

# GRANT APPLICATION CHECK SHEET

LEPC: Washoe County

LEPC is in compliance

Grant: HMEP Mid-Cycle

Received by Due Date

Title Page – math is accurate / signed

Goals completed

Objectives completed

Budgets

If Training – brochure included

If Training – DEM/SFM denial letters included – *received 1.17.2023*

If Travel – GSA rates included

If Equipment – quotes included

If Radios – communications questionnaire included

Operations – is Clerical requested (check Budget Narrative)

Budget Narrative(s) completed

Certified Assurances completed / signed

LEPC Compliance Certification completed / signed

If HMEP – Activity Request Form completed

If HMEP – Activity Request will need to be approved by HMEP

LEPC meeting minutes approving submittal of grant application

Grant \$ amount: \$69,121.00 Total \$ amount available: \$344,841

Reviewed by: T. Beauregard

$80\% @ \$55,296.80 + 20\% @ \$13,824.20 = \$69,121.00$

# GRANT APPLICATION CHECK SHEET

## A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING

- Title Page
- Goals of this grant
- Objectives of this grant
- Line Item Budget
- Budget Narrative
- If Training – Brochure and GSA Rates
- Certified Assurances
- LEPC Compliance Certification (signed by Chair)
- Electronic version e-mailed to [serc@dps.state.nv.us](mailto:serc@dps.state.nv.us)

### **To be submitted prior to preparation of the grant award:**

- Copy of the LEPC meeting minutes approving submittal of grant application (minutes are submitted separately through normal minutes' submission process)

**RETURN THIS FORM WITH GRANT APPLICATION**

**STATE EMERGENCY RESPONSE COMMISSION  
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)  
MID-CYCLE GRANT APPLICATION  
TITLE PAGE**

Applicant: **Washoe County LEPC**

Address: **5195 Spectrum Blvd**

**Local Emergency Planning Committee (LEPC) Chair:**

Name: **Andy Ancho** Title: **Chair**

Address: **5195 Spectrum Blvd** City/Zip: **Reno/89512**

Phone: Fax:

E-mail: **anchoa@reno.gov**

**Fiscal Officer: (Address must match for the appropriate vendor code for the County)**

Name: **Francisco Ceballos** Title: **Secretary/Treasurer**

Address: **5195 Spectrum Blvd** City/Zip:

Phone: Fax:

E-mail:

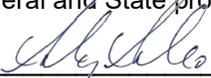
**Budget Summary:**

<b>Planning</b>	<b>Training</b>	<b>Total*</b>
<b>\$0.00</b>	<b>\$69,121.00</b>	<b>\$69,121.00</b>

**Round up total\* only to the nearest dollar**

**LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:**

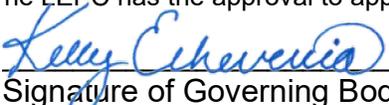
On behalf of the LEPC, I certify this body has reviewed this grant application and agrees to abide by the Federal and State procedures which are related to the acceptance of funds.

  
\_\_\_\_\_  
Signature of LEPC Chair

1/10/23  
\_\_\_\_\_  
Date

**GOVERNING BODY APPROVAL: (i.e. County Commissioner, County Manager)**

The LEPC has the approval to apply for funding through this grant.

  
\_\_\_\_\_  
Signature of Governing Body

1/10/23  
\_\_\_\_\_  
Date

Kelly Echeveria Emergency Manager Washoe County  
\_\_\_\_\_  
Print Name and Title

## I. **GOALS:**

*Tell the SERC what you want to accomplish with this grant. **Provide a separate discussion of each goal and justify its need towards the prevention, mitigation and/or response to hazardous materials incidents involving transportation.** The goals are general statements of desired results and identify intended outcomes and results the program has established to achieve with these funds.*

*Click inside gray box to begin typing*

The Reno-Tahoe Airport Authority (RTAA) is required by the United States Department of Transportation Federal Aviation Administration (AC150/5200 31C) mandates that all airports conduct triennial full-scale exercises (FSEs) to test their Airport Emergency Plans if no real-world incidents occur that require the plan to be used. These exercises are vital to guaranteeing that all personnel are not only familiar with the emergency plans but are properly trained in their duties and fully understand their assignments and responsibilities in the face of a disaster. A copy of the FAA training exercise evaluation checklist is attached to this form.

In the past exercise conducted by the RTAA, they have been conducted during the summer months. The high heat temperatures have caused some medical and resources challenges for all staff involved with the FSE. The RTTA is planning on changing the triennial exercise to the later part of the month of May in 2023. This will allow the airport to conduct the FSE is more favorable weather for all parties involved. The FSE will also be conducted at the Reno-Tahoe International Airport (RNO) with patients/victims being transported to local hospitals in the Reno/Sparks area.

Test and evaluate the Airport Emergency Plan (AEP) procedures and equipment; identifying areas in which plans, and procedures should be updated or changed to meet the challenges presented by similar real-world events.

Validate communication command and control plans, inter-agency communications and equipment compatibility for a hazardous materials (fuel, aqueous film-forming foam fire (AFFF)) response, DECON and containment.

The evaluators will focus on these selected goals to enhance participant confidence and understanding of multi-agency operations in a controlled environment. The goals listed are not intended to evaluate individuals. The exercise is intended to challenge the knowledge, skills, and abilities of the participants.

Enhance coordination between the airport, public and private agencies through the planning and execution of a simulated Mass Casualty Incident (MCI). Familiarize mutual aid agencies with airport response procedures, equipment capabilities and personnel.

Provide hands-on training by utilizing current procedures, trained responses,

and equipment familiar to emergency response personnel.

Provide documentation of the planning and execution of a complex MCI exercise for use in the training programs of other public and private emergency response, support, and planning agencies.

## II. **OBJECTIVES:**

*How do you plan to achieve the goals listed above? Include specific uses of this grant funding to prevent, mitigate and/or respond to hazardous materials incidents involving transportation. Objectives focus on the methods/activities to be used to achieve the goals they support.*

*Answer these questions in each objective:*

- ✓ **WHAT** will be done with these funds?
- ✓ **WHO** is responsible for making arrangements and payments for the activities of this allocation?
- ✓ **WHEN** will the activity be implemented?

*Click inside gray box to begin typing*

The overall objective is to conduct the FSE to test the RTAA AEP, the regional hazardous materials response and DECON for an MCI event as the result of an aircraft emergency event.

The most important thing to remember about managing AFFF is to always work to ensure all foam and firewater runoff is properly contained after discharge. This can heavily minimize the harmful effects of the substance.

Develop a comprehensive firewater runoff collection plan for an airport emergency requiring the application of AFFF.

Develop an emergency plan for dealing with unplanned releases of foam (fires or system malfunctions) this could include temporary dikes or booms. These measures are important to effectively contain AFFF; and to properly transport and dispose of it as well.

As with an event, the exercise evaluators will provide evidence and feedback by completing an after-action report (AAR) in format with the homeland security exercise evaluation program (HSEEP).

The funding from this grant will be utilized for the TTX and FSE. All expenditures will be processed by the RTAA. The timeline for this event will begin in November of 2022 for initial planning. If awarded the HMEP Midcycle grant then the TTX in March of 2023, a FSE in May of 2023 and followed up with an AAR from RSI.

### III. BUDGETS:

#### Training:

All training requests must first be made through the State Fire Marshal's office (SFM) and the Department of Emergency Management (DEM). If the SFM or DEM declines the training, the request may be included in the grant application along with the letter of declination.

All expenses must be itemized. State per Diem rates (which generally follow the federal GSA rates; (<http://www.gsa.gov>) will prevail unless local/negotiated rates are less. Hotel receipts are required for all lodging reimbursement requests, including in state lodging. Meals included in registration fees will not be reimbursed. Travel eligibility requirements and rates are further defined in SERC policy 8.5.

Requests for a consultant/contractor to provide training must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant/contractor.

If a privately owned vehicle is used for agency convenience, mileage may be reimbursed at the State rate, currently .575 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is .2875 cents per mile. If an agency vehicle is used, reimbursement may be made for fuel charges based on receipt or agency fuel logs. Airport parking and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC. All travel expenses are based on GSA rates and guidelines as well as the Nevada State Administrative Manual and mileage is based on the maximum allowed with the State of Nevada during the grant period of potential awards.

Consultant / Contract Services / Other		Amount Required
Name	RSI LLC	\$54,750.0
	Supplies	\$14,371.0
<b>Total Contract Training:</b>		<b>\$69,121.0</b>

Course / Conference Costs				
Course / Conference Title:				
Registration	Cost per Attendee	# of Attendees		\$0.00
Hotel	Cost per Night	# of Nights	# of Rooms	\$0.00
Per Diem	Cost per Day	# of Days	# of Attendees	\$0.00
Transportation	# of Miles (Round Trip)	Agency Vehicle	# of Vehicles	\$0.00
		0.625		
	# of Miles (Round Trip)	Personal Vehicle	# of Vehicles	\$0.00
		0.3125		
	Public Transportation	Total \$ Amount		\$0.00
Parking	Cost of Airline Ticket	# of Tickets		\$0.00
	Cost per Day	# of Days	# of Vehicles	\$0.00
<b>Total Course / Conference Costs:</b>				<b>\$0.00</b>
<b>Total Training Costs:</b>				<b>\$69,121.0</b>

*Double click on any box to open an embedded Excel Spreadsheet to enter your data, when finish click anywhere outside the box to re-embed the data into the Word document and then SAVE your work!!!*

#### **IV. BUDGET NARRATIVE**

*This is an explanation of the line items identified in each category. The budget narratives must explain the use of the requested grant funds. Budget narratives must be included for each category for which there is a request for items/services. Justify the relationship between the items listed within each category and the goals and objectives of this grant request. The budget narratives must tie each item requested to the goals and objectives of this project.*

##### **Planning Services -**

*Explain the basis for selection of each consultant or conference attendance and describe how the activity to be provided is essential to achieving established goals.*

*Click inside gray box to begin typing*

##### **Training -**

*Explain the purpose of the training and/or the consultant/contractor and how it relates to achieving established goals. Provide location of training, duration, itemized transportation and per diem expenses. Attach a copy of the letter of declination from SFM and DEM.*

*Click inside gray box to begin typing*

**The Reno-Tahoe Airport Authority (RTAA) is required by the United States Department of Transportation Federal Aviation Administration (AC150/5200 31C) mandates that all airports conduct triennial full-scale exercises (FSEs) to test their Airport Emergency Plans if no real-world incidents occur that require the plan to be used. These exercises are vital to guaranteeing that all personnel are not only familiar with the emergency plans but are properly trained in their duties and fully understand their assignments and responsibilities in the face of a disaster.**

**The RTAA is seeking professional contractor services by Risk Solutions International LLC to facilitate and coordinate the May of 2023 triennial FSE. A copy of the contract proposal terms is attached to this form. The cost from RSI is \$54,750.**

**RSI was the chosen vendor due to their experience with over 20 years of field experience, specializing in emergency management. RSI has worked with other partners in Washoe County making them a valued expert in our region.**

**With this application we are also requesting \$14,371 for moulage (\$14,225) and (\$146) drinks. The moulage is to give our first responders a realistic experience of the effect of the aircraft fuel and AFFF. This training will help in order to give our first responders be better prepared in an event. The drinks are to help keep participants well hydrated in order to reduce the incidence of a heat related medical emergency. Please see attached for detail breakdown.**

The FSE is designed to establish a learning environment for participants to exercise emergency response plans, policies, and procedures as they pertain to initial notifications, sustained response, and recovery response to an aircraft disaster.

A FSE is a complex event that requires detailed planning. To effectively conduct this exercise, subject matter experts (SMEs) and local representatives from numerous agencies assisted in the planning process and are conducting evaluations during the exercise. By local response standards, this event is considered a mass casualty incident (MCI) Level 1 with over 60 victims.

1. Incident and Unified Command implementation with mutual aid firefighting and law enforcement.
2. Test the Airport Emergency Plan communications plan.
3. Mass Casualties Incident Plan for Washoe County.
4. Regional Hazardous Materials Response (Aircraft fuel and firefighting foam exposure).

#### Additional Information -

*Click inside gray box to begin typing*

The federal government requires that commercial airports train with, calibrate equipment with, and use the best performing aqueous film-forming foam fire (AFFF) suppression systems to protect the safety of passengers, crew and others in the case of petroleum-based fires at airports. It was unknown in the past the components in the AFFF would ultimately present threats to human health and the environment. The key constituents that help make AFFF so effective at fighting fires – surfactant compounds from a class of chemicals referred to as perfluoroalkyl and polyfluoroalkyl substance (PFASs)/ These have recently been associated with considerable adverse health effects, including cancer.

Due to AFFF's miscible nature, as well as the large amount of water often applied in combination with the foam, containment tactics that prevent or minimize surface water runoff are critical during and after emergency response activities. Proper containment tactics may also reduce the footprint of the affected area to make the containment and cleanup easier. Depending on resources available to response personnel and conditions of the release, tactics such as ditching, berming, diking, damming, and blocking storm drains, culverts, or other surface inlets can help to contain runoff.

Certified commercial airports must provide aircraft rescue and firefighting (ARFF) services during air carrier operations. ARFF personnel must train with AFFF, either at the airport or at an off-site training facility. At present, the only AFFF that is approved by the FAA contains PFAS.

During this FSE, the AFFF will NOT be discharged or utilized.

## CERTIFIED ASSURANCES For LEPCs

### Grant Title: HMEP Mid-Cycle Grant 2022

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the applicant and the lead governmental unit hereby agree to the following Certified Assurances governing the awarding of funds:

- A) The applicant assures compliance with the Nevada Administrative Code (NAC) 459.9912 et seq. and SERC policies found at <http://serc.nv.gov>.
- B) **FINANCIAL REPORTS** – The recipient is required to submit, at a minimum, quarterly financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to or after the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC.

- 1) **Request for advance:** May be requested only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote. Complete and submit a financial report form with the appropriate “request for advance” box checked.
- 2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. Complete and submit a financial report form with the appropriate “report on expenditure of advance” box checked. This report is due **within 30 days** of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include a summary breakdown of expenses, copies of dated invoices, proof of payment and any other documents required by SERC policies. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.
- 4) **Quarterly report required:** If there are no expenditures within the quarter, a report with an explanation of why and the plan for future expenditures is due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

<b>October 31</b>	- for reporting period July 1 to September 30;
<b>January 31</b>	- for reporting period October 1 to December 31;
<b>April 30</b>	- for reporting period January 1 to March 31; and
<b>July 31</b>	- for reporting period April 1 to June 30.

- 5) **Final report:** There will be no further expenditures, the grant is closed and no further reports are necessary. This report is due within **30 days** after the end of the award period, or any time prior to the end of the award period if no further funds will be spent.
- C) **EXERCISE REPORTS** – To be eligible for grant funding, the LEPC must report to the SERC by January 31<sup>st</sup> of each year on at least one real event and/or tabletop, functional, or full-scale exercise or drill which utilizes and implements the hazardous materials emergency response plan. An exercise is required at least once every third year.
- D) **GRANT CHANGE REQUEST** – Grant expenditures are authorized for the purposes set forth in this application, as approved in the grant award, and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Request for a change in the project must be submitted to the SERC and approved in writing prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).
- E) The applicant assures compliance with *2 CFR 1200, Non-procurement Suspension and Debarment*. The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- F) The applicant assures the fiscal accountability of the funds received from the SERC will be managed and accounted for by the lead agency's chief comptroller. Internal control and authority to ensure compliance with the SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- G) The SERC will reimburse the recipient reasonable, allowable, allocable cost of performance, in accordance with current federal requirements, Nevada Revised Statute, Nevada Administrative Code, State Administrative Manual, SERC policies and any other applicable fiscal rules, not to exceed the amount specified at the total award amount.
- H) The applicant assures it shall maintain data and information to provide accurate financial reports to the SERC. Said reports shall be provided in form, by due dates and containing data and information as the SERC reasonably requires to administer the program.
- I) The applicant assures financial reports shall be submitted within 30 calendar days of the end of each calendar quarter and within **30 days** of the end of the grant period and shall be current and actual.
- J) The applicant assures funds made available under this grant will not be used to supplant state or local funds.
- K) The applicant assures compliance with *2 CFR 200.212 and 180, Non-procurement Suspension and Debarment*. The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government, any of its participating agencies, are potential vendors, contractors or providers debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.

- L) The applicant assures that it will comply with Administrative Requirements 2 *CFR part 200*, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments appropriate to the award as follows:
1. 49 CFR 110, *Hazardous Materials Public Sector Training and Planning Grants*
  2. 49 CFR 18, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments*
  3. 2 CFR 225, *Cost Principles for State, Local and Indian Tribal Governments*
  4. OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations* (now contained in 2 CFR 200)
  5. 49 CFR 20, *New Restrictions on Lobbying*
  6. 49 CFR 32, *Government wide Requirements for Drug-Free Workplace*
- M) The applicant assures compliance with the below in any programs and activities receiving federal financial assistance:
- Title VI of the Civil Rights Act of 1964*, which prohibits discrimination on the basis of race, color and national.
- 49 CFR 21*, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964.
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990*, which prohibits discrimination based on disability.
- The Age Discrimination Act of 1975*, which prohibits unreasonable discrimination based on age.
- Title IX of the Education Amendments of 1972*, which prohibits discrimination based on gender in educational activities.
- N) Any publication (written, visual, or audio) issued by the sub-grantee describing programs funded whole or in part with federal funds, shall contain the following statement:
- “This program was supported by Grant # \_\_\_\_\_, awarded by the Nevada State Emergency Response Commission (and, if an HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if an HMEP grant, U.S. Department of Transportation)”
- O) The applicant fully understands the SERC has the right to suspend, terminate or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its grant award and/or non-compliance.
- P) **LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- Q) Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the SERC.

- R) All activities and purchases utilizing any SERC administered sources of funding must comply with all local, state, and federal laws and regulations as well as grant specific requirements. It is the responsibility of sub-grantees to be familiar with any such laws, regulations and requirements.
- S) Applicant understands that an updated addendum to the grant may be required based on the federal guidelines between now and the time of the award documents based on requirements for State of Nevada or the federal sponsoring agency.

The applicant acknowledges receipt of these Certified Assurances and hereby assures adherence to all the above conditions of a grant award from the SERC.

**GOVERNMENTAL UNIT (I.E., COUNTY COMMISSION, COUNTY MANAGER)**

Name (print):  Kelly Echeverria  Title:  Emergency Manager Washoe County

Kelly Echeverria   
Signature:

1/10/23   
Date

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN**

Name (print):  Andy Ancho  Title:  Washoe LEPC Chair

Andy Ancho   
Signature:

1/10/23   
Date

**RETURN THIS SIGNED FORM WITH GRANT APPLICATION**

# LEPC COMPLIANCE CERTIFICATION

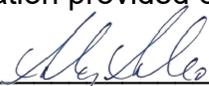
The following requirements must be met by the LEPCs for compliance with federal, State and SERC laws, regulations and policies and procedures. This checklist must be completed, signed and returned annually by March 31, even if the LEPC is not a recipient of grant funds.

**A check mark in the squares on the left will indicate a YES response.**

- Have changes in the LEPC Bylaws and Membership list been submitted to SERC?
- Bylaws reviewed/updated - Date: **12/16/21** Submitted: **12/21/21**  
Membership list reviewed/updated - Date: **12/16/21** Submitted: **12/21/21**
- Have LEPC meetings been held, at a minimum quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC?
- Has the LEPC submitted all required reports which summarize the financial management of the active grants (*i.e., copies of invoices and verification of expenditures*)?
- Has the LEPC reviewed and updated its hazardous materials emergency plan (or hazmat portion of the jurisdiction's "all hazards" plan), NRT-1, Level of Response Questionnaire and Letter of Promulgation within the last year? Have the review results and updates been submitted to the SERC in writing along with a copy of the LEPC meeting minutes documenting review of the Plan by January 31<sup>st</sup>?
- Plan update – Date: **12/16/21** Submitted: **12/21/21**  
NRT – 1 update – Date: **12/16/21** Submitted: **12/21/21**  
Level of Response Questionnaire update – Date: **12/16/21** Submitted: **12/21/21**  
Letter of Promulgation update – Date: **12/16/21** Submitted: **12/21/21**
- Has the LEPC reported on at least one incident or exercise (exercise required at least every third year) of its hazardous materials emergency response plan by January 31<sup>st</sup>?
- Indicate the date of the most recent exercise: **08/21/21** Submitted: **12/21/21**  
Indicate the date of an incident report used in lieu of an exercise: Submitted:
- Has the LEPC met the **annual** requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC?
- Date of publication: **11/28/21** Affidavit Submitted: **12/21/21**
- Has LEPC read SERC policies?

As chairman **Washoe** Local Emergency Planning Committee, I attest  
of  
County Name

all information provided on this Compliance Certification is accurate



LEPC Chair Signature

1/10/23

Date

**RETURN THIS SIGNED FORM WITH GRANT APPLICATION**

**STATE EMERGENCY RESPONSE COMMISSION  
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)  
ACTIVITY REQUEST FORM**

**REQUIRED: Complete a separate form for each separate  
activities on grant**

**Section A – Requesting Organization**

Organization: **Washoe LEPC**  
Street Address: **5195 Spectrum Blvd**  
City / Zip Code: **Reno/89512**

**Section B – Point of Contact**

First Name: **Francisco**  
Last Name: **Ceballos**  
Phone: **775-224-4109**  
E-Mail: **FCeballos@washoecounty.gov**  
Position: **Secretary/Treasurer**

**Section C – Grant Activity Request Information**

Amount: **71,750.00**  
Activity: **Training**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **50+**  
(Enter "0" if funding is requested for planning activities without an associated number of participants such as plan updates and commodity flow studies).

Activity Description and Justification:

*What do you want to accomplish with this grant. Provide a separate discussion of each goal and justify its need towards the prevention, mitigation and/or response to hazardous materials incidents involving transportation. The goals are general statements of desired results and identify intended outcomes and results the program has established to achieve with these funds.*

**This grant application is to cover the cost of a contract and supplies for Reno Tahoe Airport Authority a member of Washoe LEPC, to conduct a full-scale exercise and the components leading up with the major emphasis on hazardous materials response involving an aircraft (fuel and AFFF.) This will help accomplish the goal of the LEPCs annual exercise.**

How does this further your organization's program mission?

*Include specific uses of this grant funding to prevent, mitigate and/or respond to hazardous materials incidents involving transportation. Objectives focus on the methods/activities to be used to achieve the goals they support.*

**This grant application supports our region's mission of continued training and respond to a HAZMAT Transportation incident. This exercise will include both Hazmat and Transportation (aviation) aspects of response.**

Does this activity replace an item included in the approved application? If yes, what activity is being replaced and why?

**No**

**Joe Lombardo**  
*Governor*



Nevada Department of  
**Public Safety**  
Dedication Pride Service

**George Togliatti**  
*Director*

**Sheri Brueggemann**  
*Deputy Director*

## **Nevada State Fire Marshal Division**

**Mike Dzyak**  
*State Fire Marshal*

Stewart Facility  
107 Jacobsen Way  
Carson City, Nevada 89711  
Telephone (775) 684-7501 - Fax (775) 684-7518

January 17, 2023

Washoe County Emergency Management  
Francisco Ceballos, Program Coordinator  
5195 Spectrum Blvd.  
Reno, NV 89512

**RECEIVED**  
JAN 17 2023  
NEVADA  
SERC

Dear Francisco Ceballos,

The Nevada State Fire Marshal Division has received and reviewed your request dated January 12, 2023 wherein you requested assistance to fund training for full-scale exercise at the Reno-Tahoe Airport in May of 2023. After reviewing the information provided, the Division has found this Hazardous Material Response exercise to be of great value to your community partners at the Reno-Tahoe Airport Authority.

Unfortunately, we are unable to provide assistance at this time due to budget constraints. Training & Certification Bureau is prepared to answer requests for Hazardous Material training given sufficient time to navigate the State of Nevada purchasing or contract process. The Division encourages and supports your pursuit of funding through the State Emergency Response Commission (SERC) grant application.

We certainly hope you are successful in acquiring the funding for this valuable training. Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dennis Pinkerton".

Dennis Pinkerton, Bureau Chief  
Training & Certification Bureau  
Nevada State Fire Marshal Division



## Nevada Division of Emergency Management / Homeland Security

Prevent • Protect • Mitigate • Respond • Recover

January 12, 2023

Francisco Ceballos  
Program Coordinator  
Office of the County Manager | Emergency Management  
5195 Spectrum Blvd.  
Reno, NV 89512

RECEIVED  
JAN 17 2023  
NEVADA  
SERC

Dear Francisco,

The Division of Emergency Management (DEM) has received and reviewed your request to provide assistance in supporting a full-scale exercise. Due to the time constraint for delivery of this exercise, and the extensive work involved, we would not be able to meet this request.

We support your pursuit of funding of this training through the State Emergency Response Commission grant process to enhance responder development.

Please let me know if you have any questions.

Sincerely,

*Lori L. DeGristina*

State Training Officer  
Division of Emergency Management  
2478 Fairview Drive, Carson City, NV 89701  
Office (775) 687-0320 - Cell (775) 443-7958  
24/7 Emergency Duty Officer (775) 687-0498  
[Lori.degristina@dem.nv.gov](mailto:Lori.degristina@dem.nv.gov)



# Washoe County Local Emergency Planning Committee (LEPC)

## Draft Minutes

December 15, 2022 10:00 A.M.  
Regional Emergency Operations Center  
5195 Spectrum Boulevard, Reno, Nevada

### 1. CALL TO ORDER/DETERMINATION OF QUORUM [Non-action item]

Chair Andy Ancho called the meeting to order at 10:00 a.m. A quorum was established.

**PRESENT:** Elizabeth Kunz – RPD; Shawn Congden – SPD; Roy Anderson – WCSD; Andy Ancho - RFD; Shawn McEvers – SFD; Ryan Rizzuto – TMFPD; Chris Ketring – TMFPD; Tracy Moore – RTAA; Nick Klaich – TRIAD; Kelly Echeverria – WCEM; Jessica Adams – WCEM; Gary Zaepfel – WC Tech Services; Brian Taylor – REMSA; Zeb Nomura - NNMC; Jessie Latchaw – IHCC; Brittany Nevin – VA; Rob Reeder – RTC; Jennifer Delaney - UNR; Rebecca Knapp – RPSD; Lance Chantler – RS Indian Colony; Ian Dasmann – TMWA; and Tim Hill - NV Energy.

**ABSENT:** Daniel Bond - RPD; Jason Woodard - SPD; Clinte Bellamy - SPD; Marc Bello – WCSD; Bill Harvey - WCSD; Sierra Hooft - UNRPD; John Galicia – UNRPD; Seana Baker – WCSD; Michael Perry – WCSD; Aaron Wike – RFD; Chris Jones - SFD; Jim Kindness - SFD; Ryan Sommers – NLTFPD; Russell Barnum - NLTFPD; Jim Nelligan – NLTFPD; Joe Kammann – TMFPD; Francisco Vega - HD; Michelle Bays – DA; Chris Hicks – DA; John Gurriere – DA; Chris Long – WC Tech Services; Shyanne Schull – WC Animal Services; Tammy Wines-Jennings – WC Animal Services; Paul Burton – REMSA; Todd Kerfoot – REMSA; Andrea Esp – WCDH; Kent Choma - NNMC; James Riley – VA; Angela Reich – RTC; Wade Barnett – KOLO-TV; Ed Pearce - KOLO-TV; Matt Williams – UNR; Scott Alquist – TMCC; Ben Davis – TMCC; Sara Skroch - RPSD; Cody Shadle - RPSD; Ciera Sampson – RS Indian Colony; Daniel Thayer – RS Indian Colony; Don Pelt – Pyramid Lake Paiute Tribe; Jonathan Prichard - Pyramid Lake Paiute Tribe; David Paulon – Pyramid Lake Paiute Tribe; Elizabeth Breeden – NV Energy; and Stephanie Daus - NV Energy.

Also present: Wade Carner – Legal, Francisco Ceballos – Secretary/Treasurer, Christa Morter, TJ Buxton, Logan Dupue – NV ANG, Joe Olaciregui – CERT, Noah Boyer– WCSO, Dawn Johnson – NWS, Bren McClean, Ryan Geichman – DEM, Aleesah Campbell, Derek Breuvais – BBBSNN

### 2. PUBLIC COMMENT –

There was no public comment.

**3. Approval of October 20, 2022, General Membership Minutes – FOR POSSIBLE ACTION – Andy Ancho, Chair**

*It was moved by Brian Taylor, seconded by Kelly Echeverria to approve the minutes as written.*

There was no public comment.

*The motion passed unanimously.*

**4. Big Brother Big Sisters of Northern Nevada-** A presentation on Bigs with Badges, the mentoring-based program where the volunteer is a first responder - Aleesah Campbell, Community Development Director Big Brother Big Sisters of Northern Nevada

Aleesha Campbell introduced herself as well as Derek Beauvais, the CEO of Big Brothers Big Sisters. She explained that Bigs with Badges is the program they will be discussing which connects first responders with children in need of a mentor. She explained that the Washoe County Sherriff's Office was their first official sponsor starting in August. Aleesha then played a video about Bigs With Badges. The video showed members of the Washoe County Sherriff's department talking about their experiences working with mentees.

Aleesah continued her presentation explaining that the goal of the program is to create one-to-one mentoring relationships. The organization believes that every youth has potential. Littles are between 6-12 years old when they enter the program and are usually with their mentor until graduation, sometimes beyond. Families who qualify are at or below the poverty level. She said the goal is to create a consistent presence in the child's life and provide stability and guidance.

She explained that there is a background check and training for anyone who volunteers and it is at least a one-year commitment. The average match-length is over three years. Mentors are asked to spend 4-6 hours a month with their mentee.

She said the matches are made based on interests and mentors are always supported by the program. Bigs with Badges is for anyone who works in Fire, EMS, state/federal departments, corrections, and law enforcement. The program already has five agencies involved even though it only launched in August. It is expanding to anyone interested in Northern Nevada. She said the goal is to expose Littles to first responders outside of a stressful situation which they may have been part of or are likely to be exposed to. It is also meant to be a break from their lives which are often full of adult responsibilities.

She explained that the idea is to do activities in the community and explore new things. The schedule is flexible. Aleesah also said partner matches are possible within a family or an agency.

The Lunch Buddies Program is at the Little's school and allows Bigs to help with activities at the school on a regular basis.

Derek Beauvais continued by saying the effects of the program on Littles is positive. Students have a 100% graduation rate, compared to 82% in Washoe County. Littles are provided academic support and tutoring in addition to mentoring. The program creates a support system of adults which many of these students wouldn't usually have. 99% of Littles avoid the juvenile justice system.

Kids who have gone through the program are more likely to attend college, more likely to have a household income of \$75,000 and are more likely to be satisfied with their lives. Derek talked about his own relationship with his Little. He described some of the activities he did with him and the support he has provided. He said he was able to also support his Little's parents as another adult figure that can talk about important topics that are sometimes uncomfortable between family members.

Aleesah explained that there are 150 Littles waiting for mentors on their waiting list. She encouraged anyone listening who may be interested to get involved as well as share the program with those who might be.

Andy Ancho thanked Aleesah and Derek for their presentation.

**5. Review and Approval of Annual LEPC Updates – FOR POSSIBLE ACTION** – Yearly approval of the updated LEPC Plan including form NRT1A, membership list, equipment lists, letter of promulgation, training/exercise schedules, Level of Response Questionnaire, Exercise Report, and By-Laws – Kelly Echeverria, Washoe County Emergency Manager

Francisco asked that anyone speaking please introduce themselves for the record.

Kelly Echeverria said that every year they need to update the NRT1A, membership list, equipment lists, Letter of Promulgation, training/exercise schedules, Level of Response Questionnaire, Exercise Report, and by-laws. She said that many of these don't end up changing but they need to be reviewed yearly. She explained that there were no changes made to NRT1A, equipment lists, or Level of Response Questionnaire, but there were some changes made to the membership list. This included that there is no longer a state elected official. Previously this position was filled by Julia Ratti who decided not to run for office again. Kelly said she reached out to current elected officials about LEPC but did not hear back. She explained that the committee still meets all the membership requirements of LEPC.

The Letter of Promulgation will change as well, only to show Andy Ancho as the new Chair. All the documents are available on the LEPC website as well for further review.

Kelly explained that there is a draft of the training/exercise schedule. The Integrated Preparedness Planning Workshop, which is happening right after the current meeting, will assist in finalizing the training/exercise schedule before sending it to SERC. The CBURNI exercise in March is the exercise they will be reporting on this year which included the TRIAD, LEPC and the Health Department.

There were some changes made to the by-laws. SERC last year decided that they wanted by-laws to reflect certain requirements from the Federal Government. There were four items added including: Public Comment, Public Request for Information, Distribution of the HAZMAT Plan and Dissolution. These are already outlined in State and Federal Law, but SERC asked that they be present as well in the LEPC by-laws.

Kelly asked if there were questions.

She explained that there were also changes made to the HAZMAT Plan. The main changes made were on Shelter Counsel and Alert Notification. This was to update procedures. One change in Alert Notification was that the conference call line is no longer used in Emergency Shelter Counsel. Instead there is a WhatsApp group. In section 5, Kelly said previously dispatch would make alerts and warnings however it is Emergency Management that sends out alerts and warnings primarily with backup from dispatch. The Evacuation Procedures were also changed to include the WhatsApp group.

Kelly explained that there were some recommendations submitted by Jessie Latchaw from the Health District. Those recommendations did not quite fit into the LEPC plan, but are more fitting for the TRIAD Response Plan and SOPs. Those recommendations were shared with them. Brian Taylor explained that the recommendations were reviewed and discussed in the Executive Meeting more in-depth.

Andy thanked Kelly for her presentation and asked if there was public comment.

There was no public comment.

*It was moved by Tracy Moore, seconded by Rebecca Knapp to approve the updated LEPC Plan including form NRT1A, membership list, equipment lists, Letter of Promulgation, training/exercise schedules, Level of Response Questionnaire, Exercise Report, and By-Laws as written.*

*The motion passed unanimously.*

**6. Secretary/Treasurers Report** – Information on existing FY 22 Operations, Planning, Training, and Equipment (OPTE), FY 23 Operations, Planning, Training, and Equipment (OPTE), FY 23 United We Stand (UWS), and FY 22 Hazardous Materials Emergency Preparedness (HMEP) Mid-Cycle Grants. Information and upcoming grants, member information, and trainings. – Francisco Ceballos, LEPC Secretary/Treasurer

Francisco explained that for FY 22 OPTE, LEPC has received the money and completed the grant. For FY 23 OPTE, \$28,169 of the \$28,850 was used. This was because of the USAR Task Force Kits.

For FY 23 UWS grant, LEPC used this to fund Ballistic Vests and Cyanokits. REMSA has ordered the Ballistic Vests, and they are just waiting for them to arrive. The Cyanokits have already arrived and are ready for distribution. Francisco said he is working on reimbursement for those.

The FY 22 HMEP Grant was used for the FireShows West Conference. Of the 31 members who signed up to attend, only 6 went. So LEPC has to de-obligate \$4,875 of the \$6,045 provided by the grant. Francisco explained that moving forward, LEPC will likely only apply for ten spots to attend this conference and have it available on a first-come-first-serve basis.

He said the FY 20 HSGP Program Assistant Grant has \$15,060.63 remaining. This has been allocated to replace radios which were bought with a Homeland Security Grant in the past. For FY 21 COOP, there is \$56,903.03 remaining. For the FY 21 Program Assistant Grant, the position became fully County. Emergency Management is working on using that money to purchase software. Kelly Echeverria clarified that it is a situational awareness and communication tool.

Francisco continued on to say that the FY 22 COOP at \$185,000 and Animal Trailers at \$123,948 were approved last Tuesday. The trailers are for smaller animals in the case of another fire like the Caldor Fire. Kelly added that they are getting two animal trailers and they do not require a special license to drive. Shyanne Schull from Animal Control thought two would be a good idea incase multiple regions are affected at the same time. This is because shelters don't usually allow pets so they could be kept near their owners with the help of these trailers. The trailers are climate controlled and have a waste containment system for each unit of the trailer.

**7. Grant Application Review and Approval- FOR POSSIBLE ACTION** – Presentation and approval of the Hazardous Material Emergency Preparedness (HMEP) Mid-cycle Reno Tahoe Airport Authority– Francisco Ceballos, LEPC Secretary\Treasurer

Francisco explained that the grant application for review is for HMEP Mid-Cycle. It was submitted by Reno Tahoe Airport Authority for \$69,121. This grant is meant to be used for anything to do with the transportation of hazardous materials. Francisco explained that Tracy Moore submitted the application and invited him to speak more about it.

Tracy Moore explained that the airport is required by the Federal Airport Authority to have a full-scale exercise every three years. Tracy brought this up to his colleagues and found that there was not a budget to hold an exercise of that scale. Planning of the exercise has begun. Tracy explained that he felt that this type of exercise should fit into the HMEP grant because it is transportation in terms of airplanes, which carry a great deal of fuel, which is hazardous as well as the potential for hazardous cargo. He also said aircrafts use an FFF vault, which is used to suppress aircraft fuel systems. For that reason, it is a double HAZMAT zone. He said they want to test containment of a large amount of fuel and whether they have the ability to decon on scene as well as at the hospital.

He explained that there is a meeting for the planning on Tuesday of next week if anyone is interested in getting involved. They hope to contract Risk Solutions who specialize in these types of trainings. Andy asked for public comment.

There was no public comment.

*It was moved by Roy Anderson, seconded by Brian Taylor to approve the Hazardous Material Emergency Preparedness (HMEP) Mid-cycle application from Reno Tahoe Airport Authority as written.*

*Lance Chantler abstained from voting.*

*The motion passed unanimously.*

**8. Update on Regional Emergency Management Events** – A briefing of regional meetings, events, trainings, and exercises. – Kelly Echeverria, Washoe County Emergency Manager

Kelly Echeverria explained that they will be updating the Family Assistance Center Plan. A vendor was selected for this – Emergency Preparedness Solutions. She said the CBURNI exercise helped in concluding that an overhaul of this plan was needed.

They will also be updating the Damage Assessment Plan and selected the vendor Prestige to do that. This will include the incorporation of Survey 1,2,3 from the State.

Kelly also said they are working on getting the situational awareness and communication application approved by the state and it is out for bid. This will service Washoe, Carson and Douglas counties. The hope is to test this software at an Incline Village evacuation exercise in June.

She said they will also be reviewing the Regional Emergency Operations Strategic Plan as well as the Regional Emergency Operations Plan itself. She explained that they are diving into the planning section and who fills the seats for that section and looking at what trainings they might need.

**9. Update on the Radiological Task Force** – A briefing on current radiological issues within the region – Scott Alquist, Truckee Meadows Community College (TMCC)

Francisco Ceballos said he received an email from Scott Alquist explaining that he could not attend but has nothing to report at this time.

**10. Update of Washoe County Citizen Corps** – A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT) – Joe Oleciregui, Washoe County Sheriff's Office (WCSO) or Designee

Joe Oleciregui said the total volunteer hours for 2022 were 11,106 hours with 197 volunteers. They have participated in 139 events and have completed 54 airport cast missions. The CERT academy begins on January 19<sup>th</sup>. The CHSE program is running. There is a speaker on January 17<sup>th</sup> and there are two academies in February. He said in March, there is the Western State Sheriff's Conference and another academy in April. He said they are looking for experts on any of topics that CERT covers at their academies and trainings.

**11. Update on State Emergency Response Commission** – A briefing on grants status and State Emergency Response Commission (SERC) happenings – Tami Beauregard or designee

Francisco said that Tami Beauregard was not able to attend the meeting but emailed to remind the committee that on January 31<sup>st</sup> all documents that were just approved are due. Francisco said he will be working to get those in.

**12. Training Review** – Briefing on trainings that have occurred in the past 2 months and requests for future trainings. Upcoming Trainings. – Andy Ancho, LEPC Chair

Andy Ancho said he attended the West E-Briefing which talked about nuclear weapons and materials that are transported through Nevada. They are including responders now in all of the states they go through on what to expect if one of these transports is involved in an accident.

Andy asked if there were any other trainings that committee members would like to share.

There was no comment.

**13. LEPC Chairperson/ Board member announcements/items and selection of topics for future meetings** – No discussion among committee members will take place on this item. The next regular meeting is scheduled on February 16, 2023, at 10:00 a.m.

Andy Ancho said that directly following this meeting is the Integrated Preparedness Planning Workshop. He invited everyone to please stay and participate in that meeting as well.

**14. Public Comment** –

Kelly Echeverria said that Shawn McEvers is finally retiring. She expressed her thanks for working with him. She wished him luck in retirement.

Brian Taylor said he also wanted to thank Jessie Latchaw who is moving to a new position in the region and this will be her final LEPC meeting.

Ryan Gerchman from the Nevada Division of Emergency Management said there is a 0-0305 All Hazard class in the system through the DEM website which always has classes available for free. There is also a full-scale active assailant exercise in planning, as well as a full-scale cyber exercise coming. There is also a table-top active shooter and a table-top cyber utility power outage training coming. He asked that anyone interested please reach out to training exercise coordinators at the State. The SCEMP update will match the updated community planning guide from FEMA in 2024. He also said there are a few positions open: a Management Analyst II as well as a GPA and Administrative Assistant.

**15.** Andy Ancho adjourned meeting at 11:07am.



# PROPOSAL

## FULL SCALE EXERCISE (FSE)



## COVER LETTER

10/06/2022

Tracy Moore  
Emergency Manager  
[tmoore@renoairport.com](mailto:tmoore@renoairport.com)  
Reno-Tahoe Airport Authority  
2001 E Plumb Ln.  
Reno, NV 89502

Mr. Moore,

Risk Solutions International LLC (“RSI”) is pleased to present this Scope of Work (“SOW”) to the Reno-Tahoe International Airport (“RNO”). This SOW is based on our understanding of the requirements as discussed, and our extensive experience in developing and facilitating full-scale exercises (“FSE”).

We propose to conduct an FSE that would meet the FAA Part 139 requirements for a Tri-Annual Full-Scale Exercise at RNO for the Airport Response Team and their Mutual Aid Partners with a plausible scenario that reasonably accommodates the agency objectives for the airport and their partners. Following the FSE we will facilitate a Hotwash with representatives of the responding agencies and the Controller Evaluators. An After-Action Review And Improvement Plan (“AAR/IP”) will follow.

This SOW is being submitted by the Compliance, Risk, Resilience & ESG Practice of RSI. We appreciate the opportunity to work with Reno-Tahoe International Airport, and we thank you in advance for your consideration.

Sincerely yours,

A handwritten signature in blue ink that reads "Duane A. Lohn".

Duane Lohn  
Senior Managing Director  
[Duane.lohn@rsi-llc.com](mailto:Duane.lohn@rsi-llc.com)  
T: (602) 321-9818

## TABLE OF CONTENTS

Cover Letter .....	1
Qualifications and Experience.....	3
Expertise.....	3
Why Clients Select RSI.....	3
Project Approach .....	3
Background, Objectives, and Scope of Work.....	3
Task 1: Kickoff & Initial Planning Conference (IPC).....	4
Task 2: Mid Planning Conference (MPC) & MSEL Development .....	4
Task 3: Final Planning Conference (FPC) & Venue Walk-through* .....	5
Task 4: Conduct Tabletop Exercise (TTX) .....	5
Task 5: Conduct Full-Scale Exercise (FSE).....	5
Task 6: After-Action Review and Improvement Plan (AAR/IP) .....	5
Professional Fees .....	6
Assumptions.....	6

## QUALIFICATIONS AND EXPERIENCE

### Expertise

Our Compliance, Risk, Resilience & ESG Practice provides Emergency & Crisis Management, Enterprise Risk Management, and Continuity of Operations advisory services for our clients. Our practice’s consultants are professionally credentialed and deeply experienced in developing HSEEP full-scale exercises.

### Why Clients Select RSI

- **Specialization** – We specialize in Emergency Management and Continuity consulting. Assessment, planning, training, and exercising are our sole focus, not a secondary skillset. This is all we do as a practice area, and we excel in this work.
- **Experience** – Our team has an average of 20 years of specific field experience on the client and consulting sides, so our know-how is unparalleled in almost every sector. We bring that unique perspective to every engagement.
- **Qualifications** – Professionals on RSI teams have achieved certifications in their field at the Master, Professional, and Associate levels, enabling us to meet every client's need.
- **Independence** – RSI has no conflicts of interest with auditors, accountants, insurance brokers, underwriters, or technology vendors, so our work is trusted and in RNO’s best interest.
- **Responsiveness** – The flat organization of our practice puts senior practitioners on every project and our leaders are a telephone call away.

## PROJECT APPROACH

### Background, Objectives, and Scope of Work

We propose to conduct an exercise that would meet the FAA Part 139 requirements for a Tri-Annual Full-Scale Exercise at RNO for the Airport Response Team and their Mutual Aid Partners with a plausible scenario that reasonably accommodates the Agency Objectives for the airport and their partners.



## Task 1: Kickoff & Initial Planning Conference (IPC)

Upon contract execution, the RSI team will conduct a project kickoff meeting with the project leadership to review the SOW and deliverables, discuss a project plan, and agree on the work process and project management tools.

### *Project Kickoff:*

- Identify roles, responsibilities, inter-team communications, and contacts that will work together on the project.
- Make preliminary data requests for the FSE.
- Agree on the project management process, oversight and escalation procedures, milestone and open-item tracking procedures, status update plan, and document management procedures. for periodic project conference calls and on-site meetings.
  - Establish project status meeting cadence, where we will discuss overall project health, adjustments, and course corrections.
  - Review the preliminary project plan and timeline and gain approval from project leadership.

### *Initial Planning Conference (IPC):*

- Define exercise concept, scope, and scenario
- Propose Exercise Objectives and Capabilities
- Discuss participants and the extent of play
- Assign exercise planning team responsibilities
- Identify exercise planning team members including Trusted Agents
  - Trusted agents are the individuals on the Exercise Planning Team(s) who are trusted not to reveal exercise and scenario details to players or third parties before exercise conduct.

Deliverables for this Task will include:

- Project Kickoff Presentation Deck
- Project Management Tools, including project plan, scheduling, and status reporting
- IPC Presentation Deck
- Distribute IPC minutes, including timeline and responsibilities

## Task 2: Mid Planning Conference (MPC) & MSEL Development

In an FSE, a Master Scenario Events List (MSEL) provides a timeline and location for all expected exercise events and injects (actions that push the scenario forward).

### *Mid Planning Conference (MPC)*

- Review draft MSEL and injects
- Review and approve exercise documentation
- Agreement of FSE logistics

Deliverables for this Task will include:

- MPC Presentation Deck
- Distribute MPC minutes, including next steps, and assign tasks

### Task 3: Final Planning Conference (FPC) & Venue Walk-through\*

\* The venue walk-throughs may be conducted during the Kickoff meeting or IPC if the FPC is scheduled as a virtual meeting.

- Review and approve all draft exercise material including the Situational Manual (SitMan)
- Understand and approve exercise processes and procedures
- Ensure all logistical requirements are met
- Conduct TTX and FSE Venue Walk-throughs (if needed)

Deliverables for this Task will include:

- FPC Presentation Deck
- Distribute FPC minutes, including next steps, and assign tasks

### Task 4: Conduct Tabletop Exercise (TTX)

To validate the FSE scenario and injects, RSI will conduct a tabletop exercise and hotwash.

- Conduct TTX
- Conduct Hotwash

Deliverables for this Task will include:

- Adjust MESL based on TTX

### Task 5: Conduct Full-Scale Exercise (FSE)

- Venue Setup
- Facilitator/Evaluator Briefing
- Conduct FSE and Hotwash

Deliverables for this Task will include:

- Full-Scale Exercise executed

### Task 6: After-Action Review and Improvement Plan (AAR/IP)

- Develop AAR/IP
- Distribute draft AAR/IP for comments
- Conduct AAR Conference
  - Reach final consensus on AAR
  - Reach final consensus on IP

Deliverables for this Task will include:

- Submit final After-action Report and Improvement Plan

## PROFESSIONAL FEES

The total all-inclusive fee will be fixed at \$54,750. RSI will invoice the total fee in Six (6) installments or in one lump sum of \$54,750 at completion:

Task & Description	Installment
<b>Task 1:</b> Project Kickoff & Initial Planning Conference (IPC)	\$9,125.00
<b>Task 2:</b> Mid Planning Conference (MPC) & MSEL Development	\$9,125.00
<b>Task 3:</b> Final Planning Conference (FPC) & Venue Walk-through	\$9,125.00
<b>Task 4:</b> Conduct Tabletop Exercise (TTX)	\$9,125.00
<b>Task 5:</b> Conduct Full-Scale Exercise (FSE)	\$9,125.00
<b>Task 6:</b> After-Action Review and Improvement Plan (AAR/IP)	\$9,125.00
<b>Total</b>	<b>\$54,750.00</b>

After you review our approach, we are happy to answer any questions and offer any clarification. RSI appreciates the opportunity to work with RNO, and we thank you in advance for your consideration.

## ASSUMPTIONS

RNO will provide the RSI team with a dedicated project coordinator and with adequate workspace, access, and facilities, as needed. Additional logistics and elements shall be provided by RNO for the exercise.

- Smoke Generation Device (Qty 1)
- Moulage Kits and Staff
- Injury Simulators/Volunteer Victims (Qty 100)
- Trusted Agent from each participating agency

Each participating agency will be expected to supply a “Trusted Agent” to participate in the planning process and to act as an Exercise Controller/Evaluator, contributing notes that will be used to formulate the AAR/IP. The airport will be responsible for recruiting volunteer victims for the FSE. As well as all meeting venues, meeting refreshments, and enticements for volunteer victims.

The proposed timeline for the Full-Scale Exercise would be the end of May 2023. Kickoff should be scheduled before the end of October 2022. Schedule changes resulting from client decisions that shift the delivery of RSI’s services beyond the agreed-upon project period, materially alter the scope of work, or require inefficient travel schedules may alter the price of this proposal. If the scope or approach of the engagement is amended, a full review will be conducted by RSI and RNO. Similarly, if circumstances require a different level of RSI’s involvement, we will advise RNO promptly and obtain approval before proceeding.



**IMAGE PERSPECTIVES**  
 3170 RESEARCH WAY #80  
 CARSON CITY, NV 89706  
 775-882-6257  
 moulage@aol.com  
 www.moulage.net

# Quote

ADDRESS
RENO-TAHOE AIRPORT AUTHORITY TRACY MOORE 2001 E PLUMB LN. RENO, NV 89502

SHIP TO
RENO-TAHOE AIRPORT AUTHORITY TRACY MOORE 2001 E PLUMB LN. RENO, NV 89502

QUOTE #	DATE	EXPIRATION DATE
1015	12/30/2022	12/31/2023

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
777	CONTRACT SERVICES OPERATION ZEPHYR 2023 EXERCISE MAY 24TH, 2023, WEDNESDAY INCLUDES SET UP OF MOULAGE ROOM DAY BEFORE, MOULAGE SUPPLIES, MOULAGE APPLICATION, MOULAGE ARTISTS, CUSTOM CASUALTY CARDS AND LOGISTICS DEPICTING MOULAGE/PATIENT INFORMATION VITAL TO ORGANIZATION, TEAR DOWN AND CLEAN UP. NUMBER OF CASUALTIES TO ACCOUNT MAY RANGE UP TO 110 WITH VARIOUS EXERCISE PLAY NEEDS.	1	14,225.00	14,225.00

SUBTOTAL	14,225.00
TAX	0.00
<b>TOTAL</b>	<b>\$14,225.00</b>

Accepted By

Accepted Date

# Shopping Cart

Raley's on North McCarran Blvd, 2895 North McCarran Blvd., Sparks, NV, 89431.

	<b>Beverages</b>	<b>Price</b>	<b>Quantity</b>
	Dasani Purified Water 24-16.9 OZ	\$7.19 / ea	7
	Gatorade Thirst Quencher, Cool Blue 8-20 OZ	\$9.49 / ea	5
	Gatorade Thirst Quencher, Glacier Cherry Flavored 8-20 OZ	\$9.49 / ea	5

Total quote for drinks/ice not to exceed **\$145.23**



**WASHOE COUNTY LEPC**  
**Hazardous Materials Emergency Preparedness (HMEP)**  
**GRANT APPLICATION FORM**

Applicant Agency (Discipline)		Date
Reno-Tahoe Airport Authority		10-17-22
Address		Contact Person
2001 E. Plumb Lane		Tracy Moore
Phone Number	Email Address	Grant Applying For
775-624-4400	<a href="mailto:tmoore@renoairport.com">tmoore@renoairport.com</a>	HMEP mid-cycle

Complete the amount requested in each category:

Consultants/Contracts	\$ 54,750
Training	\$ 14,371
Planning	\$
<b>Total Funds Requested</b>	<b>\$ 71,750</b>

Description of request with Budget Narrative. The Budget Narrative must explain the purpose of the training or planning services and how it relates to achieving established goals. Provide location of the training, duration, itemized transportation and per diem expenses:

The Reno-Tahoe Airport Authority (RTAA) is required by the United States Department of Transportation Federal Aviation Administration (AC150/5200 31C) mandates that all airports conduct triennial full-scale exercises (FSEs) to test their Airport Emergency Plans if no real-world incidents occur that require the plan to be used. These exercises are vital to guaranteeing that all personnel are not only familiar with the emergency plans but are properly trained in their duties and fully understand their assignments and responsibilities in the face of a disaster. A copy of the FAA training exercise evaluation checklist is attached to this form.

In the past exercise conducted by the RTAA, they have been conducted during the summer months. The high heat temperatures have caused some medical and resources challenges for all staff involved with the FSE. The RTTA is planning on changing the triennial exercise to the later part of the month of May in 2023. This will allow the airport to conduct the FSE in more favorable weather for all parties involved. The FSE will also be conducted at the Reno-Tahoe International Airport (RNO) with patients/victims being transported to local hospitals in the Reno/Sparks area.

The RTAA is seeking professional contractor services by Risk Solutions International LLC to

**ALL VENDOR QUOTES MUST BE ATTACHED**  
 Submit form to [fceballos@washoecounty.gov](mailto:fceballos@washoecounty.gov)



**WASHOE COUNTY LEPC**  
**Hazardous Materials Emergency Preparedness (HMEP)**  
**GRANT APPLICATION FORM**

facilitate and coordinate the May of 2023 triennial FSE. A copy of the contract terms is attached to this form. The cost from RSI is \$54,750. The cost of the services by RSI does not include moulage, smoke generating machines, and hydration for the event. The estimated cost for moulage, smoke generating machines and hydration is \$17,000. This cost is estimated from the previous exercised conducted in 2020.

A copy of the timeline planning schedule is attached to this form. The initial planning will start in November of 2022. If awarded a tabletop exercise will be conducted in March of 2023, with the training exercise event ending with the FSE in May of 2023.

Describe the details of your request:

A draft version of the FSE is attached to this form. The FSE is designed to establish a learning environment for participants to exercise emergency response plans, policies, and procedures as they pertain to initial notifications, sustained response, and recovery response to an aircraft disaster. A FSE is a complex event that requires detailed planning. To effectively conduct this exercise, subject matter experts (SMEs) and local representatives from numerous agencies assisted in the planning process and are conducting evaluations during the exercise. By local response standards, this event is considered a mass casualty incident (MCI) Level 1 with over 60 victims.

1. Incident and Unified Command implementation with mutual aid firefighting and law enforcement.
2. Test the Airport Emergency Plan communications plan.
3. Mass Casualties Incident Plan for Washoe County.
4. Regional Hazardous Materials Response (Aircraft fuel and firefighting foam exposure).

Goals – What do you want to accomplish with this request to support the prevention, mitigation and/or response to hazardous materials incidents involving transportation:

Test and evaluate the Airport Emergency Plan (AEP) procedures and equipment; identifying areas in which plans, and procedures should be updated or changed to meet the challenges presented by similar real-world events.

Validate communication command and control plans, inter-agency communications and equipment compatibility for a hazardous materials (fuel, AFFF) response, DECON and containment.

**ALL VENDOR QUOTES MUST BE ATTACHED**  
Submit form to [fceballos@washoecounty.gov](mailto:fceballos@washoecounty.gov)



## **WASHOE COUNTY LEPC**

### **Hazardous Materials Emergency Preparedness (HMEP)**

### **GRANT APPLICATION FORM**

The evaluators will focus on these selected goals to enhance participant confidence and understanding of multi-agency operations in a controlled environment. The goals listed are not intended to evaluate individuals. The exercise is intended to challenge the knowledge, skills, and abilities of the participants.

Enhance coordination between the airport, public and private agencies through the planning and execution of a simulated Mass Casualty Incident (MCI).

Familiarize mutual aid agencies with airport response procedures, equipment capabilities and personnel.

Provide hands-on training by utilizing current procedures, trained responses, and equipment familiar to emergency response personnel.

Provide documentation of the planning and execution of a complex MCI exercise for use in the training programs of other public and private emergency response, support, and planning agencies.

Objectives – How do you plan to achieve the goals? Include specific uses of the funds to prevent, mitigate and/or respond to hazardous materials incidents involving transportation. Answer the following: What will be done with these funds? Who will purchase the items awarded? When will the activity be implemented?:

The overall objective is to conduct the FSE to test the RTAA AEP, the regional hazardous materials response and DECON for an MCI event as the result of an aircraft emergency event.

The most important thing to remember about managing AFFF is to always work to ensure all foam and firewater runoff is properly contained after discharge. This can heavily minimize the harmful effects of the substance.

Develop a comprehensive firewater runoff collection plan for an airport emergency requiring the application of AFFF.

Develop an emergency plan for dealing with unplanned releases of foam (fires or system malfunctions) this could include temporary dikes or booms. These measures are important to effectively contain AFFF; and to properly transport and dispose of it as well.

**ALL VENDOR QUOTES MUST BE ATTACHED**

**Submit form to [fceballos@washoecounty.gov](mailto:fceballos@washoecounty.gov)**



## **WASHOE COUNTY LEPC**

### **Hazardous Materials Emergency Preparedness (HMEP)**

### **GRANT APPLICATION FORM**

As with an event, the exercise evaluators will provide evidence and feedback by completing an after-action report (AAR) in format with the homeland security exercise evaluation program (HSEEP).

The funding from this grant will be utilized for the TTX and FSE. All expenditures will be processed by the RTAA. The timeline for this event will begin in November of 2022 for initial planning. If awarded the HMEP Midcycle grant then the TTX in March of 2023, a FSE in May of 2023 and followed up with an AAR from RSI.

#### **Additional Information:**

The federal government requires that commercial airports train with, calibrate equipment with, and use the best performing aqueous film-forming foam fire (AFFF) suppression systems to protect the safety of passengers, crew and others in the case of petroleum-based fires at airports. It was unknown in the past the components in the AFFF would ultimately present threats to human health and the environment. The key constituents that help make AFFF so effective at fighting fires – surfactant compounds from a class of chemicals referred to as perfluoroalkyl and polyfluoroalkyl substance (PFASs)/ These have recently been associated with considerable adverse health effects, including cancer.

Due to AFFF's miscible nature, as well as the large amount of water often applied in combination with the foam, containment tactics that prevent or minimize surface water runoff are critical during and after emergency response activities. Proper containment tactics may also reduce the footprint of the affected area to make the containment and cleanup easier. Depending on resources available to response personnel and conditions of the release, tactics such as ditching, berming, diking, damming, and blocking storm drains, culverts, or other surface inlets can help to contain runoff.

Certified commercial airports must provide aircraft rescue and firefighting (ARFF) services during air carrier operations. ARFF personnel must train with AFFF, either at the airport or at an off-site training facility. At present, the only AFFF that is approved by the FAA contains PFAS.

During this FSE, the AFFF will NOT be discharged or utilized.

If there are any further questions, please feel free to contact Tracy Moore, Reno-Tahoe Airport Authority Emergency Manager. Cell is 775-624-4400 and email is [tmoore@renoairport.com](mailto:tmoore@renoairport.com)

**ALL VENDOR QUOTES MUST BE ATTACHED**  
**Submit form to [fceballos@washoecounty.gov](mailto:fceballos@washoecounty.gov)**



**WASHOE COUNTY LEPC  
Hazardous Materials Emergency Preparedness (HMEP)  
GRANT APPLICATION FORM**

Please see the attached reference documents:

- Contract proposal by RSI
- Appendix # from the FAA on Airport Emergency Plan Accident/Exercise Evaluation Checklist
- Draft format of the TTX and FSE.
- Quotes

**ALL VENDOR QUOTES MUST BE ATTACHED**  
Submit form to [fceballos@washoecounty.gov](mailto:fceballos@washoecounty.gov)

**APPENDIX 3. AIRPORT EMERGENCY PLAN ACCIDENT/EXERCISE  
EVALUATION CHECKLIST**

**INTRODUCTION**

The Checklist that follows is intended to be a guide for those individuals tasked with planning for, or evaluating, airport Emergency Operations Plan accidents/drills and exercises. The FAA encourages airport operators to critique each accident that takes place on their airports within 60 days after each accident involving an air carrier.

In planning for a full scale exercise, the minimum number of “casualties” to be used should be based on the following:

<i>Airport Index</i>	<i>Minimum # “Casualties”</i>	
A	20	- 30
B	40	- 50
C	60	- 70
D	80	- 90
E	100 or more	

When evaluating the response for aircraft accident provide a summary of the accident and information about the conditions at the time of the accident.

Date/time of the accident:	Location:
Description of the accident:	
Weather: Ceiling/Visibility Wind velocity & direction	Surface Conditions:

**Table A3 - 1. Exercise Evaluation Checklist**

<b>Airport Name:</b> _____				
<b>Date:</b> _____				
<b>Review Item</b>	<b>Yes ( )</b>	<b>No ( )</b>	<b>N/A ( )</b>	<b>N/O ( )</b>
<b>I. Pre-exercise activities</b>				
A. Was an exercise planning committee established?				
B. Were drills/tabletops conducted in preparation for the full scale exercise?				
C. Were exercise objectives developed?				
1. Did they adequately test the emergency plan?				
2. Were they realistic?				
3. Were they measurable?				
4. Were they coordinated with participating agencies?				
D. Was a scenario developed?				
1. Was it realistic?				
2. Was there a time line?				
3. Did the scenario support the objectives?				
E. Was the site satisfactory?				
1. If no, explain: _____				
F. Were evaluators assigned?				
1. Were there enough?				
2. Were they qualified?				
3. Were they trained?				
4. Was an evaluation checklist provided?				
G. Were exercise safety guidelines established?				
1. Did they include:				
a) An emergency termination procedure?				
b) A code word for individuals in the event an actual injury occurs?				
2. Was there a safety briefing for all participants?				
3. Briefly describe the termination procedure. _____				
H. Were liability issues addressed in advance?				
I. Was advance notice of the exercise given to:				
1. the public?				
2. the media?				
3. airport tenants?				
J. Were there exercise controllers?				
1. Were there enough?				
2. Were they qualified?				
3. Were they trained?				
K. "Casualties"				
1. Was there a sufficient number?				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
a) Number of "injured" _____				
b) Number of "uninjured" _____				
c) Number of "deceased" _____				
2. Were they briefed on responsibilities?				
3. Were they given a safety briefing?				
4. Were they moulaged?				
5. Were adequate sanitary facilities available?				
6. Was food/drink available?				
7. Was there a "casualty" accountability/tracking plan?				
8. Was first aid available?				
9. Were there comfort provisions for inclement weather?				
L. Spectators				
1. Were there adequate provisions for viewing the exercise?				
2. Were they given a safety briefing?				
3. Were they adequately controlled?				
<b><u>REMARKS:</u></b>				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
<b>II. Exercise Activities</b>				
<b>A. Personnel Mobilization</b>				
1. Describe initial exercise activation procedure: _____				
a) Note time exercise commenced: _____				
2. Indicate mobilization procedure(s) for on-airport response personnel: ___ Pager ___ Radio Call ___ Telephone Call List ___ Alarm System ___ Other _____				
a) Note time mobilization commenced:				
b) Note time first unit arrived on scene:				
3. Indicate mobilization procedure for off-airport response personnel: ___ Pager ___ Radio Call ___ Telephone Call List  ___ Other _____				
a) Note mobilization time commenced: _____				
b) Note time first units/personnel arrived at the scene/staging area: _____				
c) Describe who made the notifications: _____				
d) Were contacts made in accordance with established plans/procedures?				
4. Were contact lists current and complete?				
5. Was there a system to track responding agencies/personnel?				
a) Describe the system: _____ _____ _____ _____				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
6. Did all agencies called for in the scenario respond?				
a) If not, who was missing: _____  _____				
<b>REMARKS:</b>				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
<b>B. Direction and Control</b>				
1. Was an individual in charge?				
a) If yes, Name: _____ Title: _____				
(1) Did this individual provide effective leadership?				
(2) Was this individual readily identifiable? If yes, describe how:				
2. Was decision-making coordinated with key staff?				
3. Was decision-making coordinated with other participating agencies?				
a. Air Traffic Control				
(1) Communications				
(2) Notification				
(3) Operational control				
(4) Guidance				
4. Were periodic briefings held?				
5. Was a copy of the emergency plan/procedures available?				
a) Were they current?				
b) Were they used?				
6. Was an Incident Command System (ICS) used?				
a) If yes, was it effective?				
7. Were there any direction and control problems? If yes, describe: _____ _____ _____				
<b><u>REMARKS:</u></b>				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
<b>C. Communications</b>				
1. Identify the systems used: Radio ___ Fire/EMS Net   ___ Police Net ___ Ground Control   ___ Airport ___ Emergency Management ___ Air/ground ___ Amateur Radio   ___ Other ___ Discrete Emergency Frequency <sup>9</sup> Telephone ___ Commercial ___ Cellular ___ Computer links   ___ Other ___ Facsimile				
2. Was there a common dedicated frequency for managing the emergency?				
a) If no, should there be one?				
3. Could the primary communications system(s) handle the flow of information with undue delay?				
4. Were back-up systems available?				
a) Were they demonstrated?				
5. Were communications protocols for information gathering/dissemination developed?				
a) If yes, were they properly used?				
b) If no, should they be developed?				
6. Was there a message flow system for incoming/ outgoing messages?				
a) Were copies of all messages kept?				
7. Were messengers used in high noise areas?				
8. Were there any communications problems? If yes, describe: _____ _____ _____				
<b>REMARKS:</b>				

N/A = Not Applicable

N/O = Not Observed

<sup>9</sup> See AC 150/5210-7, *ARFF Communications*

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
<b>D. Facilities, Equipment, and Displays</b>				
1. Was a mobile command post established?				
a) Was it easily identifiable?				
b) Was it properly equipped?				
(1) Was adequate communications equipment available?				
(2) Was a copy of the emergency plan/procedures available?				
(a) Were they current?				
(b) Were they used?				
2. Was an Emergency Operations Center (EOC) established?				
a) Was it properly equipped?				
(1) Were adequate communications available?				
(2) Was a copy of the emergency plan/procedures available?				
(a) Were they current?				
(b) Were they used?				
b) Was access controlled?				
c) Was back-up power available?				
d) Were maps and status boards available?				
(1) Were they prominently displayed?				
e) Was a computer used in support of the emergency operation?				
(1) If yes, describe how: _____ _____				
f) Was a log of events/actions taken maintained?				
3. Was there a remote staging area for vehicles (ambulances/buses, etc.)				
a) If yes:				
(1) How many were there? _____				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area?				
(a) If yes, was this individual readily identifiable? If yes, describe how: _____				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
(5) Were adequate communications available?				
(6) Was the flow of vehicles to the scene from the staging area adequately controlled?				
(7) Did drivers remain with their vehicles at all times?				
b) If no, is a transportation staging area needed?				
4. Was there a staging area for support aircraft (helicopters, fixed wing)?				
a) If yes:				
(1) How many were there?				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area				
(a) If yes, was this individual readily identifiable?				
If yes, describe how:				
(5) Were adequate air/ground communications available?				
b) If no, is an aircraft staging area needed?				
5. Was there a staging area for personnel				
a) If yes:				
(1) How many were there?				
(2) Was each readily identifiable?				
(3) Was each one adequate in terms of:				
(a) Location?				
(b) Size?				
(c) Ingress/egress routes?				
(4) Was there an individual in charge of the staging area				
(a) If yes, was this individual readily identifiable?				
If yes, describe how:				
(5) Were adequate communications available?				
b) If no, is a personnel staging area needed?				
<b>REMARKS:</b>				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
<b>E. Emergency Response</b>				
<b>1. Aircraft Rescue and Firefighting (ARFF)</b>				
a) Identify how they were notified about the emergency: ___ Alarm system ___ Telephone ___ Radio ___ Other				
b) Was their response timely? Identify the first unit to arrive: ___ Time first unit arrived: ___ Time last unit arrived: ___				
c) Did all designated units arrive at the scene? (1) If no, explain:				
d) Was their response effective and accomplished in accordance with established procedures?				
e) Was the ARFF IC able to communicate with the Flight Crew?				
f) Was the Desecrate Emergency Frequency used?				
g) Were ARFF personnel properly equipped?				
h) Was all proper protective gear worn?				
i) Was an individual clearly in charge? (1) Was this individual readily identifiable? Describe how:				
i) Was the situation properly assessed?				
j) Was a passenger manifest available?				
k) Was a cargo manifest available? (1) Were any hazardous materials involved? If yes, Describe: (a) Were they properly handled?				
i) Were preservation of evidence rules followed? ___ Notes/diagrams ___ Pictures ___ Video ___ Other				
j) Were uninjured "casualties" directed to safe areas?				
k) Were ARFF personnel able to reliably communicate with: (1) the Command Post/EOC? (2) each other?				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
<b>2. Medical Assistance</b>				
a) Hospitals, medical facilities				
(1) Did any participate in the exercise?				
(a) If yes, list: _____ _____				
(2) Were they given regular status reports?				
(a) If yes, By whom?				
(b) How?				
(3) Could they communicate with:				
(a) the Command Post/EOC?				
(b) transport units?				
b) Medical personnel (doctors, nurses)				
(1) Did any medical personnel participate in the exercise at the scene?				
(a) If yes, Approximate number of doctors:				
(b) Approximate number of nurses:				
(c) Did they arrive in a timely manner? Time first medical person arrived:				
(d) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
(e) Was an individual in charge?				
(f) Was this individual readily identifiable? Describe how:				
(g) Could this individual communicate with:				
(i) the Command Post/EOC?				
(ii) the hospital(s)				
c) Rescue squads, ambulance services				
(1) Did any rescue squads, ambulance services				
(a) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)				
(b) Was an individual in charge?				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
(d) Was the individual readily identifiable? Describe how:				
(e) Could this individual communicate with:				
(i) the Command Post/EOC?				
(ii) the hospital(s)?				
(iii) field personnel?				
(iv) other agencies? Identify: _____				
b) Were there adequate emergency medical supplies?				
c) Were the injured transported from the scene? Time started: _____				
(1) By what means?				
(2) To what location?				
(3) Was there an accountability system for the uninjured (who went where)? Describe: _____				
d) Was a triage system used?				
(1) If yes, Was it set up effectively?				
(2) Were triage tags used?				
(3) Were "casualties" properly classified?				
e) Were injured "casualties" segregated from uninjured and deceased?				
f) Were the injured "casualties" safely and efficiently moved from the scene to a staging area?				
(1) Was the area readily identifiable?				
(a) If yes, describe how: _____				
b) Were there sufficient trained personnel on hand to move the "casualties" in a timely manner?				
c) Was there sufficient equipment available to safely and efficiently move the "casualties"? Describe: ____ Backboards ____ Stretchers ____ Other				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
d) Were the "casualties" transported from the staging area in a safe, timely and orderly manner? Time first "casualty" transported:				
e) Was there an accountability system for the injured (who went where)? Describe: _____				
f) Were drivers provided with maps to hospitals				
<b>3. Coroner</b>				
a) Did the Coroner's office participate in the exercise?				
(1) If yes, Did they arrive in a timely manner?				
(2) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
(3) Was an individual in charge?				
(4) Was this individual readily identifiable? Describe how:				
(5) Could this individual communicate with:				
(a) the Command Post/EOC?				
(b) the morgue?				
(c) other agencies?				
(6) Was a temporary morgue established?				
(a) Location: _____				
(7) Were adequate measures taken to mark the location of "dead" before they were moved?				
(8) Were preservation of evidence rules followed? ___ Notes/diagrams ___ Pictures ___ Video ___ Other				
<b>4. Clergy/Critical Incident Stress Personnel</b>				
a) Did any clergy/critical incident stress personnel participate in the exercise?				
(1) If yes: _____ Approximately how many?				
(2) Did they arrive in a timely manner?				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
(3) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
(4) Were they readily identifiable? Describe how: _____				
(5) Was someone designated to observe responders for critical incident stress?				
(6) Was an area away from the site designated as a rest and relaxation area for responders?				
(7) Were responders rotated out of the response area to rest and recuperate from the stress imposed by the accident?				
<b>5. Law enforcement</b>				
a) Did any law enforcement personnel participate in the exercise?				
(1) If yes: Approximately how many: _____				
(2) Did they arrive in a timely manner? Identify the first unit to arrive: _____ Time first unit arrived: _____				
(3) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
(4) Was an individual in charge?				
(5) Was this individual readily identifiable? Describe how: _____				
(6) Could this individual communicate with:				
(a) the Command Post/EOC?				
(b) traffic control points?				
(c) access control points/site security?				
b) Was access control/site security established?				
(1) If yes, describe: _____				
c) Were traffic control points established?				
<b>6. Supplementary Assistance</b>				
a) Did off-airport fire companies participate in the exercise?				
(1) If yes, Did they arrive in a timely manner? ___ Identify the first unit to arrive: _____ Time first unit arrived: _____				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
(2) Were they familiar with their responsibilities under the emergency plan/procedure (where to go/what to do)?				
b) Did the local emergency management agency participate in the exercise?				
(1) If yes, describe their role: _____				
c) Did any air carriers or other aircraft owners/operators participate in the exercise?				
(1) If yes, Identify: _____				
(2) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
d) Did any support aircraft (helicopters/fixed wing) participate in the exercise?				
(1) If yes, Did they arrive in a timely manner? Identify the first unit to arrive: _____ Time first unit arrived: _____				
(2) Were they familiar with their responsibilities under the emergency plan/procedures (where to go/what to do)?				
e) Did any other organizations/personnel participate in the exercise?				
(1) If yes, Was it in accordance with established plans/procedures?				
(2) Describe who they were: _____				
<b><u>REMARKS:</u></b>				

N/A = Not Applicable

N/O = Not Observed

Review Item	Yes ( )	No ( )	N/A ( )	N/O ( )
<b>F. Public Information</b>				
1. Was the local community informed about the ongoing exercise?				
a) If yes, describe the method used:				
2. Was the traveling public informed about the ongoing exercise?				
a) If yes, describe the method(s) used: _____				
3. Were airport tenants informed about the ongoing exercises?				
a) If yes, describe the method used:				
4. Were there provisions for handling the media?				
a) If yes, Describe: ____ Joint Information Center (JIC) ____ Media Center ____ Informational briefings ____ Other				
(1) Was the facility adequately equipped?				
(a) Were sufficient telephone lines available?				
(b) Were status boards and maps displayed?				
(c) Was a public address system available?				
(2) Was an individual clearly in charge?				
(a) Name: _____ Title: _____				
(3) Were representatives from all involved agencies present? Name agencies: _____				
(4) Did the briefer(s) have access to timely and accurate information?				
(5) Identify by name and title those individuals authorized to make press releases: _____				
(6) Were regular briefings held?				
(7) Was the media allowed access to the accident site?				
(a) If yes, describe how access was controlled: _____				

N/A = Not Applicable

N/O = Not Observed

## APPENDIX 2. AIRPORT EMERGENCY PLAN REVIEW CHECKLIST

### INTRODUCTION

#### AIRPORT OPERATOR (CERTIFICATE HOLDER)

The following checklist is intended to be a guide for those certificated airports which are tasked with developing an Airport Emergency Plan (AEP). To assist in the development of the AEP, as well as the review and approval process by the FAA, the airport operator should complete the page reference column on the checklist and submit it with the AEP.

**NOTE:** *The letters and numbers contained in parentheses on the checklist are references to the appropriate requirements found in §139.325.*

#### AIRPORT CERTIFICATION AND SAFETY INSPECTORS (ACSI)

The following checklist in Table A2-1 is intended to be a guide for the ACSI during the review and approval of the Airport Emergency Plan (AEP). He/she is required to ensure that all elements of checklist are properly addressed within the AEP and documented on the checklist. Any elements which are not properly addressed should be referred back to the airport operator.

**NOTE:** *This checklist is based on Part 139 not the NIMS.*

Table A2 - 1. Airport Emergency Plan Review Checklist

Inspector: _____		Airport: _____		Date: _____					
Incident & Action	Aircraft incidents and accidents	Bomb incidents	Structural fires	Fuel farm fire or fuel storage areas	Natural disasters	Hazardous materials/dangerous goods incidents	Sabotage, hijacking incidents	Airfield Power Failure	Water rescue situations
<b>A. Plans</b>									
1. Largest air carrier type (c)(1) <sup>7</sup>	X <sup>8</sup>								
2. Identification of response agencies/personnel	X	X	X	X	X	X	X	X	X
a) Hospitals/Medical Facilities	X								
(1) Name (c)(2)	X								
(2) Location (c)(2)	X								
(3) Telephone # (c)(2)	X								
(4) Emergency capacity (c)(1)	X								
b) Medical personnel (doctors, nurses, etc.)	X								
(1) Business Address (c)(2)	X								
(2) Telephone # (c)(2)	X								
c) Rescue squad, ambulance service, military installation, government agency	X	X	X						X
(1) Name (c)(3)	X	X	X	X	X	X	X		
(2) Location (c)(3)	X	X	X	X	X	X	X		
(3) Telephone # (c)(3)	X	X	X	X	X	X	X		
d) Law Enforcement (c)(6)	X	X	X	X	X	X	X		
e) Rescue and Firefighting	X	X	X	X	X	X	X		
(1) Name (c)(3)	X	X	X	X	X	X	X		

<sup>7</sup> **NOTE:** The letters and numbers contained in parentheses on the checklist are references to the appropriate requirements found in Part 139.325.

<sup>8</sup> "X" indicates actions related to specific incidents.

Incident & Action	Aircraft incidents and accidents	Bomb incidents	Structural fires	Fuel farm fire or fuel storage areas	Natural disasters	Hazardous materials/dangerous goods incidents	Sabotage, hijacking incidents	Airfield Power Failure	Water rescue situations
(2) Location (c)(3)	X	X	X	X	X	X	X		
(3) Telephone # (c)(3)	X		X	X	X	X	X		
f) Principle tenants (including air carriers and Control Tower)	X		X	X	X	X	X		
(1) Name (c)(3)	X		X	X	X	X	X		
(2) Telephone # (c)(3)	X		X	X	X	X	X		
g) Equipment inventory	X	X	X	X	X	X	X		
(1) Surface vehicles/aircraft to transport injured/ deceased	X	X	X	X	X	X	X		
(2) Hangars/buildings to accommodate uninjured, injured, and deceased (c)(5)	X	X	X	X	X	X	X		
(3) Designated parking area - Bomb/hijacking Incident		X					X		
h) Removal of disabled aircraft agencies (responsibilities or capabilities)	X								
(1) Name (c)(7)	X								
(2) Location (c)(7)	X								
(3) Telephone # (c)(3)	X								
i) Agreements (c)(2,3,6)	X	X	X	X	X	X	X		
j) Communications network (a)(1)	X	X	X	X	X	X	X		
k) Plan Coordination (g)(1)	X	X	X	X	X	X	X		
l) Plan development (g)(2)	X	X	X	X	X	X	X		
m) Training (airport personnel only) (g)(3)			X	X	X	X	X		
n) Annual review (g)(4)		X	X	X	X	X	X		
o) Triannual full scale exercise (h)	X								

Incident & Action	Aircraft incidents and accidents	Bomb incidents	Structural fires	Fuel farm fire or fuel storage areas	Natural disasters	Hazardous materials/dangerous goods incidents	Sabotage, hijacking incidents	Airfield Power Failure	Water rescue situations
<b>B. Procedures</b>									
1. Injured and uninjured accident survivors	X	X	X	X	X	X	X		X
a) Marshaling (d)(1)	X								
b) Transportation (d)(1)	X								
c) Care (d)(1)	X								
2. Removal of disabled aircraft (d)(2)	X								
3. Emergency alarm systems (d)(3)	X	X	X	X	X		X		X
4. Airport/Control Tower emergency action coordination	X	X	X	X	X	X	X	X	X
5. Notification of support agencies	X	X							X
a) Hospitals/Medical facilities (e)	X	X	X	X	X	X	X		X
b) Medical personnel (e)	X	X	X	X	X	X	X		X
c) Rescue squad, ambulance services, military installation, government agency (e)	X	X	X	X	X	X	X		X
d) Crowd control agencies (e)	X	X	X	X	X	X	X		
e) Disabled aircraft removal agencies (e)	X								
6. Water rescue (f)	X								X
a) Sufficient water rescue vehicles (f)	X								X
<u>REMARKS</u>									



# 2023 Reno-Tahoe International Airport Triennial Full-Scale Exercise Plan



Exercise Plan (ExPlan)  
May 2023

This page intentionally left blank

# I. TABLE OF CONTENTS

- I. TABLE OF CONTENTS ..... 3**
- II. GENERAL INFORMATION ..... 5**
  - A. Preface .....5
  - B. Exercise Synopsis.....6
  - C. Exercise Overview.....7
    - 1. Exercise Goals..... 7
    - 2. Exercise Plan (ExPlan)..... 8
    - 3. Capability Based Planning..... 8
  - D. Participant Roles and Responsibilities.....9
  - E. Assumptions and Artificialities - Simulations .....10
  - F. Exercise Expectations .....12
  - G. General Safety Requirements.....15
  - H. Emergency Medical Services .....17
  - I. Fire Safety .....18
  - J. Weapons Policy.....18
  - K. Security .....18
    - 1. Entry Control Security.....18
    - 2. Observer Coordination.....19
    - 3. Exercise Identification.....19
  - L. Participant Instructions.....20
- III. CONTROLLER INFORMATION AND GUIDANCE ..... 22**
  - A. Overview .....22
  - B. Documentation .....22
  - C. Instructions.....23
- IV. EVALUATOR INFORMATION AND GUIDANCE..... 24**
  - A. Overview .....24
  - B. Documentation .....24
  - C. Instructions.....24
  - D. Documenting Observations and Ratings.....26
  - E. Terminology.....27

<b>V. POST - EXERCISE ACTIVITIES .....</b>	<b>28</b>
<b>A. Debriefing .....</b>	<b>28</b>
1. Hotwash .....	28
2. Controller and Evaluator Debrief .....	28
3. After Action Review (AAR).....	28
4. Improvement Plan.....	28
<b>B. Documentation .....</b>	<b>29</b>
1. Exercise Documentation .....	29
2. Exercise Evaluation Forms .....	29
3. Participant Feedback Form.....	29
<b>VI. APPENDICES.....</b>	<b>30</b>
<b>Appendix A: Directories.....</b>	<b>30</b>
1. Controller Directory.....	30
2. Evaluator Directory.....	30
3. Real World Safety Observer Directory .....	30
4. Simulation Cell Directory .....	30
<b>Appendix B: Simulation Cell (SimCell) .....</b>	<b>31</b>
<b>Appendix C: Computer, WiFi and WebEOC Information .....</b>	<b>31</b>
1. DOA Computer Log in Information.....	31
2. EOC WiFi Log in Information .....	31
3. WebEOC Log in Information .....	31
4. Microsoft Teams Log-in Information .....	31
<b>Appendix D: Participating Organizations .....</b>	<b>32</b>
<b>Appendix E: Schedule .....</b>	<b>33</b>
<b>Appendix F: Exhibits/Maps.....</b>	<b>33</b>
<b>Appendix G: Scenario and Call-out .....</b>	<b>42</b>
<b>Appendix H: Airport Index and ARFF Equipment List.....</b>	<b>43</b>
<b>Appendix I: Weather.....</b>	<b>44</b>
<b>Appendix J: Major Events Summary.....</b>	<b>44</b>
<b>Appendix K: Acronyms.....</b>	<b>47</b>
<b>Appendix L: Definitions .....</b>	<b>51</b>
<b>Appendix M: Incident Tracking Template.....</b>	<b>56</b>
<b>Appendix N: Exercise Evaluation Form.....</b>	<b>58</b>

## II. GENERAL INFORMATION

### A. Preface

The Exercise Plan (ExPlan) is designed to provide information for participants in the exercise. The ExPlan is composed of an exercise overview, objectives, aligned capabilities, roles, responsibilities, logistics, schedule, and communications plan. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators to evaluate exercise objectives with core capabilities. Participants may view other materials that are necessary to conduct their assignments. All exercise participants may view the ExPlan. Some material is intended for the exclusive use of exercise planners, controllers, and evaluators.

The following exercise objectives in Table 1 describes the expected outcomes for the exercise. The objectives are linked to capabilities, which are distinct critical elements necessary to achieve the specific mission areas. The objectives and aligned capabilities are guided by senior leaders and selected by the exercise planning team.

Table 1. Exercise Objectives and Core Capabilities

Exercise Objectives	Core Capabilities
To meet or exceed the requirements set forth by the FAA in 14 CFR Part 139, Airport Certification.	Test and evaluate the Airport Emergency Plan (AEP) procedures and equipment; identifying areas in which plans, and procedures should be updated or changed to meet the challenges presented by similar real-world events.
To provide necessary hands-on training for airport, airline, and mutual-aid emergency response personnel.	Enhance coordination between the airport, public and private agencies through the planning and execution of a Mass Casualty Incident (MCI) through the utilization of the Incident Command System (ICS) and validate current inter-agency communication plans and command & control capabilities.
To test and evaluate new equipment, methods, and procedures.	Familiarize mutual aid agencies with airport response procedures, equipment capabilities and personnel.

## B. Exercise Synopsis

<b>Exercise Name</b>	2023 RNO Triennial Full-Scale Exercise
<b>Exercise Dates</b>	May 2023-TBD
<b>Scope</b>	The Triennial Exercise is a Full-Scale Exercise (FSE) designed to establish a learning environment for participants to exercise emergency response plans, policies, and procedures as they pertain to initial notifications, sustained response, and recovery response to an aircraft disaster. A FSE is a complex event that requires detailed planning. To effectively conduct this exercise, subject matter experts (SMEs) and local representatives from numerous agencies assisted in the planning process and are conducting evaluations during the exercise. By local response standards, this event is considered a mass casualty incident (MCI) Level 1 with over 60 victims.
<b>Focus Area(s)</b>	<ol style="list-style-type: none"> <li>1. Incident and Unified Command implementation with mutual aid firefighting and law enforcement.</li> <li>2. Test the Airport Emergency Plan communications plan.</li> <li>3. Mass Casualties Incident Plan for Washoe County.</li> <li>4. Regional Hazardous Materials Response (Aircraft fuel and firefighting foam exposure).</li> </ol>
<b>Capabilities</b>	Initial notification, sustained and recovery responses.
<b>Objectives</b>	Effective ICS transition to a UC, identify areas for improvement, assess multi-agency communications, patient tracking, regional hazardous materials response for patient DECON transport., EOC activation and site security/control.
<b>Threat/Hazard</b>	Municipal jurisdiction mass casualty aircraft accident requiring a full response of the regional hazardous materials response team.
<b>Scenario Summary</b>	On May 2023, an Airline Flight #1912 a B737-800 takes off from Runway 16R. Both engines immediately stall due to the ingestion of multiple large birds and crashes back onto the runway surface sliding through the RNO fence and perimeter fence exploding into fire. Three cars on the street are engulfed by jet fuel flames.

<b>Exercise Name</b>	2023 RNO Triennial Full-Scale Exercise
<b>Point of Contact</b>	Tracy Moore RNO - Airport Emergency Manager Desk Phone: (775) 328-6922 Mobile Phone: (775) 624-4400 Email: <a href="mailto:tmoore@renoairport.com">tmoore@renoairport.com</a>

## C. Exercise Overview

### 1. Exercise Goals

- a. Test and evaluate the Airport Emergency Plan (AEP) procedures and equipment; identifying areas in which plans, and procedures should be updated or changed to meet the challenges presented by similar real-world events.
- b. Validate communication command and control plans, inter-agency communications and equipment compatibility for a hazardous materials (fuel, AFFF) response, DECON and containment.
- c. The evaluators will focus on these selected goals to enhance participant confidence and understanding of multi-agency operations in a controlled environment. The goals listed are not intended to evaluate individuals. The exercise is intended to challenge the knowledge, skills, and abilities of the participants.
- d. Enhance coordination between the airport, public and private agencies through the planning and execution of a simulated Mass Casualty Incident (MCI).
- e. Familiarize mutual aid agencies with airport response procedures, equipment capabilities and personnel.
- f. Provide hands-on training by utilizing current procedures, trained responses, and equipment familiar to emergency response personnel.
- g. Provide documentation of the planning and execution of a complex MCI exercise for use in the training programs of other public and private emergency response, support, and planning agencies.

## 2. Exercise Plan (ExPlan)

- a. This ExPlan supports the Federal Aviation Administration (FAA) directions with the input, advice, and assistance of the many planners. This ExPlan also provides participants with an overview of the exercise safety plan, objectives, and goals.
- b. Provide documentation of the planning and execution of a complex MCI exercise for use in the training programs of other public and private emergency response, support, and planning agencies.
- c. The scope of this exercise scenario provides responders in the field an opportunity to perform actions associated with an initial response experience to an aircraft disaster incident. These actions include command and control, communications, victim triage and treatment, passenger (patient) accounting, mass care, hazard materials identification, site security, crowd control and safety.
- d. Participating agencies may need to balance exercise play with real-world emergencies. It is understood that real-world emergencies will take priority over any exercise actions.

## 3. Capability Based Planning

Capability based planning takes an all-hazards approach which can be applied to a wide variety of incidents. This approach identifies gaps in current capabilities and focuses efforts on identifying and developing priority capabilities and tasks for the situation. These main capabilities provide the foundation for the development of the exercise objectives and scenario, as the purpose of this exercise is to measure and validate performance of these capabilities and the associated critical tasks.

- a. Emergency Operations Center (EOC) Management – Resource logistics management, tracking resources and recordkeeping
- b. Incident Command System (ICS) Implementation – goals, objectives, and communications through three phases: Initial Notification, Sustained Response and Recovery Response.
- c. Passenger Reception Center (PRC) – Customer care
- d. Friends & Family Reunification Center (FFRC) – Customer care

## D. Participant Roles and Responsibilities

Those involved in the exercise are described below along with their respective roles and responsibilities.

1. **Exercise Director** – Exercise Director oversees all exercise functions including overseeing the setup and cleanup of exercise, positioning of controllers and evaluators while monitoring the exercise progress. Coordinates decisions regarding deviations or significant changes to the scenario through design or modified actions at the appropriate time. At the conclusion of the exercise oversees the clean-up and takedown of the exercise.
2. **Participants/Players** – Participants/Players (terms are interchangeable) are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise to include discussing or initiating actions in response to the simulated emergency.
3. **Controllers** – Controllers plan and manage exercise play, set up and operate the exercise site and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required and supervise the safety of all participants.
4. **Simulators** – Simulators deliver scenario messages representing actions, activities, and conversations of an individual, agency or organization that is not participating in the exercise. They most often operate out of the Simulation Cell (SimCell).
5. **Evaluators** – Evaluators critique and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks.
6. **Actors** – Actors simulate specific roles during exercise play, typically victims or other bystanders.
7. **Observers** – Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Dignitaries and airport leadership are considered observers, but they frequently are grouped separately.
8. **Support Staff** – Exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

## E. Assumptions and Artificialities - Simulations

### 1. Background

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise and should not allow these considerations to negatively impact their participation. Controllers and Evaluators are to help evaluate the exercise effectively. These positions will also aid participants to understand changes to a situation and evaluate participant responses.

### 2. Assumptions

Assumptions constitute the implied factual foundation for the exercise and as such, are assumed to be present before the exercise starts. The following assumptions apply to this exercise.

- a. Exercise simulations will be as realistic and plausible as possible, containing sufficient detail from which to respond.
- b. This exercise is conducted in a “no-fault” learning environment wherein capabilities, plans, systems, and processes are evaluated to current standards.
- c. Constructs are exercise devices designed to enhance or improve exercise realism. Alternatively, constraints are exercise limitations that may detract from exercise realism. Although there are a number of constructs and constraints (also known as exercise artificialities) for any exercise, the Planning Team recognizes and accepts these as necessary.
- d. Exercise communication and coordination is limited to the participating organizations at the exercise venue.
- e. Exercise participants will react to the simulated information and situations as presented as if this exercise was a real-world event.
- f. Participating agencies may need to balance exercise play with real-world emergencies. **Real-world emergencies take priority!**

### 3. Artificialities - Simulations

- a. The exercise will comply with the required casualty minimum of 60 or more victims specified for an Index C capacity airport. However, (TBD) live actors will be “recycled” for training purposes to reach over 60 victims.
- b. Mannequins will be used for the decedents, each tagged listing the trauma injury.
- c. An air medevac helicopter is planned without the use of a victim patient to allow the Aircraft Rescue and Firefighter (ARFF) Unit to demonstrate the landing zone set-up for arrival and departure also demonstrating aircraft marshalling skills and associated communications.
- d. As this exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas will be relayed to participants and players by simulators or controllers. A SimCell will simulate the roles and interactions of nonparticipating organizations or individuals.
- e. Maximize virtual play in the EOC, limited in-person with teleconference, Teams video-conference platform and WebEOC.
- f. ARFF responders will use the Standardized Emergency Response Pattern (SERP) used by airports worldwide, see Exhibit G-2. A SERP is normally established upwind of the crash scene. For the exercise the ARFF vehicle will remain at a distance from the aircraft and victims for maximum safety.

## F. Exercise Expectations

### 1. Guidelines

This exercise simulates the aftermath of an aircraft and mass casualty incident. Certain restrictions apply to staging and executing this exercise.

- a. **Safety** – The safety of the responders, participants, evaluators, guests, and observers is paramount.
- b. **Security Access** – FAA and TSA regulations prohibit unescorted access on the Air Operations Area (AOA). For this exercise, which is considered a special event, we have identified a specific area of the AOA on which we will allow unbadged personnel under escort. Please remain inside the perimeter identified by east edge of the surface road unless specifically authorized and escorted by a badged official.
- c. **Staging** – For this exercise, timed responses are not part of the evaluation of the emergency responders, except for the initial dispatch of ARFF units. Other emergency responders with equipment will be staged just outside the exercise area. This allows us to sequence them into the simulated crash site in the same order they would enter the Airport following an actual incident without concern for traffic delays. Responders will use sirens and fRNOhing lights to initially respond in this exercise situation, then use lights only.
- d. **ARFF** – During this exercise an actual aircraft will be utilized as a backdrop. Aircraft Rescue and Firefighting (ARFF) will dispense water only on the simulated fire (target). As the fire vehicles arrive at the scene for this exercise, firefighters will position the fire vehicles around the aircraft and **will not** enter the aircraft, spray water, foam, or any fire retardant.
- e. **Victims** – Before the start of the exercise, all of the simulated victims will be in place on the ramp between the observation area and the aircraft. Victims (volunteers) **will not** enter or touch the aircraft.
- f. **Triage** – The victims will go through the triage process during the exercise. Casualty transports will be simulated by ambulance to a simulated hospital.
- g. **Air Evacuation** – Helicopter air evacuation will be utilized; equipment availability and weather permitting.

- h. **Reception Centers – (TBD)** Airlines will stand-up the Passenger Reception Center (PRC) in the River Room, and the Family & Friends Reunification Center (FFRC) in Conference Room A/B, 5<sup>th</sup>. These Centers will be led by the Airlines with support from Airport personnel and the American Red Cross personnel. Uninjured passengers will be taken from the crash site to the PRC by airport buses. Medical personnel will be standing by at the PRC.
  - i. **Simulation Guidelines –** Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas will be relayed to players by simulators or controllers. A SimCell will simulate the roles and interactions of nonparticipating organizations or individuals.
2. Exercise Verses Real-World
    - a. Real-world emergency actions take priority over exercise actions.
    - b. Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
    - c. For a real-world emergency that requires immediate assistance, use the phrase **["real-world emergency."]** to get the attention of a controller who will broadcast the location of the emergency and needed resources.
3. Communications
    - a. All communications (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement **["This is an Exercise or "Exercise, Exercise, Exercise."]**. **Note:** Once the 800 MHz radios turn to the Airport TAC-1 Channel, players do not need to preface and end each transmission with "This is an exercise." This rule applies only when using the airport 800 MHz radios.
    - b. Participants will use routine, in-place agency communication systems. The need to maintain the real-world response capabilities may preclude the use of certain communication channels or systems. In no instance will exercise communication interfere with real-world emergency communications.
    - c. Exercise participants who place telephone calls or initiate radio communication with the Airport Communications Center 2 (AIRCOMM) or SimCell must identify the organization or individual they wish to speak with followed by who is speaking and the message.

#### 4. Participants

**RTAA Employees (30+):** conducting support, traffic control, security, etc.

**Passenger Actors (?):** without moulage, recycled X5.

**Airport Police (8):** real world security (?); exercise security (?)

**EOC Participants (20):** from various agencies; plus **20** virtual players

**Ambulance service by: REMSA, RFD, and TMFPD with crews (?):**  
recycled

**Coroner Team (?):** process decedents

**ARFF Units (4):** Crash 90, Engine 90, MCI 90, Mobile Command 90.

**Reno Fire Department Units (?):** Battalion Chief, TBD

**Truckee Meadows Fire Protection District Units: (?)**

**Sparks Fire Department Units (?):**

**Reno Police Department (?):**

**Washoe County Sheriff's Office (?):**

**Sparks Police Department (?):**

**Nevada State Police (?):**

**Washoe County Regional EOC (?):**

**Evaluators & Observers (13):** 2 PRC/FFRC, 2 Ramp, 2 EOC/Virtual, 2 Triage, 1 Fire, 4 Safety "real world" Observers

#### 5. Master Scenario Events List (MSEL)

The MSEL outlines timeline benchmarks, as well as injects that drive exercise play. It also details realistic input to the participants. The MSEL line event will include information, such as designated scenario time, intended recipient, inject type, a short description of the event and the expected participant action(s). There are three types of events that comprise a MSEL.

- a. Contextual Injects – Injects created in advance of the exercise to simulate actions and prompt participants to implement the plans or procedures being validated. These injects are introduced to a participant by evaluators to assist building the operating environment for the exercise.

- b. Contingency Injects – Injects that are created in advance of the exercise so participants can demonstrate specific responses during exercise play. This allows adequate performance to achieve exercise objectives.
- c. Expected Action Events – Notify a controller of when an expected action would typically take place.

## **G. General Safety Requirements**

1. General safety rules governing exercise play for all exercise participants. Aspects of an emergency response are potentially dangerous. Professional health and safety ethics should guide all participants to operate in their assigned roles in the safest manner possible.
2. Real-world emergency actions take priority over exercise actions. Exercise participants will comply with real-world response procedures, unless otherwise directed by the safety staff.
3. This safety plan DOES NOT supplement any organization’s specific safety and health plan but is intended to clarify, advise on, and join together the numerous safety processes and potential hazards that may be encountered throughout the exercise period.
4. There can never be enough personnel dedicated to the awareness of safety hazards. “Everyone is a safety observer.” In other words, a key role for everyone throughout the exercise regardless of position (participant, support, data collector, controller, evaluator, etc.), is constant vigilance for hazards, conditions or activities that may cause injury or illness even if it is outside one’s normal scope or area of responsibility.
5. Exercise safety controllers are readily identifiable and responsible for ensuring the exercise is conducted in a safe environment; general safety followed by all participants and for immediately addressing any reported safety concerns. The safety controller and Exercise Director will determine when a real-world emergency warrants a pause in exercise play and when exercise play can resume.
6. Any participant, controller or evaluator may stop the exercise for a safety concern/violation at any time. The individual stopping the exercise for a safety concern should immediately contact the controller or evaluator and explain the problem/situation.
7. Participants are responsible for themselves and look out for others during the exercise. It is the responsibility of all persons associated with the exercise to stop play if they determine a safety problem persists. Once the problem is corrected, exercise play may resumption.

8. All organizations will comply with their respective environmental, health and safety plans and procedures, as well as the appropriate federal, state, and local environmental health and safety regulations.
9. Individuals should wear appropriate sunscreen, insect repellent, long-sleeve shirts, trousers, and proper closed-toe footwear.
10. Report all actual injuries/emergencies immediately to the AIRCOMM.
11. Anyone observing a participant who is seriously ill or injured will first advise the nearest controller, evaluator or safety observer may within reason and training render initial aid.
12. Any “near miss” type injuries or accidents should be reported to an evaluator or safety observer who will forward the details to the AIRCOMM.
13. If the nature of the emergency requires a suspension of the exercise at the venue/function, all exercise activities at that facility will immediately cease. Exercise play may resume after resolution of the real-world emergency.
14. Exercise play at other venue/functions are not required to cease if one venue/function has declared a real-world emergency unless the two areas are reliant on each other.
15. If a real-world emergency occurs that affects the entire exercise, the exercise may be suspended or terminated at the discretion of the Exercise Director. The notification will be made to participants from the AIRCOMM.
16. An exercise cease order will be issued if severe weather is forecasted by the National Weather Service that immediately threatens the exercise area.
17. Safety briefings should be conducted prior to commencing any field activities to identify, correct or mitigate all potential hazards.
18. Operational risk management, whether part of exercise play or not, should be employed at every point during the decision-making process. Prior to making operational assignments, ensure a focus is on hazard mitigation with the following general questions.
  - a. What are the potential hazards?
  - b. Have these hazards occurred before?
  - c. What is the probability of this incident occurring?
  - d. How can we change our approach to eliminate the potential hazard?
  - e. If we can't eliminate the hazard, how can we reduce the probability or severity of an accident or incident?

19. Persons performing field activities should be constantly aware of potential hazards which include slips, trips, and falls; being struck or caught between moving equipment; sunburn, dehydration, animal contact and plant-related injuries. Additionally, be aware of man-made hazards that may be encountered during exercise play e.g., gRNOs bottles, jagged metal, and bio-hazards.
20. Incident Command Post (ICP) activities are always hectic, confusing, and usually over-crowded in a small area. Personnel should be particularly vigilant of safety hazards, no matter how minor or incidental they may seem. It is everyone's responsibility to know the location of the emergency exits, fire extinguishers, first aid kits, etc.
21. Participants should remain vigilant of moving vehicles and equipment. A safety perimeter around the disaster site is a **"no vehicle zone"** for the duration of the exercise. Always use caution and maintain high situational awareness.
22. Due to the intensity of the exercise, fatigue may become an issue, especially if driving or operating equipment. Everyone should use good judgement prior to and during the exercise period. Participants are highly encouraged to get extra rest, eat sensibly, and avoid alcohol intake the day before the exercise.
23. Communications plan for this exercise is: Exercise Start, Suspension and Termination Instructions: The exercise is scheduled to run for 3 plus hours or until the Exercise Director determines that the exercise objectives are met. The Exercise Director will announce the start of the exercise and any exercise suspension or termination through the AIRCOMM radio systems.

**All Exercise-related communications on radio and phones throughout the Exercise will start and end with the following statement:**

**"THIS IS AN EXERCISE" or "EXERCISE, EXERCISE, EXERCISE."**

**Note: The only exception is when radio calls are transmitted on the airport 800 MHz radio tuned on the AP TAC-1 Channel.**

## **H. Emergency Medical Services**

1. The Reno-Tahoe Airport Fire Department will coordinate with local emergency medical services in the event of a real-world medical emergency.
2. Medical professionals are available for real-world emergencies.

## I. Fire Safety

1. Standard fire safety regulations and protocols specific to the airport and airport operations will be followed during the exercise.
2. Local fire departments will be notified and provide support in case of fire.
3. Give particular care to ensure no operation causes unintentional fires.
4. For emergency services, contact the AIRCOMM by dialing 775-328-6999 or 911 from any phone.

## J. Weapons Policy

1. All participants will adhere to and follow the exercise weapons policy.
2. For the purpose of this policy, a weapon shall include all firearms, knives, explosive devices, less than lethal weapons, tools, devices, and any other object capable of causing bodily harm.
3. Qualified personnel assigned to the Airport Police Department, or a federal agency assigned to the airport with legal authority to carry weapons, may do so as they may be required to respond to a real-world event.
4. All other personnel with no legal authority to carry weapons shall not bring, introduce, or have in their possession any weapon of any type in any area associated with the exercise. Safety briefings will be provided to all exercise participants specifying these provisions and policies regarding weapons prior to the start of the exercise.
5. Simulated explosive devices, such as fRNOh bang devices, pyrotechnics, flares, smoke grenades, etc. will be handled and/or detonated only by qualified exercise staff or trained technicians.
6. Aggressive behavior will not be tolerated during the course of the exercise. Examples of aggressive behavior may include but are not limited to: excessive speeding; uncontrolled animals (e.g., K-9s, etc.); employment of defense products (e.g., mace, pepper spray, stun guns, tasers, batons, etc.); and forceful use of operational response equipment or tools (e.g., pike poles, hose lines used at full stream on victims, etc.).

## K. Security

### 1. Entry Control Security

Entry control is required for the exercise venues. To prevent interruption of the exercise, access exercise sites is limited to exercise participants.

Players should advise the venue controller or evaluator of any unauthorized persons in the area.

## 2. Observer Coordination

Organizations with observers attending the event should coordinate with the sponsor organization for access to the exercise site. Unbadged observers are escorted to designated areas and accompanied by a badged employee at all times while in the secure area.

## 3. Exercise Identification

Exercise staff are identified by badges, hats and/or vests to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation/role.

Table 2. Exercise Staff Identification Colors

Group	Color
Exercise Director, Coordinator, ETM	Fluorescent Yellow Vest
Exercise Controllers	Orange Vest
Evaluators	Fluorescent Yellow Vest
Evaluators, Triage only	Green Vest
SWA Evaluators	SWA Identifiable Vest
Real-World Safety Observers	Fluorescent Yellow Vest

## L. Participant Instructions

Participants should follow certain guidelines before, during and after the exercise to ensure a safe and effective exercise.

1. Prior to the Exercise
  - a. Review appropriate organizational plans, procedures, and exercise support documents.
  - b. Be at the appropriate site at least 30 minutes before the exercise starts. Wear the appropriate uniform and/or identification.
  - c. Sign-in when you first arrive to the assigned location.
  - d. If you gain knowledge of the scenario injects before the exercise, notify a controller so that appropriate actions can be taken to ensure a valid evaluation.
  - e. Victim participants in the exercise must attend the participant briefing prior to participating in the exercise on **TBD** Local Time, (0930L) at the incident aircraft site. Also read the Exercise Plan (ExPlan) provided before the exercise day.
2. During the Exercise
  - a. Respond to exercise events and information as if the emergency were real unless otherwise directed by an exercise controller.
  - b. Participants must disseminate only the information specifically provided by a controller. You are expected to obtain other necessary information through existing emergency information channels.
  - c. Do not engage in personal conversations with controllers, evaluators, or observers. If you are asked an exercise-related question, give a short concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.
  - d. If you do not understand the scope of the scenario or if you are uncertain about an organization's participation in an exercise, ask a controller.
  - e. Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects. Every effort was made to balance realism with safety and to create an effective learning and evaluation environment.
  - f. When you communicate with the EOC identify the organization or individual with whom you wish to speak.

- g. Speak out loud when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.
  - h. Maintain a log of your activities. Many times, this log may include documentation of activities that were missed by a controller or evaluator.
  - i. The exercise is terminated with the following radio call from the Exercise Director: **‘Terminate the 2023 Triennial Exercise at this time.’** Further directions will follow such as return to your normal radio channel or when the Hotwash will begin.
  - j. Water hydration stations are provided for all participants involved in the exercise, to include the exercise play area, PRC and the EOC.
3. After the Exercise
- a. Participate in the combined Hotwash at the EOC with controllers and evaluators.
  - b. Complete the Participant Feedback Form. This form allows participants to comment candidly on emergency response activities and exercise effectiveness. Return the completed form to a controller or evaluator.
  - c. Provide any notes or materials generated from the exercise to a controller or evaluator for the development of the After-Action Review (AAR).

## III. CONTROLLER INFORMATION AND GUIDANCE

### A. Overview

Exercise controllers maintains exercise scope, pace, and integrity during exercise conduct. The control structure in a well-developed exercise ensures that exercise play assesses objectives in a coordinated fashion at all levels and at all locations for the duration of the exercise.

### B. Documentation

#### 1. Controller Package

The controller exercise package consists of the ExPlan, activity logs, badges, and other exercise tools (e.g., MSEL) as necessary. Controllers must bring their packages and any additional professional materials specific to their assigned exercise activities.

#### 2. Incident Simulation

Because the exercise is of limited duration and scope, certain details will be simulated. Venue controllers are responsible for providing players with the physical description of what would fully occur at the incident sites and surrounding areas. SimCell controllers will simulate the roles and interactions of nonparticipating organizations or individuals.

#### 3. Scenario Tools

The MSEL outlines benchmarks and injects that drive exercise play. It also details realistic input to exercise players, as well as information expected to emanate from simulated organizations (i.e., nonparticipating organizations or individuals who usually would respond to the situation). The MSEL consists of the following two parts:

- a. **Timeline** – List of key exercise events, including scheduled injects and expected player actions. The timeline is used to track exercise events relative to desired response activities.
- b. **Injects** – Injects are a detailed description of an exercise event. Injects include the following pieces of information: scenario time, intended recipient, responsible controller, inject type, a short description of the event and the expected player action.

## C. Instructions

1. Before the Exercise
  - a. Review appropriate exercise package materials, including the ExPlan scenario, injects, objectives, emergency plans, procedures, protocols, safety, and security plans.
  - b. Attend required briefings.
  - c. Report to the exercise check-in location at the time and be in position at least 15 minutes before the exercise starts.
2. During the Exercise
  - a. Wear controller identification items (e.g., vest, badge).
  - b. Avoid personal conversations with exercise players.
  - c. Deliver injects at the time indicated in the MSEL, directed by the Exercise Director or after the player has satisfied the required action.
  - d. When you deliver an inject, notify the SimCell and note the time that you delivered the inject and player actions.
  - e. Receive and record exercise information from players that would be directed to nonparticipating organizations.
  - f. Observe and record exercise artificialities that interfere with exercise realism. If exercise artificialities interfere with exercise play, report it to the Exercise Director.
  - g. Do not prompt players regarding a specific response, unless an inject directs you to do so. Clarify information but do not provide coaching.
  - h. Do not give information to players about scenario event progress or other participants' methods of problem resolution. Players are expected to obtain information through their own resources.
3. After the Exercise
  - a. Distribute copies of Participant Feedback Forms and pertinent documentation.
  - b. All controllers are expected to conduct a Hotwash at their venue in coordination with the venue evaluator. Before attending the combined Hotwash, complete the exercise evaluation do not discuss specific issues or problems with exercise players.

## IV. EVALUATOR INFORMATION AND GUIDANCE

### A. Overview

Evaluators assess an organization's capabilities to accomplish a function or objective. Evaluators provide an opportunity to assess performance of critical tasks to capability target levels. Evaluation is accomplished by observing the event and analyzing collected data then reporting the findings for the AAR.

### B. Documentation

#### 1. Evaluator Package

The evaluator exercise package contains the evaluation packet, the ExPlan and other items as necessary. Evaluators should bring the package to the exercise.

#### 2. Exercise Evaluation Packets

The evaluation packet and ExPlan provide a consistent tool to guide exercise observation and data collection aligned to exercise objectives and core capabilities.

#### 3. After Action Report/Improvement Plan

The main focus of the AAR is the analysis of core capabilities. For each core capability exercised, the AAR includes a rating of how the exercise participants performed, as well as strengths and areas for improvement. Following completion of the draft AAR, subject matter experts will confirm observations identified and determine which areas for improvement require further investigation and follow-up action. As part of the improvement planning process, identified responsible agencies to take appropriate corrective action to bring areas for improvement to resolution.

### C. Instructions

#### 1. General

- a. Avoid personal conversations with players.
- b. Do not give information to players about event progress or other participants' methods of problem resolution. Players are expected to obtain information through their own resources.

## 2. Before the Exercise

- a. Review appropriate plans, procedures, and protocols.
- b. Attend required evaluator training and other briefings.
- c. Review appropriate exercise materials, including the exercise schedule and evaluator instructions.
- d. Review the supporting materials for your area of responsibility to ensure that you have a thorough understanding of the core capabilities, capability targets and critical tasks you are assigned to evaluate.
- e. Report to the exercise check-in location at the time designated in the exercise schedule and meet with the exercise staff.
- f. Obtain or locate necessary communications equipment and test it to ensure that you can communicate with other evaluators and the Exercise Director.

## 3. During the Exercise

- a. Wear evaluator identification items (e.g., vest, badge).
- b. Stay in proximity to player decision-makers.
- c. Use Evaluation forms to document performance relative to exercise objectives, core capabilities, capability targets and critical tasks.
- d. Your primary duty is to document performance of core capabilities. After the exercise that information will be used to determine whether the exercise capability targets were effectively met and to identify strengths and areas for improvement.

## 4. After the Exercise

- a. Participate in the Hotwash and take notes on findings identified by players. Before the Hotwash, do not discuss specific issues or problems with participants. After the Hotwash, summarize your notes and prepare for the Controller and Evaluator Debriefing. Have your summary ready for submission.
- b. Complete and submit all documentation to the Lead Evaluator at the end of the exercise hotwash.

## D. Documenting Observations and Ratings

1. Observation notes should include *if* and *how* quantitative or qualitative targets were met. For example, a capability target might state, “*Within 40 minutes of the incident.....*” Notes on that target should include the actual time required for exercise players to complete the critical tasks. Additional observations should include:
  - a. How the target was or was not met (Yes or No);
  - b. Pertinent decisions made and information gathered to make decisions;
  - c. Requests made and how requests were handled;
  - d. Resources, plans, policies, procedures, or legislative authorities used or implemented; and
  - e. Any other factors contributed to the results.
2. Evaluators should note if an obvious cause or underlying reason resulted in players not meeting a capability target or critical task. *Note:* Observation notes for discussion based the exercise will focus on *discussion* of the how critical tasks would be completed, rather than actual actions taken.
3. The evaluator-based observations may also assign a target rating for each capability target listed on the evaluation form. Evaluators will consider all target ratings for the core capability and assign an overall core capability rating. The rating scale includes four ratings:
  - a. Performed without Challenge (P)
  - b. Performed with Some Challenges (S)
  - c. Performed with Major Challenges (M)
  - d. Unable to be Performed (U)

## E. Terminology

1. **Core capabilities:** The distinct critical elements necessary to achieve a specific mission area (e.g., prevention). To assess both capacity and gaps, each core capability includes capability targets.
2. **Capability target(s):** The performance thresholds for each core capability; they state the exact *amount* of capability that players aim to achieve. Capability targets are typically written as quantitative or qualitative statements.
3. **Critical tasks:** The distinct elements required to perform a core capability; they describe *how* the capability target will be met. Critical tasks generally include the activities, resources and responsibilities required to fulfill capability targets. Capability targets and critical tasks are based on current operational plans, policies, and procedures.
4. **Performance ratings:** The summary description of performance against target levels. Performance ratings include both target ratings, describing how exercise participants performed relative to each capability target and core capability ratings describing overall performance relative to entire the core capability.

## V. POST - EXERCISE ACTIVITIES

### A. Debriefing

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

#### 1. Hotwash

At the conclusion of exercise play, a controller or evaluator will lead a Hotwash to allow players to discuss strengths and areas for improvement, and for evaluators to seek clarification regarding player actions and decision-making processes. All exercise participants may attend the Hotwash; the information gathered contributes to the AAR and can improve future exercises.

#### 2. Controller and Evaluator Debrief

This debriefing is a forum for controllers and evaluators to review the exercise successes and lessons learned prior to the Hotwash.

#### 3. After Action Review (AAR)

Controllers, evaluators, and exercise participants are invited to attend the After-Action Review (AAR) on **TBD** in the RTAA Conference Room A/B at TBDL. The AAR will discuss observations of the exercise in an open environment to clarify actions taken during the exercise. Discussions will also include the best practices and lessons learned during the exercise.

#### 4. Improvement Plan

The Improvement Plan (IP) represents the comprehensive review and development effort which identifies the lessons learned and recommendations from the AAR that results with the incorporation of changes into the IP.

## **B. Documentation**

### **1. Exercise Documentation**

The over-arching goal of this Triennial Exercise is to comprehensively exercise and evaluate Reno-Tahoe International Airport's plans and capabilities as they pertain to a potential catastrophic aircraft disaster incident. After the exercise, data collected by controllers, evaluators and participants will be used to identify strengths and areas for improvement in the context of the designed objectives and goals.

### **2. Exercise Evaluation Forms**

Please complete the Exercise Evaluation Forms and give your honest evaluation of any aspect of the exercise. Your name and contact information are optional.

### **3. Participant Feedback Form**

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design, and to share their observed strengths and areas for improvement. Participant Feedback Forms should be collected at the conclusion of the Hotwash.

## VI. APPENDICES

### Appendix A: Directories

#### 1. Controller Directory

Name	Agency	Location
		Ramp
		Ramp
		EOC
		PRC/FFRC

#### 2. Evaluator Directory

Name	Agency	Location
		Ramp
		Ramp (Helicopter)
		EOC/AIRCOMM
		EOC/Virtual
		EOC/Virtual
		PRC/FFRC
		PRC/FFRC
		Triage
		Triage
		Fire

#### 3. Real World Safety Observer Directory

Name	Agency	Location
		EOC
		EOC/AIRCOMM2
		Ramp
		Ramp

#### 4. Simulation Cell Directory

Name	Sim Agency
	American Red Cross

## Appendix B: Simulation Cell (SimCell)

### 1. Purpose

A SimCell is a designated position staffed by a controller representing non-participating organizations to add realism to the exercise while minimizing operational interruptions. For this exercise, the SimCell Controller may deliver injects to a participant who will respond accordingly to the inject.

### 2. Contact Phone Numbers

- a. TBD

## Appendix C: Computer, WiFi, and WebEOC Information

### 1. RNO Computer Log in Information

- Computer Username: **EOC**
- Computer Password: **Select "Enter" (Leave Blank)**

### 2. EOC WiFi Log in Information

- WiFi SSID: **Airport Courtesy WiFi**
- WiFi Password: **not required**
- Incident Name: **2023 RNO Triennial FSE**

### 3. WebEOC Log in Information

- Use your real-world WebEOC credentials to log in.
- From the Select Position and Incident screen, Incident dropdown menu select **2023 RNO Triennial FSE**.
- Proceed with entries as normal.

### 4. Microsoft Teams Log-in Information

- The Microsoft Teams application log-in information will be sent via an Outlook appointment.

## Appendix D: Participating Organizations

<b>Participating Organizations</b>
<b>Federal</b>
Federal Aviation Administration: Flight Standards District Office
Federal Aviation Administration: RNO Reno Air Traffic Control Tower
Dept. of Homeland Security: Transportation Security Administration (TSA)
<b>State</b>
State of Nevada Department of Emergency Management (NDEM)
<b>Local</b>
RNO Employees and Tenants
Washoe County Office of Emergency Management (OEM)
Washoe County Office of the Coroner/Medical Examiner (WCME)
City of Reno Office of Emergency Management
City of Sparks Office of Emergency Management
(Environmental Clean-up)
<b>Firefighting</b>
RTAA Fire Department, ARFF Station 90
Reno Fire Department (MCI and Hazmat Units)
Truckee Meadows Fire Protection District (MCI and Hazmat Units)
Nevada National Guard, Crash Unit/s
Spark Fire Department (Hazmat Unit)
<b>Medical</b>
REMSA
Renown Medical Center
Northern Nevada Medical Center
Saint Mary's Medical Center
<b>Supporting Agencies</b>
American Red Cross
Southwest Airlines

## Appendix E: Schedule

May	Personnel	Activity	Location
0600 - 0930	Controllers and exercise staff arriving	Preparation Events	EOC, PRC, FFRC, Site
0700		Position aircraft	
0900	EOC Personnel	Position logged-in	EOC
0900	Controllers and evaluators	Controllers and evaluators in starting positions	As assigned
0930	Controllers and evaluators	Controllers and evaluators in-brief	EOC
0930	All	Controllers provide player briefs	As assigned
1003	All	Start Exercise	As assigned
1230	All	End Exercise	As assigned
Immediately following	All	Hotwash	EOC
1300		Relocate aircraft	As assigned
1315	All	Lunch	EOC
1400	All	Clean-Up	As assigned

## Appendix F: Exhibits/Maps

Figure F.1: Exercise Play Area 1

Figure F.2: Helicopter Route to/from Staging Area

Figure F.3: Fire Mutual Aid Off-Airport Staging Area

Figure F.4: EOC Parking – AVA Bldg.

Figure F.5: Passenger Reception Center (PRC), River Room, Main Terminal

Figure F.6: Friends & Family Reunification Center (FFRC), Conference Room A/B, Main Terminal.

Figure F.7: JIC & Media Rooms, TBD.

Figure F.8: EOC Seating Chart, Primary Phone Numbers

## Figure F.1: Exercise Play Area 1

Figure F.2: Helicopter Route to/from Staging Area

### Figure F.3: Mutual Aid Fire Agencies Off-Airport Staging Area

Figure F.4: EOC Parking – AVA Bldg.

Figure F.5: Passenger Reception Center (PRC), River Room

Figure F.6: Friends & Family Reunification Center (FFRC), Conference Rm A/B

Figure F.7: JIC & Media Rooms, TBD

Figure F.8: EOC Seating Chart, Primary Phone Numbers

## Appendix G: Scenario and Call-out

On May 2023 at 1003L, the ATCT Controller clears Airlines Flight #1912 a B737-800 for take-off on RWY 16R. (Destination: Las Vegas International Airport, LAS); winds are calm. As the aircraft lifts-off at approximately mid-airfield, a flock of 100-plus migrating geese fly from the south directly into the flight path of Flight #1912. The ingestion of multiple birds causes both engines to immediately stall. The aircraft crashes back onto the runway surface sliding through the RNO fence and perimeter fence tearing open the wing fuel tanks then exploding into fire. ATCT activates the crash phone and ARFF declares an Alert 3. The aircraft nose extends into the traffic lanes of East Peckham Lane as the aircraft stops in the upright position. Three cars are engulfed with jet fuel induced flames when the incident reached E. Peckham Lane. Two occupants in each of the three burning cars did not survive the jet fuel inferno.

### **The Pilot urgently transmits:**

Pilot radio call: *“Mayday, Mayday, Mayday, Airlines, Flight #1912, we have ingested multiple large birds and lost both engines, landing back on the runway!”*

ATCT Controller responds: *“Copy Mayday, Rescue en-route!”*

### **ATCT Controller Crash Phone call:**

***“Exercise, Exercise, Exercise:”***

ATCT Controller call: *“Airlines, Flight #1912, B737, crashed on departure from Runway 16R, appears to have penetrated the perimeter fence at the departure end, souls on board unknown, fuel remaining unknown.”*

***“Exercise, Exercise, Exercise.”***

### **Response from Station 90:**

***“Exercise, Exercise, Exercise:”***

Station 90 responds: *“An Alert 3, probable Mass Casualties.”*

***“Exercise, Exercise, Exercise.”***

\*Another aircraft type may be substituted due to aircraft availability.

Note: Refer to Exhibits G-1; the Simulated Incident Site and Exhibit G-2; an example of a Standardized Emergency Response Pattern.

Exhibit G-1: Simulated Incident Site

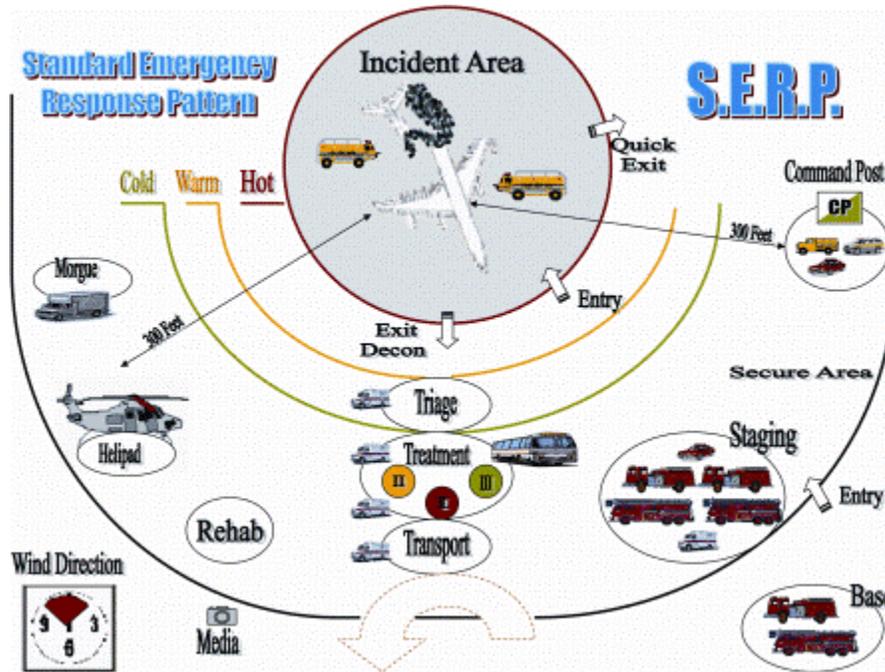


Exhibit G-2: Standardized Emergency Response Pattern

### Appendix H: Airport Index and ARFF Equipment List

Each certificate holder must provide on the airport, during air carrier operations at the airport, at least the rescue and firefighting capability specified for the Index required by CFR Title 14, Part 139.317 in a manner authorized by the Administrator.

Airport Index	Required No. of ARFF Vehicles	Aircraft Length	Schedule Departures	Agent + Water for Foam
A	1	<90'	≥1	500 Lbs. of Sodium-based Dry Chemical or HALON 1211, or 450 Lbs. of Potassium-based Dry Chemical + 100-Gal Water for AFFF Foam
B	1 or 2	≥90' ≤125' ≥126' ≤158'	≥5 <5	Index A Vehicle + 1,500-Gal Water for AFFF Foam
C	2 or 3	≥126' ≤158' ≥159' <200'	≤5 <5	Index A Vehicle + 3,000-Gal Water for AFFF Foam
D	3	≥159' <200'	<5	Index A Vehicle + 4,000-Gal Water for AFFF Foam
E	3	>200'	≥5	Index A Vehicle + 6,000-Gal Water for AFFF Foam

## Exhibit H-1: Airport Index

CFR Title 14, Part 139.317

ARFF EQUIPMENT LIST: Reno-Tahoe International Airport, Station 90								
Vehicle Number	Type Vehicle	Staffing	Water	Foam	Dry Chemical	Halon/Halotron	CO2	METL-X
	Command		N/A	N/A	N/A	N/A	N/A	N/A
	ARFF		3000 Gallons	420 Gallons	500 LBS 20 LBS	11 LBS	N/A	30 LBS
	ARFF		3000 Gallons	420 Gallons	20 LBS	460 LBS	20 LBS	30 LBS
	ARFF		3000 Gallons	420 Gallons	20 LBS	11 LBS	N/A	30 LBS
	ARFF		4500 Gallons	630 Gallons	450 LBS 20 LBS	460 LBS	30 LBS	30 LBS
	Light Rescue		200 Gallons	8 Gallons	20 LBS	N/A	20 LBS	N/A
	Tractor		N/A	N/A	N/A	N/A	N/A	N/A
	Trailer		N/A	1000 Gallons	N/A	N/A	N/A	N/A
	Support		N/A	N/A	N/A	N/A	N/A	N/A
	Support		N/A	N/A	N/A	N/A	N/A	N/A
	Support		N/A	N/A	N/A	N/A	N/A	N/A

## Exhibit H-2: ARFF Equipment List

## Appendix I: Weather

The weather predictions can change throughout the planning to the exercise day. The exercise participants for the Event can expect the FSE will proceed in the event of nominal changes in weather conditions. All participants are requested to dress appropriately for anticipated warm to hot weather or if the weather changes to less than favorable conditions. Suggested clothing includes: light long sleeve shirts, pants, hats, sunscreen, sunglasses, and closed toe shoes.

## Appendix J: Major Events Summary

### 1. Incident Site Command

- a. The ARFF Captain will serve as initial IC until completion of firefighting and lifesaving or until transferred to the ARFF Battalion Chief to allow for regeneration.
- b. Initially the ARFF Captain will advise AIRCOMM to establish the UC ICP and the ARFF Battalion Chief declares the MCI Level: TBD.
- c. The ICP will be designated on airport property, 300 ft. upwind from the crash site abeam Crash Gate TBD (Simulated).

- d. UC Composition: ARFF Batt Chief, Airport Duty Manager (ADM), Airport Police, Medical Branch, RNO PIO, RNO Safety, RNO Security.
2. Emergency Operations Center (EOC)
  - a. Document and respond to the requests from the incident site.
  - b. Accurately document the WebEOC and track airfield closures.
3. Passenger Reception Center (PRC)
  - a. Airline and Terminal Operation is able to stand-up the PRC.
  - b. Paramedics are available to triage these victims for follow-on injuries.
  - c. Accurate tracking of the victims.
4. Friends and Family Reunification Center (FFRC)
  - a. Airline and Terminal Operation is able to stand-up the FFRC.
  - b. Documentation is accurate and complete.]
5. Runway and Taxiway Closures
  - a. ATCT will verbally confirm with the ADM closures of RWYs 16R, 16L, 34R and 34L to include associated taxiway surfaces.
  - b. ATCT will initiate a total ground stop local, advise the NAS to stop inbound flights and advise Ramp Control to gate hold.
  - c. ATCT will divert all inbound arrival flights for holding pattern; cancel all departures for undefined period; airlines will decide to divert to other airports.
  - d. ADM will inspect RWY 16L and RWY 16R crossing taxiways for debris, reopen with ATCT.
6. Crash Site Security/Evidence Protection/Traffic Control
  - a. The RNO Security is lead in all airport security decisions; however, Airport Police will support airport perimeter security and evidence preservation.
  - b. If requested, Reno Police and State Police (through mutual agreement) are supporting resources for off airport (Landside) security to provide supplemental crash site security on Peckham Lane **only**, aid in evidence preservation, traffic management, incident report documentation of the decedents and vehicles damages.

- c. At UC direction, Escorts and Airport Police will secure the Airport perimeter and Crash Gate TBD.
  - d. RNO Security will submit to TSA Regulatory an ASP Change Condition Notification as it relates to the airport perimeter security.
  - e. Upon UC request, ATCT will initiate a TFR for helicopters around the crash site.
7. Passenger Accountability: Manifest, Coroner and Victim Transports
- a. The airline is responsible to provide the ARFF the manifest for SOB accounting and HAZMAT determinations/responses.
  - b. The FSDO/NTSB IC will direct the law enforcement representative in the UC when to advise the WCME (Coroner) to begin removing and transporting accident decedents (aircraft and vehicle victims).

## Appendix K: Acronyms

Acronym	Term
	Airside Duty Manager (Primary ADM)
	Airside Operations Coordinator (Back-up ADM)
	Airport Terminal Manager (ATM)
AAR	After Action Review
AC	Advisory Circular
ACP	Access Control Point
AIRCOMM	Airport Communications Center
AIRCOMM2	Airport Control Center 2 (Satellite Location)
ACM	Airport Certification Manual
ADA	Americans with Disabilities Act
ADFAA	Aviation Disaster Family Assistance Act of 1996
AEP	Airport Emergency Plan
AFFF	Aqueous Film Forming Foam
AFMX	Airfield Maintenance
ALS	Advanced Life Support
AMC	Airport Media Center
AOA	Air Operations Area
	Airside Operations Coordinator
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARFF	Aircraft Rescue & Firefighting
ASP	Airport Security Program/Plan
ATCT	Airport Traffic Control Tower (FAA)
ATIS	Automatic Traffic Information Service (FAA)
ATS	Automated Transit System (Trams)
CAP	Civil Air Patrol
CBP	(U.S.) Customs & Border Protection
RTAA	Reno-Tahoe Airport Authority
TMFPD	Truckee Meadows Fire Protection District
CCP	Casualty Collection Point

Acronym	Term
CCTV	Closed Circuit Television (Pelco or Milestone)
CFR	Code of Federal Regulations
COOP	Continuity of Operations Plan
DHS	(U.S.) Department of Homeland Security
DOA	Department of Aviation
ECP	Entry Control Point
EHO	Environmental Health Officer
EMS	Emergency Medical Services
ENDEX	End of Exercise
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ERM	Emergency Response Manager
EXPLAN	Exercise Plan
FAA	Federal Aviation Administration
FAC	Family Assistance Center (Airlines)
FAO	Fire Alarm Office (AIRCOMM)
FBI	Federal Bureau of Investigation
FBO	Fixed Base Operator
FEMA	Federal Emergency Management Agency
FFRC	Friends & Family Reunification Center
FOUO	For Official Use Only
FOIA	Freedom of Information Act
FRC	Fire Rescue Coordinator
FSDO	Flight Standards District Office (FAA)
FSE	Full-Scale Exercise
GIS	Geographic Information System
HAZMAT	Hazardous Material
HMC	Health and Medical Coordinator
HVAC	Heating Ventilation Air Conditioning
IAP	Incident Action Plan
IATA	International Air Transport Association
IAW	In Accordance With

Acronym	Term
IC	Incident Command(er)
ICP	Incident Command Post
ICS	Incident Command System
ICAO	International Civil Aviation Organization
IP	Improvement Plan
JAM	Joint Assessment Meeting
RNO	Airport Code Designation for McCarran Int'l Airport
JIC	Joint Information Center
LEO	Law Enforcement Officer
LOA	Letter of Agreement
MAA	Mutual Aid Agreement
MACC	Multi-Agency Coordination Center
MCI	Mass Casualty Incident (Level 5 to Level 1)
MCIP	Mass Casualty Collection Point
RPD	Reno Police Department
MMS	Multi-Media Messaging Service
MNS	Mass Notification System
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MSEL	Master Scenario Events List
NDMS	National Disaster Medical System
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NM	Nautical Mile
NOAA	National Oceanic and Atmospheric Administration
NOTAM	Notice to Airman
NRF	National Response Framework
NRP	National Response Team
NTSB	National Transportation Safety Board
NWS	National Weather Service
OEM	Office of Emergency Management
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer

Acronym	Term
POC	Point of Contact
PPE	Personal Protective Equipment
PRC	Passenger Reception Center
RACES	Radio Amateur Civil Emergency Service
RDR	Runway Distance Remaining
RWY	Runway
S&RM	Safety & Risk Management
SERC	State Emergency Response Commission
SERP	Standardized Emergency Response Pattern
SME	Subject Matter Expert
SMS	Safety Management System
WCHD	Washoe County Health District
SOP	Standard Operating Procedure
START	Simple Triage and Rapid Treatment
STARTEX	Start of Exercise
TFR	Temporary Flight Restrictions
TSA	Transportation Security Administration
TTX	Tabletop Exercise
TWY	Taxiway
UC	Unified Command
UHF	Ultra-High Frequency
USDA	United States Department of Agriculture
USGS	United States Geological Survey
VFR	Visual Flight Rules
VHF	Very High Frequency

## Appendix L: Definitions

**Air Operations Branch** – The organization responsible for the managing all air operations at the incident.

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

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

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

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

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

**Airport Owner/Operator** – The owner/operator of the airport responsible for daily operations and compliance with aviation operating directives.

**Airside** – The non-movement and movement areas of an airport, adjacent terrain, and buildings or portions thereof, access to which security controls are in place.

**Alert I (Aircraft Ground Emergency)** – An aircraft that is known or is suspected to have an operational defect that affects normal ground operations and may escalate in scope. All units respond to the incident site or as directed.

**Alert II Aircraft Inflight Emergency)** – An aircraft inflight that is known or is suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident. All units respond to pre-designated positions.

**Alert III (Aircraft Accident)** – An aircraft incident/accident has occurred on or in the vicinity of the airport. All designated emergency response units proceed to the scene in accordance with established plans and procedures.

**Assigned** – Performing an active assignment.

**Available** – Ready for assignment.

**Casualty Collection Point** – A facility or location of convenience where victims may be transported for initial evaluation and treatment.

**Command Staff** – A composition of the Information Officer, Safety Officer, and Liaison Officer.

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

**Common Language/Terminology** – Normally used words and phrases—avoids the use of different words/phrases for same concepts, consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios, i.e., no number codes, slang, or jargon.

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

**Continuity of Operations Plan (COOP)** – A concept to keep all key players informed of the general actions to achieve recovery.

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

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

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

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

**Emergency Operations Center (EOC)** – A protected site from which emergency officials coordinate, monitor and direct emergency response assistance to the IC/UC activities.

**Evacuation** – Organized and supervised withdrawal, dispersal, or removal of customers from dangerous or potentially dangerous areas to a safe area.

**Friends & Family Reunification Center (FFRC)** – The FFRC assists in tracking and reuniting friends and family with incident/accident victims. The FFRC also enables hospitals and emergency support teams (EMS, government agencies, law enforcement, the Red Cross, etc.) to gather and track information used by the airlines Family Assistance Centers (FACs).

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

**Goal** – Generally a purposed accomplishment that lead towards achieving stated incident objectives.

**Grid Map** – A plain view of an area with a system of squares (numbered and lettered) superimposed to provide a fixed reference to any point.

**Hazard** – A substance, environment, situation, or action that is potentially dangerous or harmful to people, animals, equipment, property, or the environment.

**Hazard Mitigation** – Any action taken to reduce or eliminate the short or long-term risk(s) to people, animals, equipment, property, or the environment from hazards.

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

**Incident** – An occurrence or event, natural or man-made that requires a response to protect life or property. Incidents may include: major disasters, aircraft emergencies, terrorist attacks or threats, civil unrest, fires, floods, hazardous materials spills, natural events earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, wars declared and undeclared, public health/medical emergencies, and other occurrences.

**Incident Action Plan (IAP)** – Oral or written plans containing incident objectives established by the Incident Commander or Unified Command.

**Incident Command(er) (IC)** – A designated person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved in the operation.

**Incident Command Post (ICP)** – A location where primary command functions are executed and responding agencies are briefed on the situation, report in and assume their assignment role in the operation.

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

**Interoperability** – The capability to communicate within and across agencies and jurisdictions via voice, data or video on demand, in real-time.

**Joint Information Center (JIC)** – A central point of contact for all news media near the scene of a large-scale event. News media representatives are kept informed of activities and events by public information officials who represent all participating agencies that are collected at the JIC.

**Liaison Officer** – A member of the Command Staff responsible for coordinating with representative from cooperating/assisting agencies or organizations.

**Logistics Section** – Responsible for the procurement of facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel and all off-incident resources.

**Mass Care** – The actions that are taken to protect evacuees and other disaster victims from the effects of the event. Activities include providing temporary shelter, food, medical care, clothing, emotional support, and other essential life sustaining needs.

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

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

**Objective** – A statement of focused goals for an operational period to attain a strategic position.

**Operations Section** – *Responsible for the implementing tactical incident operations.*

**Passenger Reception Center (PRC)** – The PRC assists passengers involved in an incident or accident to seek further medical treatment, rebook on another flight, and reunite with friends and family or source lodging. The PRC also enables the passengers to be located away from media pressures, request faith-based counseling or mental health support.

**Planning Section** – Responsible for collecting, evaluating and management of all incident-relevant operational data and information. Supervise preparation of the IAP. Provide input to the IC and Operations in preparing the IAP.

**Public Information Officer (PIO)** – A member of the Command Staff responsible for disseminating incident information to news media outlets.

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

**Staging Area** – A pre-arranged, strategically placed areas where response personnel, vehicles, supplies, and other equipment can be held in readiness for future use.

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

**Unified Command (UC)** – An organizational structure which enables agencies with different legal jurisdictions, geographic boundaries and functional responsibilities to retain authorities to coordinate, plan and interact effectively within the UC making joint decisions and speaking as one voice until the UC is dissolved to a single incident command.

## Appendix M: Incident Tracking Template

# INCIDENT TRACKING TEMPLATE

Location/Event/Date: \_\_\_\_\_

### Initial Notification Phase

- \_\_\_\_\_ AIRCOMM Radio Call-out Alert:  
\_\_\_\_\_
- \_\_\_\_\_ Aircraft Call Sign: \_\_\_\_\_
- \_\_\_\_\_ Airline/Owner: \_\_\_\_\_
- \_\_\_\_\_ Aircraft Type: \_\_\_\_\_
- \_\_\_\_\_ Fuel Remaining: \_\_\_ lbs/\_\_\_ gal
- \_\_\_\_\_ Origin/Destination: \_\_\_\_\_
- \_\_\_\_\_ Number Crew: \_\_\_\_\_
- \_\_\_\_\_ Number Passengers: \_\_\_\_\_
- \_\_\_\_\_ Number Lap-Children: \_\_\_\_\_
- \_\_\_\_\_ Total Souls on Board: \_\_\_\_\_
- \_\_\_\_\_ Fatalities#: \_\_\_\_\_ PRC#: \_\_\_\_\_
- \_\_\_\_\_ Transported#: \_\_\_\_\_
- \_\_\_\_\_ Specific Issues: \_\_\_\_\_
- \_\_\_\_\_ AIRCOMM Everbridge Page
- \_\_\_\_\_ MOHL Airlines/Tenants
- \_\_\_\_\_ Call AIRCOMM, Stand-up  
EOC/AIRCOMM2
- \_\_\_\_\_ Advise Main Gate, EOC Pick-up
- \_\_\_\_\_ Advise METRO
- \_\_\_\_\_ Advise DOA PIO
- \_\_\_\_\_ Advise DOA Landside Buses
- \_\_\_\_\_ Advise ATCT/Ramp, Gate Hold
- \_\_\_\_\_ Advise FSDO, NTSB, TSA, CBP
- \_\_\_\_\_ Advise American Red Cross
- \_\_\_\_\_ Advise CC OEM, MCI Lvl # \_\_\_\_\_
- \_\_\_\_\_ Advise CC Medical Examiner

### Sustained Response Phase

- \_\_\_\_\_ Assume IC, 220
- \_\_\_\_\_ ARFF On-Scene, transfer IC
- \_\_\_\_\_ Establish Unified Command
- \_\_\_\_\_ ICP Location Designation
- \_\_\_\_\_ Close Rwys/Twys w/ ATCT
- \_\_\_\_\_ ATCT/TRACON Grnd Stop
- \_\_\_\_\_ Issued Verbal NOTAM(s)
- \_\_\_\_\_ EOC Stand-up, Roll Call
- \_\_\_\_\_ Firefighting Operations
- \_\_\_\_\_ Life-saving Activities
- \_\_\_\_\_ Protect Property/Environment
- \_\_\_\_\_ Incident Security w/ ECP
- \_\_\_\_\_ Request CCFD/Ambulances
- \_\_\_\_\_ Update PIO, EOC, & AIRCOMM2
- \_\_\_\_\_ TOPS Stand-up FFRC & PRC
- \_\_\_\_\_ Airlines Reps at FFRC & PRC
- \_\_\_\_\_ American Red Cross at FFRC, PRC  
& Incident Site
- \_\_\_\_\_ PIO Stand-up JIC & Media Rms
- \_\_\_\_\_ Maintain FFRC Security
- \_\_\_\_\_ Assess Facilities & Traffic (All)
- \_\_\_\_\_ Hangar B is clear/available
- \_\_\_\_\_ Station 90 ARFF Regenerates
- \_\_\_\_\_ Declare Index w/ ATCT

**Recovery Response Phase**

- \_\_\_\_\_ Transfer IC, 220, verify Index
- \_\_\_\_\_ Advise AIRCOMM, PIO, & EOC
- \_\_\_\_\_ Inspect/assess Airfield damage
- \_\_\_\_\_ Open Rwy/Twys w/ ATCT
- \_\_\_\_\_ Cancel/Revise NOTAM(s)
- \_\_\_\_\_ Terminate Grnd Stop/Gate Hold

- \_\_\_\_\_ Released by NTSB: \_\_\_\_\_
- \_\_\_\_\_ NTSB/FSDO approval guidance
- \_\_\_\_\_ Airline/Owner coordinate debris & aircraft movement/storage
- \_\_\_\_\_ FFRC fully staffed by Airline
- \_\_\_\_\_ Maintain FFRC security
- \_\_\_\_\_ IC terminate Alert w/AIRCOMM2

**Notes**

## Appendix N: Exercise Evaluation Form

### 2023 RNO Triennial Exercise Evaluation Feedback Form

You may also document your feedback on Monkey Survey: <https://www.surveymonkey.com>.

This Exercise Evaluation Feedback Form is designed to gather honest observations and inputs regarding this 2023 RNO Triennial Full-Scale Exercise. All information will be handled in the strictest confidence for the sole purpose of improving our emergency preparedness. Lessons learned from your feedback will be assimilated into future exercises. Thank you for your support and constructive comments.

<i>Participant Name (Optional):</i>	<i>Your role in the exercise (Circle One):</i>
<i>Contact Phone Number (Optional):</i>	• Participant
<i>Date of the Exercise: ___ / ___ / ___</i>	• Evaluator/Controller
<i>Area Participated (Circle One): EOC / Incident Site / FFRC / PRC</i>	• Observer
	d. Observer
	• Actor/Casualty
	• Other: _____

**Please provide your evaluation of the exercise area in which you just participated.**

**Your feedback is essential for the improvement of future exercises.**

On a scale of 1 to 5, where 1 means you do not agree at all with the statement and 5 means you strongly agree with the statement, please evaluate this exercise based on the following questions.

<i>Statement</i>	<i>Do not agree</i>		<i>→</i>		<i>Strongly agree</i>
<i>1. The exercise was well structured and organized to meet the stated objectives?</i>	1	2	3	4	5
<i>2. The scenario was realistic?</i>	1	2	3	4	5
<i>3. The briefing before the exercise was useful and prepared me for the exercise?</i>	1	2	3	4	5
<i>4. The exercise allowed us to adequately test RNO's emergency response plans and procedures?</i>	1	2	3	4	5
<i>5. The exercise improved my understanding of my role and function during an emergency response?</i>	1	2	3	4	5
<i>6. The exercise helped me to identify some of my strengths as well as some of the gaps in my</i>	1	2	3	4	5

<i>understanding of the emergency response plans and procedures?</i>						
<i>7. At the end of the exercise, I think the community as a group is better prepared for a mass casualty incident?</i>	<table style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%;">4</td> <td style="width: 20%;">5</td> </tr> </table>	1	2	3	4	5
1	2	3	4	5		

*Based on this exercise, what are some of the areas of strengths and lessons learned?*

<i>Areas of Strengths</i>	
<i>Lessons learned</i>	

*Please share any recommendations or comments you have to improve similar exercises in the future.*



# Reno-Tahoe International Airport

**Thank you for  
Your support!**

*Tracy Moore  
Reno-Tahoe International Airport – RNO  
Airport Emergency Administrator*

## 18.0 Hazardous Materials and Environmental Incidents

### 18.1 Purpose

The information contained in this section defines the responsibilities and actions to be taken in the event of a hazardous materials incident. Hazardous materials are those substances when involved in an accident or release, pose a risk to people's health and safety, or the environment.

### 18.2 Situations and Assumptions

1. All Airport firefighters are trained to the hazardous materials operations level trained to mitigate environmental damage. In-house recurrent training occurs throughout the year to maintain these skills.
2. Department of Transportation (DOT) Emergency Response Guidebooks are carried on all Aircraft Rescue and Firefighting vehicles (ARFF), and ARFF personnel are trained in their use. Airport Communications can access "Chemtrec" on the internet at the request of Incident Command, for additional information. ARFF personnel also have access to a hazardous materials program on a computer carried on a Fire Department Vehicle, or SDS information sheets from tenant facilities.
3. Tier 2 hazardous material reports are maintained in the Airport Communications Center for facilities that store and use hazardous materials on RTAA owned properties. Fire Department pre-fire plans also help to identify hazardous materials stored at tenant facilities.
4. ARFF personnel will respond to, isolate, confine, and mitigate fuel spills in accordance with established standard operating guidelines.
5. Air Freight/Cargo aircraft and facilities store and ship hazardous materials on a regular basis. Airport fire personnel on scene will attempt to obtain the company "Declaration of Dangerous Goods" document in an incident. ARFF personnel receive regular training on cargo aircraft and the hazardous material locations on these aircraft.
6. Nevada Air National Guard, located on the west side of the airfield, stores military ordinance at the facility. Trained and properly equipped personnel can respond to incidents involving munitions from their facility.

<b>Nevada Air National Guard</b>	775-788-4530
----------------------------------	--------------

7. Fuel is delivered by pipeline to the fuel farm on the eastside of the airfield and another pipeline under the airfield carries it to a refueling station on Telegraph Street on the northwest side of the airfield. Both the fuel farm and refueling pumps create hazardous materials areas where spills may occur. In addition, fuel trucks refuel and deliver fuel to waiting aircraft throughout regular operations creating a corridor used by fuel trucks where potential spills may occur. ARFF will respond and work with the refueling company and carriers to mitigate a spill in these areas. Emergency contact numbers for the fuel supplier and carriers are maintained by Airport Communications and the Airport Duty Manager, for carrier re-routing or fuel transfer options.

- The RTAA maintains a Spill Response Trailer that can be brought to the incident by Airfield Maintenance personnel, and they can assist with mitigation efforts. Fuel spill absorbent material is stored at one of the Airport warehouses and RTAA Fire Station. After hours contact for the warehouse can be made through the Airport Communications. Aqueous Film Forming Foam concentrate is stored at the RTAA Fire Station (along with the large supply carried on the ARFF vehicles) again Airfield Maintenance personnel can assist ARFF with additional material replenishment.

### 18.3 Operations

- When hazardous materials incidents occur at RNO, RTAA employees will mitigate only those products that are safe to handle with the issued protective equipment and the training they have received. Swissport fuelers, RTAA Fire, and outside agency environmental personnel have personal protective equipment for some situations. For waste disposal, clean up, and recovery the RTAA will contract with a private company for those situations that exceed our abilities.

<b>H2O Environmental</b>	775-351-2237
--------------------------	--------------

- In the event of a hazardous materials incident within RTAA jurisdiction, appropriate fire units will respond. Local mutual aid/automatic aid agencies will be requested on all confirmed “life threatening” hazardous materials incidents to assist with safely handling these emergencies.
- Airport Fire units will establish an ICP near the hazardous materials or environmental incident and form an IC/UC when mutual aid/automatic aid agencies arrive. Mutual aid/automatic aid units will be provided a safe response route and directed to a staging area to avoid the hazards.
- The Regional TRIAD hazardous materials response team will assist the RTAA Fire, under established mutual aid/automatic aid agreements. The Regional TRIAD has fully equipped hazardous material response teams that are trained to technician level. Washoe County Consolidated Bomb Squad (CBS) and the City of Reno Police Department’s will be notified of any hazardous material situation which may involve explosives or bomb making materials.
- For radiological incident response, the incident commander should request mutual aid/automatic aid hazardous materials response teams. The RTAA Fire Department (ARFF) maintains a first response kit and survey meters. However, technical expertise should be requested from Washoe County Regional Hazmat Team Reno and Nevada National Guard Civil Support Team. Any large-scale event involving radiological material should also include Nevada Radiation Control Program. The Civil Support Team can also be reached by contacting the Nevada Department of Emergency Management.

<b>Nevada National Guard Civil Support Team</b>	Duty Officer - 775-886-7724
<b>Nevada Department of Emergency Management</b>	NvDEM 775-687-0948
<b>Nevada Radiation Control Program Office</b>	877-438-7231

- For response to infectious agents, the IC/UC should request help from Washoe County Department of Health Services.

7. Fuel spill situations will be handled in accordance with ARFF standard operating guidelines and any applicable hazardous material standard operating guidelines.
8. Commercial passenger aircraft can carry certain hazardous cargo, and they may be undeclared materials in passenger luggage. There may be bio-hazard shipments on these aircraft that can cause concern, if involved in an accident. Therefore, the IC/UC should treat aircraft accidents with the same care as identified hazardous materials incidents. Personal protective equipment must be utilized during response to aircraft emergencies.
9. Aircraft that are involved in a hazardous materials incident may be moved to an isolated location at the order of the IC/UC.
10. The EOC will be activated in these types of incidents at the request of the IC/UC or member of the executive team.
11. The public warning systems available in the terminal include audio and visual paging displays. Employees can be notified by phone, text, email, and radio. Managers and supervisors will be alerted by text or email to all cell work cell phones. The community, tenants, and traveling public will receive information via the local media and online sites by the PIO at the request of the IC/UC. Refer to other sections of the AEP and SOPs for more information.

#### **18.4 Organization and Assignment of Responsibilities**

##### **1. Air Traffic Control Tower (ATCT)**

The ATCT may be asked to direct taxiing aircraft involved in hazardous materials incidents away from buildings or to safe isolated parking areas. When an inbound or departing aircraft advises the RNO ATCT it is carrying explosives or hazardous materials, the ATCT notify Airport Communications and provide the following information:

- a. Aircraft type and tail number
- b. Class and quantity of material on board
- c. Estimated arrival or departure, runway landing or parking area where the aircraft is located.

##### **2. Airport Communications**

For aircraft carrying explosives, Airport Communications will notify the RTAA Police and Fire Departments after receiving notification from the ATCT. The RTAA Fire Department will monitor the aircraft until it has either departed or been secured if landing.

For a hazardous material emergency, Airport Communications will make contact with the on-call mitigation company or access the internet for hazardous materials reference information and relay the information to units in the field. Airport Communications will initiate a management notification and contact mutual aid/automatic aid agencies, as directed by the IC.

##### **3. Aircraft Rescue and Firefighting (ARFF)**

The RTAA Fire personnel will respond to, isolate, evacuate, and attempt to identify hazardous materials incidents according to the established department standard operating procedures. The fire officer will request a mutual aid/automatic aid response from agencies with hazardous materials response teams. If deemed appropriate, RTAA Fire personnel, will contain spills, control fires, perform rescue, protect the environment, and establish decontamination functions.

#### 4. Airport Police Department

RTAA Police personnel will help establish a perimeter, assist with evacuation, provide traffic/crowd control, and assist with the investigation. The RTAA Police Department may be asked to assist with the escort of mutual aid / automatic aid emergency response personnel and to direct units through the perimeter control points. An RTAA police sergeant or officer should respond to the ICP to be part of the IC/UC as available.

#### 5. RTAA CEO/executive team members.

Assist with coordinating all aspects of the AEP, request the EOC be activated as necessary, and ensure adequate resources are available to the IC/UC.

#### 6. Airport Duty Managers

The RTAA Airside Operations personnel will issue NOTAMS for affected areas, and conduct airfield inspections, as appropriate. If one is available an Airside Duty Manager (ADM) will go to the ICP as part of the airport IC/UC.

#### 7. Airfield Maintenance

The RTAA Airfield Maintenance Department personnel will provide heavy equipment when needed for spill control, control access to the airfield by setting up ingress/egress routes and a staging area, an airfield representative should respond to the ICP to liaison with the IC/UC if requested.

#### 8. Building Maintenance

The RTAA Building Maintenance Department personnel are prepared to assist with building evacuations and shelter in place activities, and control other building functions, as necessary.

#### 9. Planning and Infrastructure

The RTAA Environmental Manager shall be notified of any hazmat, fuel spill, chemical, or biological agents potentially harmful to the environment. The RTAA Environmental Manager has responsibilities for notifying and reporting to certain state and Federal agencies.

#### 10. Administration and Logistics

The City of Reno Fire Department and NANG Fire Department will assist ARFF, under established mutual aid/automatic aid agreements. Non-emergency personnel that respond to assist may be assigned to a variety of non-hazardous tasks to assist during the emergency by the Airport Duty Manager as appropriate.

## **18.5 Plan Development and Maintenance**

The RTAA Fire Department is responsible to coordinate the review and revision of this component of the AEP.

## **18.6 Authorities and Reference**

- NFPA guidelines,
- OSHA Title 49 CFR Parts 100-199 and 1910-19120
- The RTAA has established response procedures/checklists as specified in the plans of individual departments. This includes damages assessments; Public Service Announcements; Repairs; Cleanup and issuance of appropriate NOTAMS and advisories.

## **18.7 Unique Planning Considerations**

The RTAA Aircraft Rescue and Firefighting Department will assume the lead in this area.

1. Command and Control
  - a. The IC/UC will work closely with the RTAA CEO/executive team, Airport Duty Manager, Airport Police Department, and mutual aid/automatic aid agencies, as applicable.
  - b. The RTAA Environmental Manager will respond as a subject matter expert.
  - c. Subject matter experts from the Nevada Air National Guard and Reno Hazmat Unit may be requested as well to provide technical support and resources.
2. Emergency Public Information
  - a. All divisions at RTAA are responsible for training on protective action plans such as evacuations and shelter in place operations. This plan will include preplanned roles for each individual division and large-scale incident emergency response protocols. RTAA conducts tabletop drills that address these issues. If there is a need to advise the public, the airport information representative will do so.
  - b. The RTAA Public Information Officer (PIO) will coordinate with the IC/UC to gather and distribute credible information that is timely and of benefit to the target audience.
  - c. RTAA Police Department and Fire Department personnel will provide assistance as requested by the IC/UC.
3. Resource Management
  - a. The Logistics Section Chief will be responsible for resource and material support once activated.
  - b. RTAA employees asked to help will be provided a route to travel to allow them entry to the scene, staging areas, EOC, or other facilities as necessary.

c. All reporting emergency response personnel will be directed to a designated staging area once established.