain any ARFF organization, to conduct training or inspection, or to maintain any ARFF equipment to meet FAA inspection criteria.

1.7.4.12 Yuma International Airport Operations Department
• Will assist the Airport Director as necessary in response to any aircraft emergency, to include information gathering, coordination with military and FAA officials, media liaison, airfield security or other duties as required.

1.7.4.13 Yuma Fire Department (YFD)
• Respond to civil aviation disasters or emergencies within the city limits, as required or requested by MCAS Yuma under any automatic assistance agreements in place.
1.7.4.14 Yuma Regional Medical Center
   • Coordinate the hospital disaster plan with the airport.

1.7.4.15 United States Postal Service
   • Ensure the security of the mail, protect postal property and restore service.

1.7.4.16 Yuma Police Department (YPD)
   • Manage law enforcement resources and direct traffic control and law enforcement operations during an emergency.

1.7.4.17 National Weather Service
   • Provide alert and warning process, particularly weather related emergencies.

1.7.4.18 All Responding Individuals / Organizations

Upon notification, the agencies and organizations listed above will respond to emergencies at Yuma International Airport. These agencies (except YFD and YPD support) will receive notification from the Airport Operations Control Center through the activation of a call roster. For off-airport emergencies, all agencies may report directly to the emergency site.

All tasked individuals or cooperating/responding organizations including, but not limited to, those listed above would be responsible for the following:

a. Maintain current internal personnel notification rosters and SOP’s to perform assigned tasks.

b. Analyze need and determine specific communications equipment and supplies.

c. Identify potential sources of additional equipment and supplies.

d. Provide for continuity of operations by taking action to:
   1. Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions. Protect records, facilities and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
   2. Protect emergency staff:
      a. Provide appropriate protective clothing and equipment.
      b. Ensure adequate training.
      c. Provide security.
      d. Make stress counseling available.
      e. Ensure the functioning of communication and equipment.

1.7.4.18 The United States Border Patrol and the Arizona National Guard
These agencies may be participating agencies, depending on the scope of the emergency.

1.8 Administration and Logistics

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

- All MCAS Yuma Fire and EMS Mutual Aid Agreements with other departments are maintained by the MCAS Yuma Fire Chief.

- All Law Enforcement Mutual Aid Agreements are maintained by their respective department chief, either Yuma Police Chief, Yuma County Police Chief, or Yuma County Office of Emergency Management.

1.8.3 Staffing – Assignments, Re-Assignments, and Volunteer Solicitation

- All Airport personnel will be expected to report to their respective stations during a major disaster or emergency to ensure the fullest extent of Airport Operational Capability. Many Airport personnel will have numerous primary or support responsibilities during an emergency.

- Airport Management will consult with incident-command and assign Airport personnel to specific duties that may not coincide with their normal day-to-day responsibilities.

- When required, translation duties will be carried out by the Airport's Title VI coordinator or members of the Administrative Staff.

- Un-trained volunteers will be taken as a last resort type option. Areas such as sandbagging for impending flood waters, preparing food for disaster workers, and collecting clothing for survivors are the type of responsibilities a volunteer may expect.

1.8.4 General Policies for Managing Resources, Record Keeping, Reporting, and Tracking Resources

In the event that Airport Finance cannot stage its operations out of the Airport Administration Building, the Maintenance Building or a Terminal area will be designated. If necessary, an immediate freeze of all non-essential supplies and service purchases will be implemented in the event of a major emergency or disaster. The freeze will restrict those purchases to emergency items only and those items absolutely necessary to ensure the safe and efficient operation of the Airport.

The Airport Finance Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Yuma International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport.

Airport Managers are authorized to make purchases with their Airport Credit Cards. Receipts are provided to the Finance Department for auditing purposes.
1.9 Plan Development and Maintenance

Personnel should periodically review AEP policies, procedures, and related information. Training that covers changes in policies, procedures, resource availability, etc. will be provided to ensure that all personnel stay familiar with current information. The schedules for some of the key elements are:

- Telephone numbers contained in the AEP will be reviewed quarterly for accuracy by actually calling the individuals/organizations listed. Changes will be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.
- Radio frequencies used in support of the AEP will be tested at least monthly.
- Emergency resources will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. The Airport Self-Inspection Program includes these resources on either daily or periodic inspection schedules.
- Personnel assignments to include descriptions of duties and responsibilities will be reviewed semi-annually.
- Mutual aid agreements will be reviewed annually or as specified in the agreement.
- Off-airport activity will be reviewed on an on-going basis. Maintain an open dialogue with off-airport agencies, such as utilities, public works departments, etc. to learn of activity that may affect the airport’s emergency response effort, i.e. road construction and closures, major utility work, etc.
- An important part of plan maintenance and validation comes from the overall training, drill, and exercise program. As training, drills, and exercises are conducted, it is important that a functional critique/feedback program be in place. These “lessons learned” will be incorporated back into the planning process.

1.10 Authorities and References

There are numerous documents that are used by the Airport to manage emergencies, security issues and day-to-day operations, included but not limited to:

- Joint Use Agreement between Marine Corps Air Station (MCAS) Yuma and YCAA (JUA)
- Airport Security Plan (ASP)
- Airport Certification Manual (ACM)
- Airport Layout Plan (ALP)
- Emergency Response Checklist (ERC)

1.11 Terms, Definitions, and Abbreviations

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<tr>
<th>Term/abbreviation</th>
<th>Definition/Meaning</th>
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<tr>
<td>Airport operations officer</td>
<td>A sworn police aide, employed by the YCAA Operations Department</td>
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<tr>
<td>Alerts</td>
<td>A priority system for activating and deploying appropriate</td>
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<tr>
<td>Alert 1</td>
<td>Any incident involving an aircraft in flight that may result in an emergency on landing or crash.</td>
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<tr>
<td>Alert 2</td>
<td>Any incident involving an aircraft that has impacted the ground or any other structure, or impact with another object while in flight.</td>
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<tr>
<td>ASC</td>
<td>Airport Security Coordinator or Alternate</td>
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<td>ATCT</td>
<td>Air Traffic Control Tower</td>
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<tr>
<td>CFR</td>
<td>Crash, Fire, and Rescue Department of MCAS Yuma</td>
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<tr>
<td>Codes</td>
<td>A priority system for activating and deploying appropriate airport support personnel in response to categories of emergency conditions not involving an aircraft incident or accident.</td>
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<tr>
<td>Code Bravo</td>
<td>A bomb threat against aircraft, baggage on the aircraft, or baggage to be loaded on board the aircraft.</td>
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<tr>
<td>Code Red</td>
<td>Bomb threat to a structure or anything other than aircraft.</td>
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<tr>
<td>Code Black</td>
<td>Hijacking-Aircraft or Terminal</td>
</tr>
<tr>
<td>Code Charlie</td>
<td>Incident or Emergency, not involving aircraft or structures, that requires immediate assistance of all available personnel.</td>
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<tr>
<td>Crisis management</td>
<td>Managing in a crisis, to prevent or contain a crisis situation from escalating, jeopardizing safety and facilities, inhibiting normal operations, creating a negative public image and adversely affecting the organization's viability.</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center: The central gathering point for all essential personnel during an emergency situation. For incidents involving commercial air carriers this location, unless otherwise posted, will be the 2nd Floor Conference Room of Yuma International Airport</td>
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<tr>
<td>Emergency frequency</td>
<td>A common UHF or VHF frequency on which responding personnel communicate during an emergency.</td>
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<td>FBI</td>
<td>Federal Bureau of Investigation</td>
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<tr>
<td>FBO</td>
<td>Fixed Based Operator. A commercial entity located on the airport which provides aircraft fuel, maintenance, repairs and storage.</td>
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<tr>
<td>Incident commander</td>
<td>Individual who assumes overall command of personnel and equipment at an incident. His/Her role is to direct and coordinate all fire/ground operations.</td>
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<tr>
<td>Movement area</td>
<td>Areas of the airport which are used for taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas.</td>
</tr>
<tr>
<td>NOTAM</td>
<td>Notices to Airmen. A notice containing information concerning the airport environment, condition or change in any aeronautical facility, service, procedure, or hazard. The timely knowledge of these notices is essential to personnel concerned with flight operations.</td>
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<tr>
<td>Operations Control Center</td>
<td>A dispatch center located in the airport operations office, located on the first floor of the Yuma International Airport, F.C. Braden Passenger Terminal.</td>
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<tr>
<td>TSA</td>
<td>Transportation Security Administration; agency within the Department of Homeland Security (DHS)</td>
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<tr>
<td>YCAA</td>
<td>Yuma County Airport Authority</td>
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<tr>
<td>YFD</td>
<td>Yuma Fire Department</td>
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<tr>
<td>YPD</td>
<td>Yuma Police Department</td>
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2  Functional Annexes

Many of the duties and responsibilities of individuals or specific positions are documented in the Basic Plan of this AEP. The purpose of the Functional Annexes is to categorize some of the appropriate duties and responsibilities by function. This methodology implies the use of Incident Command Systems (ICS) as a component of FEMA National Incident Management System (NIMS) during an emergency situation to promote efficient, clearly defined duties and responsibilities by function. Incorporated by reference is the Airport’s Emergency Response Checklist (ERC), which will be used by airport personnel as a checklist for readily available information.

Core functions and monitoring of emergency management practices include the following:
- Command and Control
- Communications
- Alert Notification and Warning
- Emergency Public Information
- Protective Actions
- Law Enforcement and Security
- Firefighting and Rescue Monitoring
- Health and Medical Monitoring
- Resource Management
- Airport Operations and Maintenance

2.1  Command and Control

2.1.1 Purpose

The individual responsible for command and control of an emergency situation at MCAS Yuma/Yuma International Airport is the MCAS Incident Commander. On the "civilian side" of the airport, employees of YCAA provide a supporting role. Within the YCAA organization this support is provided by the Airport Director, Operations Director, Maintenance Director, Airport Operations Supervisor, Airport Operations Officers, and Maintenance Personnel. Airport personnel will support the emergency responders with information, coordination, etc. as deemed appropriate for the safe and expeditious management of the emergency situation.

The Airport Authority/Airport Director or representative as identified in the paragraph above would assume responsibility for
- Airport-owned facilities and operating surfaces under the jurisdiction of YCAA
- Establish, promulgate, coordinate, maintain and implement the AEP, to include assignment responsibilities
- Gather, coordinate and release factual information to the news media
- Perform duties in accordance with air carrier Aviation Disaster Family Assistance Act
2.1.2 Situation and Assumptions
Upon notification of an incident or emergency, Airport personnel would respond to the scene to provide support to the Incident Commander with information, coordination, etc. as deemed appropriate for the safe and expeditious management of the emergency situation.

2.1.3 Operations
The Airport Director or his designated representative will be in charge of YCAA-related responsibilities during each phase of an emergency.
The following duties or responsibilities are assigned to the Airport Director:
- Activate the EOC
- Provide administrative support during aircraft emergencies within the jurisdiction of YCAA
- Oversee coordination of the investigation activities, and arrange necessary meetings
- Activate the emergency notification procedure as necessary, including
  o Notify the appropriate airlines/tenants involved
  o Assist in obtaining passenger information and number of injured for the area hospitals
  o Develop and implement a schedule to support 24/7 operations, if necessary
  o Direct the efforts of all subordinate staff members

The following duties or responsibilities are assigned to the Airport Operations Director:
- Respond to on-scene command post and provide airport management representation
- Assist in the establishment of an on-scene command post with MCAS ARFF personnel
- Coordinate the designation of the appropriate staging location and establish the closest entry from the surrounding roadway system with MCAS ARFF Incident Commander
- Oversee photography and video documentation of the emergency
- Assume duties/responsibilities as directed by the Airport Director

2.1.4 Authorities and References
The Airport maintains a Joint Use Agreement with MCAS to cover operational matters including a Letter of Agreement (LOA) for Aircraft Rescue and Fire Fighting. This LOA is included as an appendix to this AEP.

2.2 Communications
All individuals responding to and supporting the management of an emergency situation are responsible for being diligent, alert and responsive to communicating efficiently. This functional area describes the communications mechanisms used and provides information on establishing, using, maintaining, augmenting, and providing redundancy for all types of communication devices needed during emergency response operations.

The primary emergency communication system is through the commercial telephone system and cellular telephone equipment carried by key personnel. Augmenting the primary commercial and cellular communications systems is a UHF, 2-way, portable/mobile radio communications
system which links the Airport Control Center, Airport Operations, maintenance and other key management personnel in the event commercial or cellular equipment fails.

All airport vehicles have the capability of communicating with Air Traffic Control, via 2-way, AM/VHF mobile radios. All personnel will monitor the Ground Control frequency of 121.90 MHZ when operating within the Airport Operations Area.

In the event of a communications equipment failure, the Incident Commander will designate the type of communication equipment to be utilized in lieu of the failed equipment.

2.3 Alert and Warning

2.3.1 Purpose
Airport emergencies involving aircraft or airside operations will be conducted in accordance with MCAS Yuma CFR procedures. The MCAS Yuma Air Traffic Control Tower will notify MCAS Base Operations of the following conditions. MCAS Base Operations will in turn notify YCAA Airport Operations of the following conditions:

- Alert 1
- Alert 2
- Bomb, hijack, or other related incident/emergency information

2.3.2 Operations
YPD may receive initial notification of hazardous condition not known to MCAS Tower. Such instances are conveyed to MCAS Base Operations and Airport Operations from YPD. This information will be conveyed to the MCAS Tower by MCAS Base Operations and YCAA Airport Operations.

In the event additional fire fighting services are required, MCAS CFR will notify the Yuma Fire Department through mutual aid agreements. Location of accidents or emergencies off airport will normally be given street addresses or nearby landmarks.

No vehicles, emergency or otherwise, may enter the aircraft movement area without prior clearance from Air Traffic Control. In the event of a non-air traffic control radio equipped vehicle must traverse this area, it will be escorted by a vehicle so equipped, unless the area concerned is closed to air traffic.

Any person needing emergency assistance or having knowledge of an emergency situation should call 911 and report the emergency.

2.3.3 Organization and Assignment of Responsibilities
The following provides a brief synopsis of the procedures and/or responsibilities of the named organization during an emergency at Yuma International Airport.

2.3.3.1 Air Carrier (s) / Aircraft Operator(s)
• Provide full details of aircraft related information, as appropriate, to include number of persons, fuel and dangerous goods on board
• Coordinate transportation, accommodation and other arrangements for uninjured passengers
• Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies related to their aircraft occurring at the Airport

2.3.3.2 MCAS Yuma Air Traffic Control
• Contact YCAA Airport Operations regarding civil aircraft accidents/incidents and provide them with information relevant to the emergency
• Provide for safe and expeditious movement of non-support aircraft away from aircraft movement areas on the airport that may be involved in an emergency
• Provide for safe and expeditious movement of support equipment to the emergency site, when applicable

2.3.3.3 Airport Authority / Airport Director
• Responsible for airport facilities and operating surfaces under the jurisdiction of YCAA,
• Establish, promulgate, coordinate, maintain and implement the AEP, to include assignment of responsibilities
• Gather, coordinate and release factual information to news media
• Perform duties in accordance with the air carrier Aviation Disaster Family Assistance Act Plan

2.3.3.4 Airport Tenants
• Coordinate the use of their available equipment and supplies
• Coordinate the use of their manpower that may have knowledge of the airport, aircraft and other technical knowledge

2.3.3.5 Clergy
• Clergy must coordinate with the American Red Cross, NTSB, and air carriers to avoid conflicts or duplication of effort from within these agencies under the Aviation Disaster Family Assistance Act

2.3.3.6 Emergency Medical Services
• Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care and the transportation for the injured
• Coordinate planning, response, and recovery efforts with hospitals, fire departments, police departments, America Red Cross, airport operations, etc.

2.3.3.7 Coroner
• Coordinate and provide body identification and other investigative activities

2.3.3.8 Federal Aviation Administration (FAA)
• Provide investigative services as needed
2.3.3.9 Federal Bureau of Investigation (FBI)
- Investigate any alleged or suspected activities that may involve federal criminal offenses
- Assumes command in response to certain hijack and other criminal situations

2.3.3.10 National Transportation Safety Board (NTSB)
- Conduct and control all accident investigation involving civil aircraft, or civil and military aircraft, within the United States

2.3.3.11 MCAS Yuma Crash, Fire and Rescue (CRF)
- Through a Letter of Agreement (LOA) with YCAA, MCAS Yuma CFR will, within the limits of the capabilities of MCAS Yuma ARFF, respond to crash and fire rescue emergencies involving commercial air carrier aircraft and civil aviation aircraft aboard MCAS Yuma/Yuma International Airport landing facilities and land areas, and other land adjacent to MCAS Yuma/Yuma International Airport
- MCAS Yuma CFR equipment capability meets or exceeds FAA Index E requirements
- MCAS Yuma has no obligation to maintain any ARFF organization, to conduct training or inspection, or to maintain and ARFF equipment to meet FAA inspection criteria

2.3.3.12 Yuma International Airport Operations Department
- Assist with the Airport Director as necessary in response to any aircraft emergency, to include information gathering, coordination with military and FAA officials, media liaison, airfield security or other duties as required

2.3.3.13 Yuma Fire Department (YFD)
-Respond to civil aviation disasters or emergencies within the city limits, as required or requested by MCAS Yuma under and automatic assistance agreements in place

2.3.3.14 Yuma Regional Medical Center
- Coordinate the hospital disaster plan with the Airport

2.3.3.15 United States Postal Service
- Ensure the security of the mail, protect postal property and restore service

2.3.3.16 Yuma Police Department (YPD)
- Manage law enforcement resources and direct traffic control and law enforcement operations during an emergency

2.3.3.17 National Weather Service
- Provide alert and warning process, particularly weather-related emergencies

2.3.3.18 All Responding Individuals / General
- All tasked individuals should maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
- Analyze the need and determine specific communications equipment and supplies
- Identify potential sources of additional equipment and supplies
• Provide for continuity of operation by taking action to ensure lines of succession for key management positions are established.
• Provide appropriate protective clothing and equipment for emergency staff
• Ensure adequate training
• Provide security
• Upon notification, the agencies and organizations listed above will respond to emergencies at Yuma International Airport. These agencies (except YPD and YFD) will receive notification from the Yuma International Airport Operations Control Center through activation of a call roster. For off-airport emergencies, all agencies may report directly to the emergency site.

2.4 Emergency Public Information

2.4.1 Purpose
Yuma International Airport has strict security requirements as defined by TSA Regulation 1542. YCAA must have total cooperation from media personnel in the event of an emergency in order to maintain security standards.

2.4.2 Operations
2.4.2.1 Briefing and Escort to the Scene
All media personnel will be directed to the Airport Director. Media personnel will be briefed by the Airport Director and airline personnel. Airport Operation will conduct escorts to the emergency site after coordination with MCAS Yuma Public Information Office. At no time will the media be allowed to enter the airfield without proper escort. All media vehicles escorted onto the airfield must have the station logo conspicuously displayed on the vehicle(s). Vehicles will not travel to any area other than where the escort vehicle takes them. Media vehicles will remain under escort while in the designates area at the emergency site. Escort to the scene will be dictated by the Airport Director, Federal Aviation Administration and National Transportation Safety Board personnel.

2.4.2.2 Media Aircraft Operations
Communications are of the utmost importance in an emergency. Noise and downdrafts associated with helicopter operations greatly reduce the ability of rescue operation and communication during an emergency. Therefore, it will be the decision of the Airport Director or Incident Commander whether to allow media aircraft operations near the crash site. Request for permission to fly near or land at the crash site will be made to the Air Traffic Control Tower.

2.4.4.3 Interviewing and Obtaining Information
Once on the airfield, media representatives shall not obstruct rescue procedure or interfere with any employees’ duties at the site. YCAA recognizes and understands the importance of the media’s role in an emergency situation and will make every reasonable effort to accommodate media personnel. Questions concerning the YCAA’s involvement in an emergency will be referred to the Airport Director or designated representative. Airport Authority employees are not authorized to make statements to the press and will refer members of the media to airport operation or management. Questions regarding the involved airline/aircraft must be coordinated
with the airline or the operator. The YCAA will assist the media in this effort. For off-airport emergencies, media personnel will coordinate their activities with the proper agency having jurisdiction of the incident/accident site.

2.5 **Protective Actions**

2.5.1 **Purpose**
Yuma International Airport staff will provide adequate facilities to accommodate/protect people, responders and others during an emergency situation from environmental elements in a shelter such as the terminal building, a maintenance facility or a hangar as deemed necessary as determined by the number of individuals, location and nature of the emergency. In certain circumstances the Airport staff will coordinate an evacuation route from the exposed environment and facilitate the safe and orderly evacuation of people.

2.5.2 **Situation and Assumptions**
It is assumed that those involved in an emergency involving civil aircraft would be accommodated within YCAA-owned facilities, or those occupied by their tenants. In the event that a larger facility is necessary the Airport Director would coordinate as appropriate with others for appropriate facilities (i.e. MCAS Yuma, City of Yuma, etc.) as discussed through regular emergency coordination meetings or LOAs.

The YCAA will provide staff as necessary to facilitate the preparation of the facilities and the safe and orderly transportation of individuals to the facilities.

2.5.3 **Operations**
In the event of an emergency at Yuma International Airport, Airport Operations Officer will assist in crowd control at the scene. YPD Officers will be responsible for screening traffic at all entrances to the Airport, so as to prevent sightseers from entering the Airport. In those cases where a large amount of traffic is expected, additional assistance may be requested. Priority will be given to emergency medical and MCAS ARFF units as the emergency scene and any airport entrances.

2.5.3.1 **Yuma Police Department (YPD)**
The Dispatcher will:
- Notify YPD Shift Commander

The YPD Shift Commander shall:
- Respond as the situation requires according to YPD Emergency Action Procedures

YPD Officers shall:
- For an aircraft crash, the responding units report to the On-Scene Commander.
- One assigned unit will control ingress to the scene. All assigned officers will ensure that only personnel with specific duties have access to the emergency site.
- One officer will be directed to each airport entrance, subject to availability.
• Units assigned to airport entrances will direct outside agencies and media to the appropriate location. Persons not participating in the emergency or not meeting an arriving or departing flight shall be denied access until the emergency is terminated.

2.5.3.2 Airport Operations
Airport Operations Officers shall maintain crowd control landside and monitor airside activities.

2.6 Law Enforcement

2.6.1 Purpose
Yuma International Airport staff will respond to the scene of an emergency, assess the situation (in coordination with MCAS Yuma CFR in the case of an aircraft emergency) and coordinate with local law enforcement agencies as necessary.

2.6.2 Situation and Assumptions
The procedure for law enforcement personnel and activities as outlined in this Airport Emergency Plan should not conflict with those procedures as outlined in the Airport Security Plan. In the case where there is a question, the Airport Security Program will preside.

For emergency situations that are primarily law enforcement related, such as bomb incidents and highjackings, refer to the Yuma International Airport Security Program.

2.6.3 Operations
In the event of an emergency at Yuma International Airport, Airport Operations Officer will be coordinate and monitor law enforcement activities to ensure compliance with the Yuma International Airport Security Program.

2.6.3.1 Yuma Police Department (YPD)
YPD will respond and manage law enforcement resources and direct traffic control and law enforcement operations during an emergency. In the case of an aircraft emergency, YPD shall:
• Ensure ingress and egress routes remain open and clear for emergency response vehicles from public roadways.
• Notify dispatch, and if necessary, request additional police personnel and outside law enforcement agencies for assistance
• Coordinate with MCAS Provost Marshall or Incident Command Post
• Provide on scene command post with Watch Commander or other high level officer with agency decision making authority
• Coordinate other law enforcement activities as required.
2.7 Firefighting and Rescue Monitoring

2.7.3 Purpose
The Airport Director or designated representative will respond to the emergency site to monitor and provide support. Through the Joint Use Agreement with YCAA, MCAS Yuma CFR will, within the limits of the capabilities of MCAS Yuma ARFF, respond to crash and fire rescue emergencies involving commercial air carrier aircraft and civil aviation aircraft aboard MCAS Yuma/Yuma International Airport landing facilities and land areas, and other land adjacent to MCAS Yuma/Yuma International Airport. MCAS Yuma has no obligation to maintain any ARFF organization, to conduct training or inspection, or to maintain and ARFF equipment to meet FAA inspection criteria.

2.8 Health and Medical Monitoring

2.8.1 Purpose
Emergency medical response procedures involving aircraft accidents or other mass casualty incidents will be conducted by MCAS Yuma CFR, or through City of Yuma Emergency Response personnel through Mutual Aid agreements with MCAS Yuma. YCAA will monitor and provide support where appropriate.

2.8.2 Operations

2.8.2.1 Medical Facilities/Medical Personnel Data
All mass casualty patients will be transported to the Yuma Regional Medical Center (YRMC) after triage has been conducted on scene. The Yuma Regional Medical Center has the capability of receiving 37 patients. The maximum number of patients able to be received will be determined by severity of injuries and medical staff available. The YRMC is not designated as a trauma level facility. Overflow patients will be transported to one of several trauma facilities located in Phoenix, Arizona or facilities in El Centro or San Diego, California.

2.8.2.2 Medical Transport Inventory
Medical transport will be conducted by either Rural Metro Fire Department or by the City of Yuma Fire Department. If needed, both agencies will be available to provide medical transport equipment. Rural Metro is currently equipped with 10 full time ambulances with EMS personnel, with the capability through mutual aid agreements to utilize surrounding cities EMS equipment, such as San Luis and Somerton, Arizona, as well as Imperial County EMS equipment and personnel should more resources be required. This agency has a mutual aid agreement for incidents on the airport with the Marine Corps Air Station Yuma, the agency responsible for Incident Command duties in the event of a mass casualty incident or accident involving civil aircraft.

2.8.2.3 Transportation of Uninjured/Injured/Deceased
Uninjured persons will be transported to the air carrier terminal facility, where family members may meet them. Actual locations in the air carrier terminal will be determined based on the number of uninjured persons. Injured persons will be transported by one of the agencies listed above to the Yuma Regional Medical Center. Minor injuries will be treated on scene by
emergency response personnel. Deceased persons will be transported to the designated holding facilities on the airport to await transport or refrigerated storage. The deceased holding facilities will be the Ernest Love Hangar, located on the West GA Ramp.

2.9 Resource Management

2.9.1 Purpose
To identify the procedures by which the YCAA and Airport Director will provide staff and resources to manage an emergency situation as applicable with available resources.

2.9.2 Operations
Given that the Airport does not own or operate emergency equipment, the Airport will support MCAS Yuma when as needed. Although not exhaustive, the YCAA has the following resources to offer if the situation deems necessary:

- Approximately 15 personnel to assist as needed, included operations, maintenance and administrative support personnel
- Several sedans and trucks
- Maintenance equipment including trailers and heavy equipment
- Communication equipment including hand-held radios and/or cellular telephones
- Supplies for providing assistance to uninjured victims, such as blankets, potable water, first aid supplies and lighting

2.10 Airport Operations and Maintenance

2.10.1 Purpose
Airport Operations and maintenance personnel are critical to the efficient management of emergency operations and incidents at the Airport.

2.10.2 Operations

2.10.2.1 Airport Operations Duties
Airport Operations personnel will perform the following during an emergency situation:

- Respond to the scene command post and provide airport management representation
- Assist in the establishment of an on-scene command post with MCAS ARFF personnel
- Coordinate the designation of the appropriate staging location and establish the closest entry to the airfield from the surrounding roadway system with MCAS Yuma ARFF Incident Commander
- Oversee photography and video documentation of the emergency
- Assume duties and/or responsibilities as directed by the Airport Director
- When appropriate, announce termination of the alert of other emergency response activities

2.10.2.2 Airport Maintenance Duties
Airport Maintenance personnel will perform the following during an emergency situation:

- Call in any airport maintenance personnel, as required
- Coordinate use of any maintenance equipment to assist in the ingress and egress of emergency response units
- Assist the airlines/tenant involved, assisting the rapid removal of aircraft and debris after release by governmental agencies
- Oversee the airport maintenance function at the scene, if under YCAA jurisdiction
- Assist the Airport Operations Director with inspection and reopening of the airport, and taxiways or other affected areas of the airport that were closed
- Assume duties and/or responsibilities as directed by the Airport Director
3 Hazard Specific Information and Procedures

Incorporated by reference is the Airport’s Emergency Response Checklist (ERC), which will be used by airport personnel as a checklist for readily available information.

3.1 Aircraft Accidents

3.1.1 Alert Procedures
The following describes the typical procedures for ALERTS 1 & 2

3.1.1.1 Declaration

Aircraft emergencies are normally declared by:
- Aircraft in difficulty
- Air Traffic Control Tower personnel or a Flight Service Station Specialist
- Aircraft owner or operator
- City of Yuma 911 Dispatch
- A witness to an accident, through any of the above

3.1.1.2 Alerting Systems

Emergency Alerting Systems (during MCAS Yuma ATCT hours of operation)
- MCAS ARFF is alerted by MCAS Yuma Tower (ATCT) through established procedures
- MCAS Base Operations contacts YCAA Airport Operations via landline communications

Emergency Alerting Systems (after MCAS Yuma ATCT hours of operations)
- The Yuma International Airport Operations department personnel provide alert status to MCAS ARFF personnel via VHF communication on the Common Traffic Advisory Frequency (CTAF) of 119.30
- The Yuma International Airport Operations department personnel provide alert status to MCAS ATC Approach personnel via VHF communication on the approach frequency of 124.70 or departure frequency of 125.55

3.1.1.3 Alert Reports

Alert Reports should contain as much of the following information as is pertinent and available:
- Alert category
- Aircraft identification – including type of aircraft
- Nature of the emergency
- Runway to be used for landing
- Distance from the airport
- Estimated time of touchdown
- Number of occupants, passengers and crew
- Presence of hazardous cargo or explosives
- Quantity of fuel on board
• Location of the aircraft on the ground, if appropriate (See Appendix 1, Grid Map)

3.1.2 Alert Responsibilities
The following describes the actions and responsibilities during alerts for various personnel.

3.1.2.1 Alert 1 – During ATCT Operating Hours

Airport Operations Personnel will:
• Initiate notification sequence:
  1) Airport Director
  2) Airport Operations Director
  3) Airport Operations Supervisor
• Standby and await further instructions from supervisory airport personnel

Airport Operations Director will:
• Proceed to staging location A, B or C (Exhibit B - Staging Locations)
• ) as required for the best response and await further instructions from MCAS ARFF personnel
• If no accident occurs and aircraft is clear of the runway coordinate, alert termination with MCAS ARFF personnel and airport operations personnel. If accident occurs, see ALERT 2 actions.

3.1.2.2 Alert 1 – During ATCT Non-operating Hours

Airport Operations Personnel will
• Receive notification of emergency situation via CTAF telephone.
• Initiate notification sequence:
  1) MCAS ARFF via VHF communication on CTAF, 119.30
  2) MCAS ATC Approach Control via VHF communication on 124.7 or departure frequency of 125.55
  3) Airport Director
  4) Airport Operations Director
  5) Airport Operations Supervisor
• Proceed to staging location A, B or C (Exhibit B - Staging Locations)
• ) for the best response and await further instructions from airport supervisory personnel or MCAS ARFF personnel

Airport Operations Supervisor and/or Director will
• Respond to staging location A, B or C (Exhibit B - Staging Locations)
• ) for the best response and await further instruction from MCAS ARFF personnel
• Prepare to initiate notification sequence should ALERT 2 occur
• If no accident occurs and aircraft clears the runway, coordinate Alert termination with MCAS ARFF personnel. Perform a debris inspection
• Provide and arrange for any additional assistance as required by the emergency situation
• If ALERT 2 occurs, see ALERT 2 Actions
3.1.2.3 Alert 2

MCAS Air Traffic Control Tower (during operating hours)
- Activate Alert
- Notify MCAS ARFF units of situation, broadcasting on ground control frequency 121.90
- Coordinate with MCAS Base Operations and YCAA Airport Operations

MCAS Yuma ARFF
- Respond to the scene of the accident

YCAA Airport Operations Personnel
- Initiate Notification sequence:
  1) MCAS ARFF via VHF Communication on CTAF, 119.30 (during ATCT non-operating hours)
  2) MCAS Approach Control via VHF communication on 124.7 or 125.55 (during ATCT non-operating hours)
  3) Airport Director
  4) Airport Operations Supervisor and/or Director
- Respond to staging location A, B or C for the best response and provide assistance as requested by MCAS ARFF personnel; otherwise, await further instructions from YCAA airport supervisory personnel

Airport Operations Supervisor and/or Director
- Initiate notification sequence:
  1) Airport Director
  2) Airport Maintenance Director
- Coordinate emergency response with MCAS ARFF personnel and Incident Commander at the on-scene command post
- Close affected areas as necessary
- Provide and arrange for any additional assistance as required by the emergency situation.
- Relay information through the EOC

Airport Director
- Activate the EOC

Airport Maintenance Director
- Report to the EOC and perform functions as required

Airport Cargo Operations/FTZ Director
- Report to the EOC and perform functions as required

Airport Finance and Administration Director
- Report to the EOC and perform functions as required

Airport Maintenance Staff
- Await instruction from Airport Maintenance Director
3.1.2.4 Organization Assignment of Responsibilities

MCAS Yuma Air Traffic Control Tower
- Activate the appropriate alarm
- Control aircraft and ground vehicle operations on the airport in support of the emergency response, if the airport remains open
- Control airspace in the vicinity of the incident/accident to ensure other aircraft do not interfere with emergency response activities

MCAS ARFF personnel
- Control and direct the on-scene command post during the fire suppression and rescue activities. All mutual aid agencies, if notified, will report to the appropriate staging location as directed by the MCAS ARFF Incident Commander.
- Extinguish fires, extract passengers and crew from the aircraft
- Assist in identifying the injured passengers and crew and identify the location of the dead passengers and crew
- Watch for re-ignition of fires
- Assign a fire marshal to marshal responding medical units
- Exercise direct control over any fire or aircraft emergency scene within the boundary of the airport until relieved by a higher ranking officer or until fire suppression and rescue has been completed
- Notify dispatch to initiate emergency calls for additional supports as needed

Each airline and Fixed Base Operator:
- Supply emergency contact information and keep it current and correct
- Contact additional personnel, as required
- Provide passenger count
- Provide information pertaining to any presence of dangerous goods
- Ensure that only authorized representatives report for escort to the scene of the emergency
- Remove disabled aircraft and/or provide means for immediate removal, when removal is authorized by the FAA or NTSB
- Ensure employees are aware their help may be required until additional emergency personnel become available

Airport Director
- Activate the EOC
- Exercise administrative control over all aircraft emergencies within the jurisdiction of YCAA
- Oversee coordination of the investigation activities, and arrange necessary meetings.
- Activate the emergency notification procedure as necessary:
  1) Notify the appropriate airlines/tenants involved.
  2) Assist in obtaining passenger information and number of injured for the area hospitals.
3) Develop and implement a schedule to support 24/7 ops, if necessary.
4) Direct the efforts of all subordinate staff members.

Airport Operations Director
- Respond to on scene command post and provide airport management representation.
- Assist in the establishment of an on-scene command post with MCAS ARFF personnel.
- Coordinate the designation of the appropriate staging location and establish the closest entry to the airfield from the surrounding roadway system with MCAS ARFF Incident Commander.
- Oversee photography and video documentation of the emergency.
- Assume duties and/or responsibilities as directed by the Airport Director.
- When appropriate, announce termination of the alert or other emergency response activities.

Yuma Police Department
- Ensure ingress and egress routes remain open and clear for emergency response vehicles from public access roadways.
- Notify dispatch, and if necessary, request additional police personnel and outside law enforcement agencies for assistance
- Coordinate with MCAS Provost Marshal or Incident Command Post
- Provide on scene command post with Watch Commander or other high level officer with agency decision making authority
- Coordinate any other law enforcement activities as required

Airport Maintenance Director
- Call in any airport maintenance personnel, as required
- Coordinate use of any maintenance equipment to assist in the ingress and egress of emergency response units
- Assist the airlines/tenants involved, assuring the rapid removal of aircraft and debris after the release by governmental agencies
- Oversee the airport maintenance function at the scene, if under YCAA jurisdiction.
- Assist the Airport Operations Director with inspection and reopening of the airport, and taxiways or other affected areas of the airport that were closed
- Assume duties and/or responsibilities as directed by the Airport Director

Emergency Operations Center (EOC):
- Maintain the “logs/checklists” during the emergency situation.
- Coordinate any other emergency resources as requested.
- Activate emergency notifications as necessary
- Commence setup of the Conference Room to a Media Room
  1) Send media to the Conference Room / Media Room
  2) Oversee the coordination of the media coverage during the emergency.
- Coordinate investigation activities when appropriate
- Coordinate the establishment of additional building space with airport tenants as necessary
Emergency Medical Resources: Triage, Transportation, Hospitals and Morgue

- **Triage activity at the scene:**
  1) MCAS ARFF and City of Yuma and/or Rural Metro EMS personnel will initially scan the victims to categorize their conditions and identify the deceased.
  2) Deceased will remain in place until released by cognizant authority.
  3) Once released, remains will be transported to the morgue.
  4) Continued assessment and triage of injured persons and transport to area hospitals will continue until alert has been terminated.

- **Transportation of survivors will be arranged by YCAA Airport Management through the on-scene Incident Commander:**
  1) Injured survivors will be transported to Yuma Regional Medical Center, via Rural Metro or City of Yuma ambulance.
  2) Uninjured survivors will be transported to the Yuma International Airport terminal building.
  3) EMS personnel will maintain an accurate list of casualties and their respective destination treatment facilities.

- **Affected Airline:**
  1) Coordinate activities with Incident Command and Airport Director.
  2) Provide EOC and Command Post with passenger manifest.
  3) Provide a Public Information Officer to coordinate media activities.
  4) Maintain accurate accounting of passenger dispositions.
  5) Assist family members/friends in the terminal area.
  6) Arrange transportation to reunite family members/friends with uninjured passengers in the terminal building or an alternate location.

**3.1.2.5 Coordination of Airport and Air Traffic Control Tower functions relating to emergency situations.**

Airport closure is NOT automatic during any emergency or accident situation. All airfield movements must be coordinated with the ATCT. Emergency Response Vehicles will have priority over airport ground and air operations. All emergency response vehicles will be escorted to the scene by YCAA Airport Operations personnel or other designated escort.

If only a portion of the airport is closed during an aircraft emergency response, rescue vehicles must be given first priority for ingress and egress.

**3.2 Off-Airport Aircraft Accidents/Incidents**

The Airport Director may activate the EOC and/or make facilities available for media purposes, family information, or staging.

**3.3 Bomb Incidents – Aircraft**

Refer to the Yuma International Airport Security Program.
3.4 *Bomb Incidents – Other than Aircraft*

Refer to the Yuma International Airport Security Program

3.5 *Hijacking*

Refer to the Yuma International Airport Security Program

3.6 *Natural Disasters*

The purpose of this section is to ensure that damage to life and property at Yuma International Airport is kept to a minimum in the event of a natural disaster, such as severe weather and lightning storms.

3.6.1 *MCAS Yuma Tower*

Notify YCAA Airport Operations of any lightning strike or damage to runways, taxiways or ramps.

3.6.2 *Airport Operations*

- Monitor weather conditions
- When there is a forecast of or observed storm with winds in excess of 50 mph, Airport Operations will initiate the notification sequence.
  - Operations Director, and/or Airport Director
  - Airlines
  - Fixed Base Operators
- Have personnel remain inside structured buildings.
- Keep people away from doors and windows to avoid flying glass.
- Provide any needed security in the terminal building, parking lots and on the airport non-movement areas after the storm has passed.
- Conduct airfield inspection after storm has passed. Immediately report all discrepancies to the Director of Maintenance.

3.6.3 *Airport Director*

- Determine any requirement to evacuate the Airport Terminal.
- Ensure precautions have been taken if severe weather conditions persist.
- Direct Airport personnel to assist as required.
- Monitor Cable TV for announcements or other information.
- Activate the EOC if necessary.

3.6.4 *Yuma Police Department Airport Officer*

- Provide assistance to Airport Operations personnel in securing personnel in the terminal building.
- Provide additional security in the terminal building, parking lots, or where as needed.
- Provide up to date information from police dispatch to Airport Director.
3.6.5 Airport Maintenance Personnel

- Insure that all equipment is secured prior to passage of a potentially damaging storm front.
- Inspect all airport facilities and the AOA areas for damage after the storm has passed.

3.7 Structural Fires

3.7.1 General

- All airport personnel must immediately report all fires to City of Yuma Fire Department and Police Departments at 911.
- Notify Airport Operations at (928) 726-5882 ext. 160 or (928) 941-2396.

3.7.2 Responsibilities

Airport Operations Personnel

- Notify or confirm 911 emergency call.
- Notify tenant(s), and Airport Operations Director and/or Airport Director.
- Obtain information on contents of burning facility for YFD.
- Coordinate evacuation of any burning building.

Yuma Fire Department

- Respond to burning facility.
- Assist in evacuations.
- Contain the fire.
- Establish Incident Command until Battalion Chief arrives.
- Replenish any depleted fire extinguishing agents as soon as additional units arrive.

Airport Director

- Activate the EOC if necessary.
- Confirm 911 has been notified.
- Direct Airport Operations and other personnel.

3.8 Fuel Farm Fires

3.8.1 General

- All airport personnel must immediately report all Fuel Farm Fires to City of Yuma Fire Department and Police Departments at 911.
- Notify Airport Operations at (928) 726-5882 ext. 160 or (928) 941-2396.

3.8.2 Responsibilities

Airport Operations Personnel

- Notify or confirm 911 emergency call
- Notify tenant(s), and Airport Operations Director and/or Airport Director
- Obtain information on contents of burning facility for YFD
Hazard Specific Information and Procedures

- Coordinate evacuation of nearby burning building
- For fuel farm fires, in coordination with YPD, establish a Police/Fire line

Yuma Fire Department
- Respond to burning facility
- Assist in evacuations
- Contain the fire
- Establish Incident Command until Battalion Chief arrives
- Replenish any depleted fire extinguishing agents as soon as additional units arrive

Airport Director
- Activate the EOC if necessary
- Confirm 911 has been notified
- Direct Airport Operations and other personnel

3.9 Power Failure for Movement Area Lighting

This section applies to any power failure, communications failure, or major utility system failure affecting the aircraft movement area, non-movement areas or the terminal area.

3.9.1 Movement Areas

Responsibility for utility, power and communication system back-up and restoration of runways and those taxiways under their control lies solely with MCAS Yuma.

MCAS Yuma Base Operations will notify Airport Operations of any power failure relating to aircraft movement areas under MCAS Yuma jurisdiction.

3.9.2 Taxiway Zulu, Defense Contractor Complex, General Aviation areas and Terminal Apron

Airport Operations
- Coordinate with Airport Maintenance to determine if other agencies should be notified, i.e. Southwest Gas, Arizona Public Services (APS), or Department of Public Works.
- Notify tenants of the problem and approximate time of repair.
- Notify ATC, Tower, Base Operations, the Airport Operations and Maintenance Directors.

Airport Maintenance
- Inform Airport Operations of the problem and estimated repair time.
- Determine cause of problem and call electrical contractors if required.

3.9.3 Terminal Complex and Airport Maintenance Ramp

Airport Operations
- Coordinate with Airport Maintenance to determine if other agencies should be notified, i.e. Southwest Gas, Arizona Public Services (APS), or Department of Public Works.
- Notify tenants of the problem and approximate time of repair.
- Notify the Airport Operations and Maintenance Directors.
Airport Maintenance
- Inform Airport Operations of the problem and estimated repair time.
- In the event of a major power failure affecting the Passenger Terminal, an AC Generator assumes the load of all essential electrical related systems. This generator (specifications listed below) runs continuously, until normal power has been restored to the terminal. GENERAC AC GENERATOR MODEL #97A 05393S: 13.3L Diesel Rated at 200 kW 277/480 volts, 3-phase, 60 Hz Broad Range 1800 RPM.

3.10 Radiological Materials Incidents

The transportation of hazardous materials (including fissionable materials) on civil aircraft operating in the United States air space is governed by the Department of Transportation Hazardous Materials Regulations (49 CFR 175). When packages of radiological material in transit are damaged, a radiation hazard is possible. The Joint Nuclear Accident Coordinating Center (JNACC) may be contacted at (505)-845-4667 for an additional resource, if required. A radiological aircraft emergency exists when an aircraft accident occurs within the boundaries of the airport, and it is known that radioactive materials were aboard. Perform the following actions if broken radioactive material containers are found:

Airport Operations Personnel
- Initiate Notification Sequence
  a. YFD HAZMAT Team
  b. MCAS Base Operations/CFR
  c. Airport Operations Director
  d. Airport Director
- DO NOT enter the contaminated site.
- Ensure all personnel are upwind of the accident site.
- Establish a fire line upwind of the accident site.
- Evacuate all buildings within 500 feet or more, ensuring evacuations occur upwind of the site.

Airport Director
- If radioactivity is smoke borne, close all doors and windows of buildings where smoke is blowing and shut off all venting and air conditioning systems.
- Request the YFD for decontamination activities in the area, affected buildings, emergency equipment, personnel, aircraft, etc.
- Ensure HAZMAT response team is in place or enroute to accident site.

Yuma Fire Department (HAZMAT)
- Utilize breathing apparatus
- All approaches to the aircraft must be from upwind to reduce radiation contamination.
- Cordon off the entire area.
- Ensure that personnel avoid walking through contaminated areas to prevent further contamination.
- Communicate decontamination and cleanup efforts to Airport Management.

MCAS Yuma ATCT
Hazard Specific Information and Procedures

- Notify Airport Operations of any in-flight radiation emergencies on aircraft intending to land at the airport.
- Advise military authorities or local operator of the aircraft, if requested by the pilot.
- Do NOT authorize aircraft to land, take off, or taxi through the contaminated area to avoid spreading the contamination.
- Direct the aircraft to the best location based on wind direction and strength.

Aircraft Operator/Owner

- Immediately provide YFD and MCAS ARFF personnel with all known information of the shipment, such as origin, location in the aircraft, destination, contents, size, amount, material, etc.
- Assist decontamination teams only as directed and when requested to perform such activities.
- Provide assistance in the cleanup and decontamination efforts.

3.11 Hazardous Material Spills

During any Hazardous Materials/Dangerous Goods Incident on the airport, the following steps will be taken once Airport Management is advised of a significant spill or incident:

Airport Operations Personnel

- Respond to the scene
- Identify the type of hazardous material
- Establish a perimeter to ensure safety of personnel (if required)
- Determine what action is required to secure the area
- Initiate the notification sequence

Airport Director

- Ensure safe operations are in place
- Notify upper agencies as required
- Ensure documentation is completed

Airport Operations Director and/or Maintenance Director

- Supervise the establishment of a boundary line
- Remain on scene until the spill no longer poses a threat
- Photograph the incident area
- Gather all pertinent information
- Quantity: Use the following guidance
  a. Is the spill smaller than a breadbox? If so, treat the spill with absorbent and begin documentation
  b. Is the spill bigger than a breadbox? If so, Refer to the Hazardous Materials Emergency Response Guidebook (DOT P5800.4)
  c. Notify HAZMAT Rep if necessary, or as directed by the YCAA Operations Director.

Airport Operations Supervisor

- Issue NOTAM if necessary
- Advise affected tenant(s), airlines and others
- Help keep unauthorized persons out of the area
- Arrange for cleanup and decontamination activities, in coordination with YCAA Operations Director

### 3.12 Sabotage
Refer to the Yuma International Airport Security Program

### 3.13 Crowd Control
In the event of an emergency at Yuma International Airport, Airport Operations Officers will be responsible for crowd control at the scene. YPD officers will be responsible for screening traffic at all entrances to the airport, so as to prevent sightseers from entering the airport. In those cases where a large amount of traffic is expected, additional assistance may be requested. Priority will be given to emergency medical and MCAS ARFF units at the emergency scene and any airport entrances.

Yuma Police Department (YPD)
- Support the Airport in accordance with YPD policies.
- Maintain Communication with the Airport as required.

Airport Operations
- Operations Director - Request support from YPD, CBP, and TSA as necessary.
- Operations Officers - Maintain crowd control landside and monitor airside activities.

### 3.14 Removal of Disabled Aircraft

#### 3.14.1 Preservation of Wreckage and Records
The owner/operator of an aircraft is responsible for preserving, to the extent possible, any aircraft wreckage, cargo, and mail aboard the aircraft; all records, including tapes of flight recorders and voice recorders pertaining to the operation and maintenance of the aircraft and to the airmen involved in an incident.

Prior to the time the governing Federal entity or its authorized representative takes custody of the aircraft wreckage; mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:
- To remove persons injured or trapped;
- To protect the wreckage from further damage; or,
- To protect the public from injury.

When 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. The cargo manifest should be checked for hazardous cargo requiring special handling.
The owner/operator of an aircraft involved in an accident or incident shall retain all records and reports, including all internal documents and memoranda dealing with the accident or incident, until authorized by the governing Federal entity.

### 3.14.2 Responsibility for Aircraft Recovery Operations

Depending on the location of the aircraft on airport runways and the nature of military air operations going on at the time, MCAS Yuma may, in the interests of safety, elect to move the aircraft from the runway environment in an expeditious manner. In such case due care will be taken to preserve the aircraft and its contents, but cannot be guaranteed.

Under normal operations the following procedures will apply during Aircraft Recovery:

- A recovery operation is defined as the tasks necessary to lift or move a disabled aircraft from the scene of an accident to a suitable repair or storage area as quickly as practical with a minimum of secondary damage. A recovery operation will be initiated anytime the Airport Director or his/her designated representative determines it necessary and/or clearance has been received from the NTSB, National Transportation Safety Board.

- As quoted from FAA Advisory Circular 150/5200-31: “The responsibility for removing a disabled aircraft as well as providing or arranging for equipment and crews necessary for its removal, and the determination of the extent of damage prior to removal rests with the aircraft owner or operator. If the registered owner or operator cannot remove the aircraft or is dilatory in doing so, airport management should have the authority to act for him/her with minimum delay.”

**References**

- NTSB Investigation Regulation Part 830, Rules Pertaining to Aircraft Accidents
- FAA Order Number 8020.11A & Change 1, Aircraft Accident & Incidents Notification, Investigation & Reporting
- Federal Aviation Regulation Parts: 21, 45, 61, 91, 121, 135, 139 & 159
- FAA Advisory Circulars 150/5200-12, Fire Department Responsibility in Protecting evidence at the Scene of an Accident and 150/5200-31 & Airport Emergency Plan respectively.
- Aeronautical Information Manual, Chapters 3, 4, 6 & 7

### 3.14.3 Responsibility for Removing Disabled Aircraft:

The airline or aircraft owner/operator is responsible for choosing the procedures to remove disabled aircraft for the AOA, Airport Operations Area, and for the cost of recovery. In addition, the airline or aircraft owner/operator must make every effort to expedite the recovery of their aircraft. (The location of the disabled aircraft on or close to a runway or taxiway out of service shall not justify delay or minimized removal operations). If the aircraft is not being removed expeditiously, the Airport Director, or Director of Operations may order its removal at the sole expense of the airline or aircraft owner/operator.
3.14.4 NTSB Responsibilities

The NTSB, a Federal Agency, takes custody of the aircraft and its contents from the time the accident occurs to the completion of the investigation or written release. In most cases, the NTSB will issue a “Permission to Move the Aircraft” to the airline or aircraft owner/operator following the initial investigation of the accident. This permission to move allows the aircraft to be moved only from the location of the accident to a selected area for further investigation. The NTSB retains custody.

Upon completion of its investigation, or as determined by the board, the NTSB will issue a “Release” of the aircraft to the aircraft owner/operator. This “Release” permits the operator to move the aircraft as desired for repairs, etc. (Note-Removal or recovery of the aircraft or component parts cannot be initiated until clearance has been received from the principal Safety Board representative).

The pilot or operator of an aircraft involved in an on-airport accident is responsible for immediate notification to the NTSB. Where this is not possible due to injuries or fatality, the Airport Director or Operations Director (Airside Operations Officer) will make such notification by contact with the Communications Center and through Air Traffic Control Tower.

NTSB Regulation 831.11, Paragraph (b) states: “Under no circumstances shall accident information be released to, or discussed with unauthorized persons whose knowledge thereof might adversely affect the investigation.” All requests for information should be channeled through NYL Airport Operations.

3.14.15 Preservation of Wreckage, Mail, Cargo and Records

The operator of an aircraft is responsible for preserving any aircraft wreckage, cargo and mail aboard the aircraft, and all records, including tapes of light recorders and voice recorders pertaining to the operation and maintenance of the aircraft and to the airmen involved in an accident or incident for which notification must be given until the Board takes custody thereof or a release is granted.

Prior to the time the Board or its authorized representative takes custody of the aircraft wreckage; mail and cargo may be disturbed or moved only to the extent necessary:

- to remove persons injured or trapped;
- to protect wreckage from further damage; or,
- to protect the public from injury.

Where it is necessary to disturb or move aircraft wreckage, mail or cargo, sketches, descriptive notes, photographs or videos shall be made, if possible, of the accident locale including original position and condition of the wreckage or any significant impact marks.

The operator of an aircraft involved in an accident or incident shall retain all records and reports, including all internal documents and memoranda dealing with the accident or incident, until authorized by the NTSB to the contrary.
Exhibit A – Emergency Grid Map
Exhibit B - Staging Locations

A: Quimby Hgr
B: Hero Hgrs
C: Boyington Hgr
Exhibit C - Emergency Checklists

The Airport uses an AIRPORT EMERGENCY RESPONSE GUIDE containing Emergency Response Checklists. These checklists are maintained in a separate document and are updated after each airport disaster response as determined necessary during the after action reviews. These updates include contact and procedural information.

The AIRPORT EMERGENCY RESPONSE GUIDE will be used for all civil aviation emergencies.

Airport Response procedures do not cover military incidents. In the event of a military incident YCAA response will be limited to responding to requests from MCAS and working with MCAS to prevent civilians from becoming involved or interfering with the military.

Contact Airport Operations or the Airport Director for the latest version of the guide.