

The Great Reno Balloon Race Emergency Response Plan



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Table of Contents

GENERAL	3
EMERGENCY SERVICES BRIEFINGS	4
ORGANIZATION CHART	5
COMMAND PROCEDURES	6
EMERGENCY SERVICES DIRECTOR/INCIDENT COMMANDER	7
EMERGENCY MEDICAL SERVICES (EMS) BRANCH	8
LAW ENFORCEMENT BRANCH	9
COMMUNICATIONS / LOGISTICS BRANCH	10
GRBR RAPID RESPONSE TEAM	11
EMERGENCY ROLE OF PRESIDENT & EXECUTIVE DIRECTOR	12
INCIDENT ACTION PLAN	12
MASS CASUALTY INCIDENT PLAN	12
MASS CASUALTY EVACUATIONS	13
MASS CASUALTY – SPECTATOR/CROWD EVACUATION	13
SECURITY	14
FIRE PROTECTION EVACUATION	14
TRANSFER/PASS OF COMMAND	14
MEDIA INFORMATION	15
EVENT MAP	15

GENERAL

The Goal of Emergency Services

1. Provide pilots and participants the highest level of safety and emergency response possible.
2. Provide the highest level of fire protection possible.
3. Provide spectators a high level of emergency first aid and/or medical attention as needed.
4. Provide appropriate Command and Control of an emergency incident or accident.

Facts

1. The arrangement and control of emergency resources for this event is comparable to any other aviation related event.
2. Fire services will be provided by Truckee Meadows Fire Protection District and EMS services will be provided by numerous departments and agencies with sufficient personnel in the field and in support functions.
3. All operations are directed, coordinated, and dispatched by the Emergency Services Director/Incident Commander (ESD/IC) on common communication channels.
4. The organization is designed to handle multiple incidents simultaneously if required.
5. The organization is managed by use of the Incident Management System (IMS)

Agencies and Individuals that make up Emergency Services

Truckee Meadows Fire Protection District
Reno Police Department
Nevada Hwy Patrol
Washoe County Sheriff's Department (WCSO)
REMSA
GRBR Command Center
Bureau of Land Management (BLM)
US Forest Service (USFS)
GRBR volunteer safety officials (GRBR Rangers) & launch teams
GRBR Aeronaut Volunteers
NV Energy

Emergency Services Briefings

1. Wednesday Safety Personnel Meeting

On Wednesday prior to the event, a briefing will be held for all emergency services personnel.

This is an important meeting to determine the level of volunteer commitment, brief individuals new to the races, familiarize personnel with the field layout, and identify final logistical needs for emergency services. This will also include a Mass Casualty briefing.

2. Overall Emergency Services Briefing

A briefing will be held Thursday morning for all Emergency Services Management Personnel.

The goal of this briefing will be to introduce the group of individuals who will be controlling accident/crash sites to one another, outline procedures, and determine the lines of authority at the accident site.

3. Daily Briefing

Every morning all Emergency Service personnel will attend a morning briefing covering operational issues. This will include; the day's schedule and basic Crash Fire Rescue (CFR) and EMS operations. Additionally, radios and Incident Action Plans (IAP's) will be distributed to all crews, accountability forms will be completed and collected, and logistical supply needs will be determined.

4. Pilots & GRBR Daily Briefing

Each morning the ESD//IC, Safety Personnel and the Launch Commander, are responsible for conducting this pre-flight briefing.

5. Critical Incident Stress (CIS) Briefings

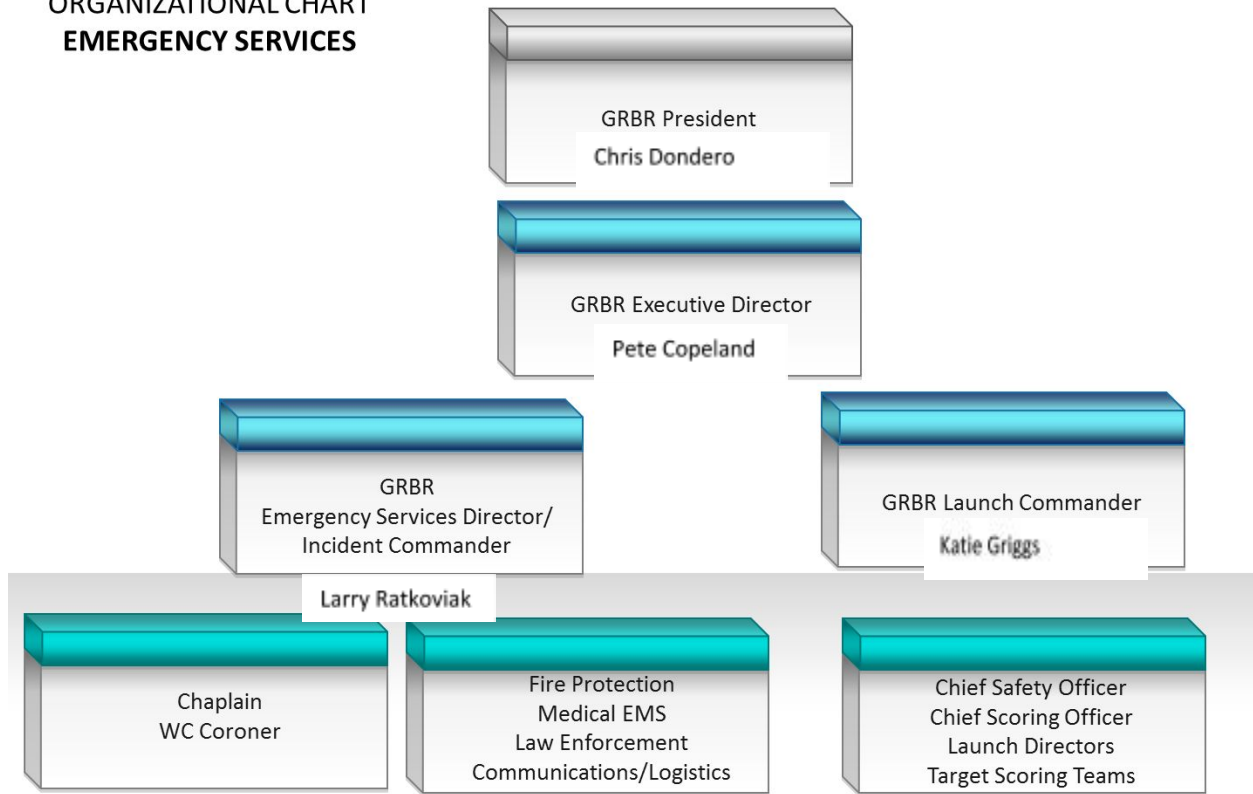
CIS Briefings will be conducted on an as need basis following any serious incident or accident.

Attendees will include all Emergency Services personnel regardless of their involvement with the specific incident(s) or accident(s).

6. End of Day "Wrap Up" Briefings

These briefings will include the Launch Commander and teams, which include; launch/target personnel, safety/emergency service personnel, and a representative from propane/refueling area to address the issues encountered that day.

**ORGANIZATIONAL CHART
EMERGENCY SERVICES**



COMMAND PROCEDURES

All agencies likely to respond to an incident must establish procedures relative to the Incident Command System (ICS). These procedures should describe in detail the process of establishing command and developing command organization.

Command procedures are designed to fix the responsibility of command on one specific individual through a standardized identification system, depending on the arrival sequence of responders.

Command procedures should ensure that a strong, direct and visible command will be established from the onset of the incident. This visibility is accomplished through the use of the Incident Command radio designation and through a fixed Incident Command Post (ICP) or Command Center location.

Command procedures establish an effective incident management organization defining the activities and responsibilities assigned to the IC and other individuals operating within the ICS.

Such procedures provide a system to process and communicate information to support incident management, planning and decision-making.

EMERGENCY SERVICES DIRECTOR/INCIDENT COMMANDER

The ESD/IC is the single person responsible for all emergency services at the races. Additionally, in the event of a large scale accident or mass casualty incident the ESD/IC will become the overall Incident Commander (IC) for the accident and/or event, or will assign an IC as deemed necessary. During normal operations, the ESD/IC works in close coordination with the Launch Commander, Safety Officials, and the Command Center to assist in the smooth and safe operation of the Balloon Races.

Hot Lines

The Emergency Services Director will have direct communications by radio to all members of the safety team.

Cell phones will be used to talk directly with:

1. The GRBR President and Executive Director
2. Search and Rescue Leader
3. Launch Commander and Launch staff
4. Safety Officials
5. Announcer

If cell phones are not working in an emergency situation, radios will be used sparingly.

Spotters

On the Stage there shall be two (2) to four (4) Spotters/Runners directly reporting to the Launch Commander and or ESD/IC. Spotters/Runners will be responsible for the following functions:

1. Keeping track of active aircraft and direction of flight.
5. Keeping track of balloons participating in competition.
6. Provide messenger services from Command Center to onsite teams.

Rapid Response Team

During an aircraft accident/crash the Rapid Response Team shall work in coordination with the Emergency Services personnel on scene and under the direction of the ESD/IC. The ESD/IC can assist the Rapid Response Team with communications and information relay, requests for on scene and outside resources, notifications and requests for assisting agencies.

Safety

The ESD/IC shall work and coordinate with GRBR Safety Officers in order to ensure safe operation of pilots, crews and other personnel at the event.

Chaplain /CIS

Chaplain services shall be under the direct request of the ESD/IC. The ESD/IC will request Chaplain assistance for any situation deemed appropriate during the Great Reno Balloon Races.

Washoe County Coroner

The Washoe County Coroner will interface directly with the ESD/IC when needed.

EMERGENCY MEDICAL SERVICES (EMS) BRANCH

Medical Branch Director – Medic 1

The Medical Branch Director is responsible to the ESD/IC and is responsible for medical incident activities including the development and implementation of strategic decisions and for approving the ordering and release of medical resources.

Medical Resources

Medical resources are used to provide medical services to the participants and spectators of the Great Reno Balloon Races. Additional duties may include coordination of a single resource i.e., ambulance, helicopter, from the city to assist in transporting patients to hospitals. This can be done by way of direct radio contact with REMSA Dispatch or with assistance by radio/phone communication system on the stage or the Command Center

Ambulance

Ambulance will be available and dispatched immediately and in accordance with situational requirements.

Medical Communications

Medical dispatch communications shall be the responsibility of the ESD/IC and or the Command Center depending how the call for service is received. The call shall be relayed to the Medical Branch Director for medical unit dispatch and the calls shall be moved to channel 3. Portable radios (complete with microphones and earphones) will be issued to the Medical Director and REMSA Dispatch Chief. The REMSA Dispatch Chief shall at his/her discretion dispatch the appropriate response unit.

Medical Coverage

Ambulance and rapid response coverage will be provided during the Great Reno Balloon Races. REMSA will have an on-site manager each day of the event.

First Aid Stations

The main first aid station will be provided and will be staffed.

Any call that requires additional emergency treatment will require notification to ESD/IC or Command Center for dispatch of appropriate emergency personnel.

LAW ENFORCEMENT BRANCH

Agencies that make up the Law Enforcement Branch

GRBR Security Director & Staff
Reno Police Department (RPD)
Washoe County Sheriff's Department (WCSO)
USBLM Law Enforcement Division (BLM LE)
Forest Service Department
Parks Department

Duties and Responsibilities: The following section defines the security and parking responsibilities for each organization and function listed in the chart above.

Law Enforcement Branch Director

The Enforcement Branch Director shall be the Law Officer. The Law Enforcement Branch Director is responsible for law enforcement incident activities including the development and implementation of strategic decisions, and for the approving, the ordering, and releasing law enforcement resources.

He shall determine the overall security requirements, have operational control of all paid security, sheriff reserve deputies and volunteer organizations required to enforce security under the control of GRBR for the Balloon Races and shall serve as the GRBR liaison with local law enforcement cooperators including the Washoe Co. Sheriff's Department, Reno Police Department, NV DPS Highway Patrol Division, No. Nevada Counter Terrorism Center (NNCTC).

Law Enforcement Response to Aircraft Emergencies On-Site Accidents:

Responders shall comply with instructions from the on scene ESD/IC to protect the scene of an aircraft crash or recover parts lost from an aircraft in flight. If local law enforcement agencies are on scene, they will be primary and GRBR Security Staff will assist them as requested.

In the event of a serious on-site aircraft emergency / mishap within the Launch Field or other controlled area, the following law enforcement response will occur:

1. The Law Enforcement Branch Director shall assume control of the law enforcement response and will coordinate the response of GRBR Security Staff and law enforcement officers from RPD, WCSO
2. The Law Enforcement Branch Director will consult with the ESD/IC regarding the need for offsite resources and will make the request directly or via the Command Center. An additional law enforcement supervisor may respond directly to the aircraft emergency/mishap site when directed to do so by the ESD/IC.
3. The Law Enforcement Branch Director and security resources will work with law enforcement responders to assure the safety of emergency responders and integrity of the aircraft emergency/mishap site.

4. Specific law enforcement personnel will be assigned perimeter security duties at the direction of the Law Enforcement Branch Director.
5. GRBR Security Staff will prevent spectators, crews, and other non-essential personnel from responding to the aircraft emergency / mishap site.
6. Ingress traffic will be strictly monitored to ensure that only essential personnel are permitted access to the aircraft emergency / mishap site.
7. On-scene law enforcement officers will make every attempt to aid crew members, families and friends of an aircraft emergency / mishap victim as the situation warrants.
8. No law enforcement or security officer shall respond to an aircraft emergency / mishap site unless specifically directed by the Law Enforcement Branch Director.
9. Notification to FAA/IIC - Further notification of the FAA IIC will be made as expeditiously as possible.

Off-Site or Accidents Outside of the Controlled Areas

Emergency response of law enforcement personnel and GRBR Security staff to an off-site accident will be coordinated through the Command Center. The ESD/IC and Law Enforcement Branch Director will monitor the response of other on-duty fire and law enforcement personnel and determine the extent and need of response by resources assigned to the Great Reno Balloon race event. We will notify FAA/IIC in accordance with line #9 above.

COMMUNICATIONS / LOGISTICS BRANCH

Radios

The Great Reno Balloon Race provides portable UHF radios for each resource in Emergency Services. This is to provide common a communication net. The radios have numerous channels for different functions. A list with the assigned radios frequencies will be distributed to all Emergency and Safety personnel.

An Emergency Services radio cache and accountability system will be established at the launch staff trailer. Every morning radios will be assigned to individual units. It is imperative that each radio be returned and checked in the launch/staff trailer at the end of each day to ensure accountability and that the radios will be charged and ready for the next morning.

Cell Phones

Cell phones have become a very common and useful means of communication with the Emergency Services at The Great Reno Balloon Race. Cell phone numbers for as many of the units that carry them will be listed on the daily IAP. Cell phones assist in keeping the radio channels free of non-critical information. A word of caution: Refrain from using cell phones to transfer critical information that needs to be transmitted on the radio for all units to hear. Cell phone communication has also been of great benefit for critical information during radio failures and over use.

The Command Center will maintain a list of cell phone numbers for supervisors, balloon race directors and other key personnel in order to provide a backup avenue for communication and to

reduce the load on the contracted UHF radio system for non-emergency communications. Supervisors, Directors and other key personnel will be provided a copy of the cell phone directory.

Stage Support and Supplies

Logistics provides a multitude of services and tasks to support the Stage and Command Center including and not limited to:

1. IAP copying and distribution
2. Documentation capture
3. Morning briefing/coffee and food
4. Emergency services supplies
5. Liaison with GRBR Headquarters, Race Control and Command Center
6. Security
7. Basic go-to-guy and runners
8. ATV's

Command Center

The GRBR Command Center is established in accordance with the accessibility and availability of resources, personnel and a centralized location providing for the most expedient response possible.

A well-coordinated effort has been made to enhance response capabilities by operating in conjunction with the Washoe County Sheriff's Department, Fire Departments and REMSA.

A Command Center will be established and staffed by experienced professionals and public safety dispatchers. The Command Centers primary role is to facilitate the clear communications between radio users and assist with requests for resources and services. The Command Center assists in the notification and dispatch of resources to emergencies i.e., medical and problems in the balloon launch area, propane refueling area concessions, vendor areas, and parking. The phone number for the Command Center shall be on the IAP maps and resource list.

GRBR RAPID RESPONSE TEAMS

The GRBR Rapid Response Team(s) consisting of four individuals each, two teams total, will be composed of GRBR personnel. On aircraft down accidents, on or off site, a single team shall respond to the accident while the other team remains at the races. The objectives of a Rapid Response Team are to secure the crash site, limit access to the site, preserve evidence, and relay critical site information to GRBR officials. The Rapid Response Team shall not enter the accident site until the CFR Incident Commander of the accident has confirmed the scene is safe to operate in without personal protective equipment. The CFR personnel and Rapid Response Team shall work together in accomplishing the team's objectives.

EMERGENCY ROLE OF PRESIDENT & EXECUTIVE DIRECTOR

In the event of an accident resulting in serious injury or death to any pilot or balloon race participant the President and Executive Director will report immediately to Command Center.

They will then relocate to a designated location to meet with the family and crew of the involved pilot and provide all possible assistance.

If more than one aircraft is involved, the President and Executive Director may separate and be joined by one or more directors to meet with the family and crew of the involved pilots and provide assistance.

Assistance includes but is not limited to; providing directions to and/or transportation to local emergency care facilities, shielding the family and crew from unwanted intrusion by spectators and media, making available critical incident stress counseling, explaining the crash investigation procedures and if needed coroners and mortuary procedures.

In the event of a mass casualty incident, the President and Executive Director will respond to the incident and direct GRBR resources, pilots and crews to assist with the incident and give reliable reports and updates to the Incident Commander. Either the President or Executive Director shall become the Public Information Officer (PIO) for the incident and a briefing room and scheduled briefing times as soon as practical.

INCIDENT ACTION PLAN

Daily Incident Action Plans (IAP) are developed and distributed to all Emergency Services units at morning briefing. The IAP consists of a map showing basic field layout and apparatus/units call signs and positions.

MASS CASUALTY INCIDENT PLAN

A Mass Casualty Plan response is necessary any time that the requirement for such a response is equal to or exceeds the resources available to meet its needs. While this definition does not imply multiple casualties even a “minor” incident can be classified as a “mass casualty” if adequate resources are not available to properly respond.

All air shows and races have the potential for a multi-casualty incident. The Great Reno Balloon Race Emergency Services are organized to very quickly and effectively handle a multi-casualty incident by the pre-positioning of resources and being organized to directly follow the established Washoe County Multi-Casualty Incident Plan (County Plan). The Great Reno Balloon Race emergency services and the county plan both utilize the ICS/IMS system. In the event of a multi-casualty incident at the Great Reno Balloon Races, the command structure and emergency resources are already in place to immediately start managing the incident. The ESD/IC becomes the Incident Commander (IC) and the main branches of Fire, EMS, and Law are already in place with the IC, Fire and Law Branch Directors pre-positioned. On scene resources from the Fire, EMS, and Law Enforcement branches will be assigned

positions and duties under the County Plan as dictated by the specifics of the incident. Additional Fire, EMS, and Law Enforcement resources will be requested as needed through a formal process with all parties involved notified and a specific time given.

Training on a multi-casualty incident specific to the Great Reno Balloon Races and the use of START Triage shall be covered during one of the training sessions. Every other year a multi-casualty table top exercise shall be conducted with participating agencies and the Great Reno Balloon Race officials. Additional resources pre-positioned on scene at the Great Reno Balloon Races to assist with a Multi-casualty incidents include: Washoe County Coroner, direct communications with regional dispatch and REMSA dispatch centers, Careflight, Recovery Group, Chaplain, etc.

Many systems, procedures and safety features are in place to prevent a multi-casualty incident at the Great Reno Balloon Races. However, if an unfortunate incident occurs, there is a plan and trained personnel and resources in place to effectively handle it. Mandatory critical incident stress debriefs for all Emergency Services personnel shall be held following any multi-casualty incident and any follow up debriefings as needed.

MASS CASUALTY EVACUATIONS:

The GRBR Mass Casualty Evacuation Plan will utilize the Coleman Street, Washington Street or N. Sierra Street entrance/exit routes to and from the local hospitals. These provide the best rapid response routes unless otherwise determined by circumstances of the incident. Such evacuation routes would then be determined by medical and/or law enforcement agencies involved. Other evacuation depending upon severity of medical conditions would be accomplished by helicopter airlift.

MASS CASUALTY – SPECTATOR/CROWD EVACUATION

Crowd evacuations in the event of an on-field mass casualty incident would be determined based upon the particular circumstances using the safest routes available. Such routes would include any and all of the vehicle and/or pedestrian walking paths into or out of Rancho San Rafael Park.

Any and all non-essential response personnel and event volunteers will be utilized to provide direction, guidance and assistance to evacuees if necessary.

Traffic control will be provided for VIP parking and Vendor areas as required.

Additional assistance will be provided through verbal announcements from the event announcer's stage area on a routine basis.

SECURITY

Proper coordination and cooperation from GRBR personnel i.e., Rapid Response Teams, Launch Directors, etc., REMSA, Washoe county Sheriff's Department, and other participating agencies will provide adequate security and confinement of an on-site accident scene.

This is made possible by virtue of the launch field design enabling GRBR to cordon off individual segments of the entire venue, each having their own entry and exit control points.

FIRE PROTECTION EVACUATION

Should a rapidly expanding grass fire, propane fire, balloon fire, or vehicle fire occur, evacuation and entry points will be immediately identified for purposes of re-routing participants, personnel and traffic accordingly. All necessary emergency responders will be contacted and dispatched for fire suppression purposes.

TRANSFER/PASS OF COMMAND

Command of an incident is transferred to improve the quality of the Command organization. Due to the location of the Great Reno Balloon Race venue, surrounded by city, county and private properties adjacent to and in close proximity to state and federally owned land (multiple jurisdictions), the probability of an exchange of command is likely to occur.

The fact that a “higher ranking” person may have arrived on the scene does not necessarily mean that he/she is prepared to assume Command of the incident as they may not have adequate knowledge of the situation or how to execute the provisions of the ERP. It is therefore, essential that a standard operating procedure for such a transfer of command to a qualified individual be implemented. More important to remember, is that Command is transferred in both directions, up as the incident escalates and down during the demobilization and termination phases.

The preferred method of transferring Command is through a face-to-face meeting between the initial IC and the subsequent IC. During such an exchange it is critical that a comprehensive briefing take place. Such a briefing should include, at a minimum, the following information:

1. Present incident status/conditions (rescue situations, injuries, hazards, etc.)
2. The strategies and tactics being employed.
3. Progress toward achieving incident objectives.
4. Safety considerations and concern’s and conduct personnel accountability roll call.
5. Assignment/deployment of resources being used.
6. Projection of incident conditions i.e. escalating or diminishing and resource needs and availability.

It is generally recommended, in an effort to preserve continuity that changes in Command be held to a minimum, and therefore should be passed only one time, and only if deemed beneficial and necessary, and then only under extraordinary circumstances to protect the integrity of the incident.

MEDIA INFORMATION

All requests for information, interviews, and media footage shall be referred to and/or must be approved by the Great Reno Balloon Race Executive Director. All Emergency Service personnel shall refrain from any contact with the media. If asked for comments please refer the media to the Great Reno Balloon Race Executive Director. In the case of an accident/crash, absolutely no comments/interviews shall be given by Emergency Personnel to the media. All accident/crash information releases shall be handled by the Great Reno Balloon Race Executive Director.

EVENT MAP WITH FIRE SAFETY ACCESS ROADS

