

Avjet Corporation
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**National Transportation Safety Board
Washington, DC**

Attachment 11

Excerpts from ASE Airport Emergency Plan

21 pages

AIRPORT CERTIFICATION MANUAL

APPENDIX A

EMERGENCY PLAN

I. PURPOSE:

- 1.1 The purpose of this Airport Emergency Plan shall be to better serve and protect the residents and visitors of Pitkin County, to promote coordination and cooperation between the parties, to maximize the use of limited resources, to facilitate the parties' abilities to fulfill their statutory responsibilities, to formalize and document the operational roles and responsibilities between all the parties involved in the Pitkin County Airport emergency response, to set forth standard operating guidelines agreed policies in order to respond to airport incidents in a safe, prompt and effective manner.
- 1.2 This plan fulfills the requirements of FAR Part 139.325
- 1.3 This plan shall be considered a Hazard Specific Annex to the Pitkin County Disaster Plan.

II. SCOPE:

- 2.1 The Scope of this document shall apply to any and all on-airport incidents that either directly or indirectly affect any operation of commercial or general aviation and/or their support infrastructure at the Pitkin County Airport including but not limited to aircraft or aircraft related incidents and accidents (Alerts), bomb incidents, structural fires, natural disasters, radiological/hazardous materials incidents, sabotage, hijack or other unlawful interference with airport operations incidents, and failure of power for movement area lighting.
- 2.2 The Pitkin County Airport as designated by the Federal Aviation Administration (FAA) as a land airport which serves scheduled passenger operation of an air carrier that is conducted with an aircraft having a seating capacity of more than 30 passengers, and therefore must fulfill Federal Air Regulations Part 139 in order to retain an airport operating certificate.

III. PARTICIPANTS:

- 3.1 Participants to this Plan consist of the following agencies:

Pitkin County Board of County Commissioners
Pitkin County Sheriff
Aspen/Pitkin County Airport
Aspen-Pitkin County Communications Center

Aspen Ambulance District
Aspen Valley Hospital
Aspen Fire Protection District
Federal Aviation Administration/Aspen ATCT
National Transportation Safety Board

- 3.2 All participating agencies to this Plan agree to coordinate their incident activities as outlined herein.

IV. AREAS OF RESPONSIBILITY:

4.1 STATUTORY:

A. PITKIN COUNTY BOARD OF COUNTY COMMISSIONERS

C.R.S. 24-33.5-707 Disaster Director

B. PITKIN COUNTY SHERIFF:

C.R.S. 30-10-512: Fire Warden

C.R.S. 30-10-513: Sheriff In Charge Wildfire

C.R.S. 30-10-516: Preserve The Peace

C.R.S. 24-32-2107 (10): Search And Rescue

C.R.S. 29-22-102 DERA

C. FIRE PROTECTION DISTRICTS:

C.R.S. 32-1-1002 (3) (a) Fire Chief authority over supervision of all fire within district, except as otherwise provided by law.

D. FEDERAL AVIATION ADMINISTRATION:

F.A.R.s Part 139

Aspen A.T.C.T.

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E. NATIONAL TRANSPORTATION SAFETY BOARD:

4.2 GEOGRAPHIC:

The Airport Map depicts land jurisdiction of each participating agency (reference attached map).

The Pitkin County Airport lies totally within Pitkin County, within the boundaries of the Aspen Fire Protection District and the Aspen Ambulance District.

* 4.3 FUNCTIONAL:

A. PITKIN COUNTY BOARD OF COUNTY COMMISSIONERS

Owns and operates the Pitkin County Airport in and provides specialized fire protection services to fulfill the Federal Aviation Administration's airport certification requirements in accordance with F.A.R. Part 107 and 139.

B. PITKIN COUNTY SHERIFF (SEE LIST)

Is responsible for transportation and aircraft or aircraft related incidents, preserving the peace, wildfire suppression, search and rescue, DERA, disaster coordination and incident management. ICS, traffic control, crowd control, security investigation, mutual aid, critical incident management.

In accordance with the Standard Operating Procedures for the Implementation of the Incident Command System in Pitkin County dated 1/3/90, the SHERIFF is responsible for ensuring that an appropriate and qualified Incident Commander/Command Structure is designated, assigned or provided for transportation incidents occurring within Pitkin County

E. ASPEN-PITKIN COUNTY COMMUNICATIONS CENTER

(see list)

F. ASPEN AMBULANCE DISTRICT

Provides pre-hospital care through the triage, treatment, transportation and tracking of injured victims to nearest appropriate fixed medical facility.

G. ASPEN VALLEY HOSPITAL

trauma capabilities, bed capacity etc.

H. ASPEN FIRE PROTECTION DISTRICT

For suppressing all fires, extrication, rescue

I. FEDERAL AVIATION ADMINISTRATION

J. NATIONAL SAFETY TRANSPORTATION BOARD

aircraft accident investigation

V. PREVENTION:**5.1 RESPONSIBILITIES:**

- A. Each jurisdiction will be responsible for administering their own prevention programs through their own prevention plans, normal public contacts and for providing the media with prevention messages pertaining to its jurisdiction. Participating agencies should coordinate prevention efforts to provide uniform, consistent information to the public. In order to prevent duplication of effort and reduce public confusion, news releases on specific threats, hazards or restrictions will be coordinated, and when practical, issued jointly to newspaper, radio and television media by the participating agencies.

5.2 ENFORCEMENT:

- A. Each jurisdiction will be responsible for enforcing within its jurisdiction any applicable restrictions or regulations.

5.3 INVESTIGATIONS:

- A. Each agency will be responsible for conducting its own investigations on incidents for which it has jurisdictional responsibility with the exception that an agency taking independent action within another agency's jurisdiction should immediately initiate an investigation. Follow up action should be administered by the jurisdictional agency.
- B. Each agency should attempt to communicate, coordinate and cooperate as much as possible with the other jurisdictions on these matters.

VI. PRE-RESPONSE:**6.1 TRAINING:**

- A. Each participating agency shall be responsible for the training of its own personnel to the appropriate standard (s).
- B. Participating agencies should inform each other of planned training sessions and extend invitations to other cooperators to participate. Various response agencies may be able to provide qualified instructors to assist in training programs.

6.4 MUTUAL AID ZONES:

- A. As a result of the combination of all the underlying interagency agreements, there is county-wide reciprocal mutual aid for the first period of incidents between all agencies.
- B. The listing of interagency agreements pertaining to incident response in Pitkin County is contained in Annex A of this document.

6.5 MOBILIZATION PLANS:

- A. Agency Mobilization Plans should be compiled annually by each agency and a complete inventory made available to all participating agencies. The plans should be compiled and contained in Annex ? of this document and should contain:
 1. Information on response agency organizations, names of contact persons, and telephone numbers.
 2. A listing of federal, state and county response personnel, equipment, and facilities which are available for cooperative use, subject to each agency's procedures and regulations.
 3. A listing of each agency's radio communications capabilities, channels and call numbers.
 4. A listing of each agency's resources of private contractors under pre-season agreement.
- B. The mobilization plans available are:
 - Pitkin County
 - Pitkin County Sheriff's Office
 - Pitkin County Airport
 - Aspen Fire Protection District
 - Aspen Valley Hospital
 - Aspen Ambulance District
- C. Personnel and equipment use rates should be computed annually by each agency and compiled and contained in Annex * of this document.
- D. Participating agencies should keep each other informed throughout the year of incident activities and availability of personnel and equipment including aircraft.

- C. Upon request by a cooperator, the Sheriff will assist in coordinating training between all cooperators.
- D. Each party insures that all appropriate members of their agencies are briefed on and become familiar with this and other pertinent documents.
- F. The parties to this agreement will conduct and participate in a full-scale airport emergency plan exercise at least once every three years.

6.2 DETECTION/NOTIFICATION:

- A. The Federal Aviation Administration Air Traffic Control Tower (FAA-ATCT) when operational will determine either through direct observation or by radio communication with the aircraft that a possible or actual emergency exists and will be responsible for determining the Alert category and alerting the Aspen/Pitkin County Aircraft Rescue and Firefighting (ARFF) personnel. In addition, ATCT will notify the Aspen-Pitkin County Communications Center (APCCC), the FAA Regional Communications Center and the National Transportation Safety Board (NTSB) as required.
- B. During the hours that the ATCT is not operational but the airport is still open, the ARFF On Duty Crew Chief is responsible for notifying the Aspen/Pitkin County Communications Center.
- C. The Aspen-Pitkin County Communications Center will receive incident reports either directly from the FAA-ATCT, the ARFF On-Duty Crew Chief or other means on a 24-hour basis and will ensure the notification and/or dispatch of the appropriate agency(s) and resources and may serve as coordinating center for relay of incident information back to the appropriate jurisdictional agency.
- D. Any agency receiving a report of an aircraft related incident within or adjacent to Pitkin County should relay that report immediately to the Aspen-Pitkin County Communications Center.

6.3 INCIDENT COMMAND SYSTEM:

- A. The parties shall implement the use of the Incident Command System (ICS) to manage incidents as specified in the Standard Operating Procedures (SOP) For The Implementation Of The Incident Command System (ICS) In Pitkin County dated 1/3/90.

6.7 INCIDENT FACILITIES:

- A. Each agencies' facilities shall be made available to all participating agencies for use in an incident response effort occurring within Pitkin County.
- B. Each agency is responsible for the maintenance of its own facilities.

VII. INCIDENT RESPONSE:

7.1 DISPATCH PROCEDURES:

- A. The Federal Aviation Administration Air Traffic Control Tower (FAA-ATCT) when operational is responsible for alerting the Aspen/Pitkin County Aircraft Rescue and Firefighting (ARFF) personnel and notifying the Aspen/Pitkin County Communications Center.
- B. During the hours that the ATCT is not operational when the airport is still open, the ARFF On Duty Crew Chief is responsible for notifying the Aspen/Pitkin County Communications Center.
- C. The Aspen-Pitkin County Communications Center (APCCC) will take incident reports on a 24-hour basis and will ensure the notification and/or dispatch of the appropriate agency and resources and may serve as coordinating center for relay incident information back to the jurisdictional agency.
- D. Any agency receiving a report of an aircraft related incident within Pitkin County should relay that report immediately to the Aspen-Pitkin County Communications Center.
- E. The Aspen-Pitkin County Communications Center will be responsible for the notification and dispatch of all Sheriff, County and Fire Protection District resources within Pitkin County.
- F. The agency that can take the quickest effective suppression action should be dispatched for initial response per existing procedures, protocols and agreements.

7.2 AIRCRAFT ALERTS:

ALERT I:

Alert I status indicates that an aircraft approaching or on the surface of the airport is experiencing minor difficulties. In-flight difficulties might include faulty in-cockpit landing gear indication(s), overheating/overheated engine, low indicated oil pressure, suspected oil/fuel leak, suspected loose cowling, door open in flight, loose/missing fuel cap, etc. On the ground, an Alert I might be called for a blown tire on the runway, suspected hot brakes, etc.

ALERT II:

Alert II status indicates that an aircraft approaching or on the surface of the airport is experiencing major difficulties. In-flight difficulties might include engine out on a multi-engine aircraft, fire in flight, loss of hydraulic pressure, total loss of oil pressure, structural damage/bird strike(s), etc. On the ground, an Alert II might be called for a collapsed gear on touchdown, loss-of-control/ground loop, confirmed hot brakes, etc.

ALERT III:

Alert III status indicates that an aircraft is or will be involved in an accident.

7.3 RESPONSE MODES:

A numerical classification system of Mode 1 to Mode 4, used to quickly describe an incident and predetermine the necessary dispatch and support actions. The size and complexity of each incident determines its mode class. The Incident Commander (IC) has responsibility for identifying each incident's mode. The IC should ensure that the mode is communicated to all assisting and cooperating agencies.

MODE 1: (ROUTINE OPERATION)

Routine emergency response. No significant impact on local resources. No alerting of back-up elements is necessary. May involve only one agency but may also require minimum cooperation or support from other response agencies. The

supervisor of the initial elements of the Principal Response Agency (PRA) will normally act as incident commander (IC) in accordance with that agency's normal procedures. The IC should establish a command post (even if it's only at the hood of a vehicle on which he can place a map and from which he can communicate); so that communications and coordination between the IC and assisting or cooperating agencies can be established. Requirements for additional resources are channeled through the IC.

MODE 2: (MUTUAL AID RESOURCES)

An emergency which exceeds the capabilities of on-scene personnel and equipment, involves multiple response agencies, requires mutual aid support and may require preliminary alerting of County and/or State resources. ICS is implemented and the Principal Response Agency will designate the IC, who will establish an incident command post (ICP). Requirements for additional resources are channeled through the IC, thence to the APCCC and then to each individual agency.

MODE 3: (COUNTY-WIDE RESOURCES)

Magnitude of the incident exceeds the capabilities of routinely available mutual aid and requires full mobilization of resources available in the county. Principal Response Agency designates IC and the ICP is established.

MODE 4: (STATE AND FEDERAL RESOURCES)

Situation exceeds the capabilities of available resources in the county and requires substantial mobilization of out-of-county, State and/or Federal resources. The ICP is established and ICS is fully implemented.

7.4 AIRCRAFT INCIDENTS:

A: AIRPORT ALERT PROCEDURES FOR INCIDENTS OCCURRING INSIDE THE ASPEN/PITKIN COUNTY AIRPORT PERIMETER:

1. ALERT I RESPONSIBILITIES

ALERT I PRE-PLAN:

1. Unless otherwise determined by the ICIR, the following will be standard ICS implementation procedures for ALERT I responses:
 - E - Establish Command - on duty ARFF crew chief
 - N - Name the incident - "AIRPORT COMMAND"
 - I - Incident Command Post location - ARFF Engine 699
 - M - Mode - MODE I (routine)
 - A - Assign radio frequencies - AVFD = Command Net
2. Unless additional resources are requested by the ICIR, the automatic initial response from ARFF will be Engine 699.
3. Unless additional resources are requested by the ICIR, the automatic initial response from the Airport Administration will be at minimum one Airport Administration Agency Representative.
4. The Airport Administration (agency representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the Airport Administration Agency Representative and be responsible for ensuring that all the responding Airport Administration resources are staged at the ARFF Barn Staging Area, are checked-in with the ICIR and will be the single point of contact with the ICIR for assignments for AAD resources.

ATCT:

1. Sound the emergency siren alerting ARFF personnel.
2. Notify APCCC via direct line and provide the information listed on the Aircraft Information Check-List; the office of the Director of Aviation will also be notified via the direct line at the same time.
3. Upon request, transmit the information listed on the Aircraft Information Check-List to the ARFF Crew Chief/Initial Response Incident Commander.

4. Stop all aircraft movement until the emergency equipment is in place or the emergency is terminated by the ARFF Crew Chief/Initial Response Incident Commander.
5. Upon request, send appropriate NOTAM information to DEN-FSS.
6. Remain available to provide further assistance.

ASPEN-PITKIN COUNTY COMMUNICATIONS CENTER (APCCC):

1. Dispatch ARFF
2. Notify the following agencies/entities of Alert I:
 - * Aspen Volunteer Fire Department
 - * Aspen Ambulance
 - * Pitkin County Sheriff's Office
 - * Airport Administration
3. Maintain contact with "Airport Command" (ARFF 699 Crew Chief-Incident Commander/Initial Response) via radio on "Aspen Fire"/COMMAND channel.
4. Remain available to provide further assistance.

ARFF:

1. The on duty ARFF crew chief will respond and act as the Incident Commander/Initial Response and will initiate and maintain contact with ATCT via radio on 121.90 to get the information listed on the Aircraft Information Check-List.
2. Unless additional resources are requested by the ICIR, the automatic initial response from ARFF will be Engine 699.
3. Establish radio communications with the Aspen/Pitkin County Communications Center on "Aspen Fire"/COMMAND channel to:
 1. Advise of Alert I
 2. Relay the following ENIMA information:
 - E - Establish Command - on duty ARFF crew chief
 - N - Name the incident - "AIRPORT COMMAND"
 - I - Incident Command Post location - ARFF Engine 699
 - M - Mode - MODE I (routine)
 - A - Assign radio frequencies - AVFD = Command Net

3. Notify what apparatus and personnel are responding
4. Advise of situation
4. Aircraft In flight:

Unless directed otherwise, stage at Intersection A-3. Observe aircraft landing from A-3 position.
5. Aircraft On the ground:

With approval/authorization from the ATCT, proceed directly to the staging area.
6. Manage incident, direct operations, and request further assistance if required.
7. Terminate the Alert/Incident with ATCT and APCCC when appropriate.
8. In the judgement of the ARFF Crew Chief/ICIR, the Alert may be upgraded to an Alert II/III based on the size, type, etc of the aircraft.

PITKIN COUNTY AIRPORT ADMINISTRATION: (agency representative ?)

Upon receiving the Alert I notification, the Director of Aviation or his authorized representative, will take the following actions:

1. The Director Of Aviation (Airport Agency Representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the Airport Agency Representative and be responsible for ensuring that all the responding Airport Administration resources are checked-in with the ICIR and will be the single point of contact for the ICIR for assignments for Airport Administration resources.
2. Upon request of the IC/IR, respond to and remain at the ARFF Barn staging area, Check-in with ICIR and await further instructions.
3. Upon request/recommendation/authorization from ICIR, close/open any and all portions of the airport to all other aircraft operations.
4. Upon request of the ICIR, provide transportation for towing the Pitkin County Mass Casualty Trailer.

5. If all or a part of the airport is closed, request/confirm with ATCT that contact with the DEN-FSS has been made with appropriate NOTAM closure information. Inform ICIR.
6. Notify air carriers of expected delay/estimated time of closure, etc. Inform ICIR.
7. Follow-up issuance of NOTAM by the airport and pass to other agencies as specified in NOTAM standing operating procedures. Inform ICIR.
8. Upon request/approval from ICIR and with approval/authorization from the ATCT, conduct a detailed runway inspection to determine that there is no residual debris or surface damage on the AOA. Inform ICIR.
9. Notify the aircraft owner or operator if other than the pilot. If aircraft is a scheduled air carrier, i.e. commercial airliner, contact the airline company.
10. Provide whatever assistance the ICIR, Director of Aviation or ATCT may require.

ASPEN FIRE PROTECTION DISTRICT:

1. Monitor incident on "Aspen Fire"/COMMAND channel.

ASPEN AMBULANCE DISTRICT:

1. Monitor incident on "Aspen Fire"/COMMAND channel.

ASPEN VALLEY HOSPITAL: (HOLD TILL TALK TO AVH)

1. Monitor incident

PITKIN COUNTY SHERIFF'S OFFICE:

1. Monitor incident on "Aspen Fire"/COMMAND channel.

ALERT II RESPONSIBILITIES:

ALERT II PRE-PLAN:

1. Unless otherwise determined by the ICIR, the following will be standard ICS implementation procedures for ALERT II responses:
 - E - Establish Command - on duty ARFF crew chief
 - N - Name the incident - "AIRPORT COMMAND"
 - I - Incident Command Post location - ARFF Engine 699
 - M - Mode - MODE I (routine)
 - A - Assign radio frequencies - AVFD = Command Net
2. Unless additional resources are requested by the ICIR, the automatic initial response from ARFF will be Engine 699.
3. Unless otherwise directed by the ICIR, the resources assigned to the incident will automatically respond to and stage at and check-in with the ICIR. The ARFF Barn Staging area is located on the south (Aspen) side of the ARFF Barn, outside of the gate (on the highway 82 side of the gate).
4. Unless otherwise directed by the ICIR, the travel route to the ARFF Barn staging area shall be State Highway 82 thence to the old, north (downvalley) entrance to the airport (w/o stoplight) thence to the staging area.
5. Unless otherwise directed by the ICIR, responding resources should travel to the ARFF Barn staging area via the pre-designated travel route, check-in with the ICIR and await their incident assignment, communications frequency, radio call name/number/resource designator and incident supervisor.
6. Unless additional resources are requested by the ICIR, the automatic initial response from AVFD will be Engine 8, Engine 5, Rescue 7 and an AVFD OCO.
7. The AVFD OCO (agency representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the AVFD Agency Representative and be responsible for ensuring that all the responding AVFD resources are staged at the ARFF Barn Staging Area, are checked-in with the ICIR and will be the single point of contact with the ICIR for assignments for AVFD resources.

8. Unless additional resources are requested by the ICIR, the automatic initial response from PCSO will be at minimum one uniformed deputy/PCSO OIC (Agency Representative)
9. The PCSO OIC (agency representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the PCSO Agency Representative and be responsible for ensuring that all the responding PCSO resources are staged at the ARFF Barn Staging Area, are checked-in with the ICIR and will be the single point of contact with the ICIR for assignments for PCSO resources.
10. Unless additional resources are requested by the ICIR, the automatic initial response from the Aspen Ambulance District will be one Advanced Life Support ambulance staffed with two Emergency Medical Technicians one of whom will act as the AAD Medic In Charge (MIC).
11. The AAD MIC (agency representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the AAD Agency Representative and be responsible for ensuring that all the responding AAD resources are staged at the ARFF Barn Staging Area, are checked-in with the ICIR and will be the single point of contact with the ICIR for assignments for AAD resources.
12. Unless additional resources are requested by the ICIR, the automatic initial response from the Airport Administration will be at minimum one Airport Administration Agency Representative.
13. The Airport Administration (agency representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the Airport Administration Agency Representative and be responsible for ensuring that all the responding Airport Administration resources are staged at the ARFF Barn Staging Area, are checked-in with the ICIR and will be the single point of contact with the ICIR for assignments for AAD resources.

ATCT:

1. Sound the emergency siren alerting ARFF personnel.
2. Notify APCCC via direct line and provide the information listed on the Aircraft Information Check-List; the office of the Director of Aviation will also be notified via the direct line at the same time.

3. Upon request, transmit the information listed on the Aircraft Information Check-List to the ARFF Crew Chief/Initial Response Incident Commander.
4. Stop all aircraft movement until the emergency equipment is in place or the emergency is terminated by the ARFF Crew Chief/Initial Response Incident Commander.
5. Upon request, send appropriate NOTAM information to DEN-FSS.
6. Remain available to provide further assistance.

ASPEN-PITKIN COUNTY COMMUNICATIONS CENTER (APCCC):

1. Dispatch the following agencies/entities:
 - * ARFF
 - * Aspen Volunteer Fire Department
 - * Aspen Ambulance
 - * Pitkin County Sheriff's Office
 - * Airport Administration
2. Maintain contact with "Airport Command" (ARFF 699 Crew Chief - Initial Response Incident Commander) via radio on "Aspen Fire"/COMMAND channel.
3. Remain available to provide further assistance.

ARFF:

1. The on duty ARFF crew chief will respond and act as the Incident Commander/Initial Response and will initiate contact with ATCT via radio on 121.90 to get the information listed on the Aircraft Information Check-List.
2. Unless additional resources are requested by the ICIR, the automatic initial response from ARFF will be Engine 699.
3. Establish radio communications with the Aspen/Pitkin County Communications Center on "Aspen Fire"/COMMAND channel to:
 1. Advise of Alert II
 2. Relay the following ENIMA information:
 - E - Establish Command - on duty ARFF crew chief
 - N - Name the incident - "AIRPORT COMMAND"
 - I - Incident Command Post location - ARFF Engine 699
 - M - Mode - MODE I (routine)
 - A - Assign radio frequencies - AVFD = Command Net

3. Notify what apparatus and total number of personnel are responding
4. Advise of situation
4. Aircraft In flight:

Unless directed otherwise, respond to and stage at Intersection A-3. Observe aircraft landing from A-3 position.
5. Aircraft On the ground:

With approval/authorization from the ATCT, proceed directly to the scene of the incident.
6. Manage incident, direct operations, and request further assistance if required.
7. If in the judgement of the ICIR the incident requires any deviation from the Alert II pre-plan, the ICIR should ensure that the following appropriate new information is provided to the incoming resources:
 1. Incident Assignment
 2. Reporting/check-in/staging area location
 3. Communications frequency
 4. Call name/number (resource designator)
 5. Incident supervisor
 6. Travel route to incident
8. Prepare for and transfer command as appropriate
9. Terminate the Alert/Incident with all departments when appropriate.
10. In the judgement of the ARFF Crew Chief (ICIR), the Alert may be upgraded/downgraded as appropriate based on the situation, size, type, etc of the aircraft.

AVFD:

1. Unless additional resources are requested by the ICIR, the automatic initial response from AVFD will be Engine 8, Engine 5, Rescue 7 and an AVFD OCO.
2. The AVFD OCO (agency representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the AVFD Agency Representative and be responsible for ensuring that all the responding AVFD

resources are staged at the ARFF Barn Staging Area, are checked-in with the ICIR and will be the single point of contact with the ICIR for assignments for AVFD resources.

3. Remain available to provide further assistance.
4. Prepare for and receive transfer of command as appropriate.

PCSO:

1. Unless additional resources are requested by the ICIR, the automatic initial response from PCSO will be at minimum one uniformed deputy/PCSO OIC.
2. The PCSO OIC (agency representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the PCSO Agency Representative and be responsible for ensuring that all the responding PCSO resources are staged at the ARFF Barn Staging Area, are checked-in with the ICIR and will be the single point of contact with the ICIR for assignments for PCSO resources.
3. Remain available to provide further assistance.
4. Prepare for and receive transfer of command as appropriate.

ASPEN AMBULANCE:

1. Unless additional resources are requested by the ICIR, the automatic initial response from the Aspen Ambulance District will be one Advanced Life Support ambulance staffed with two Emergency Medical Technicians one of whom will act as the AAD Medic In Charge (MIC).
2. The AAD MIC (agency representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the AAD Agency Representative and be responsible for ensuring that all the responding AAD resources are staged at the ARFF Barn Staging Area, are checked-in with the ICIR and will be the single point of contact with the ICIR for assignments for AAD resources.
3. Remain available to provide further assistance.

PITKIN COUNTY AIRPORT ADMINISTRATION: (agency representative ?)

Upon receiving the Alert II notification, the Director of Aviation or his authorized representative, will take the following actions:

1. The Director Of Aviation (Airport Agency Representative) will contact the ICIR on the Command radio frequency (AVFD), identify him/herself as the Airport Agency Representative and be responsible for ensuring that all the responding Airport Administration resources are checked-in with the ICIR and will be the single point of contact for the ICIR for assignments for Airport Administration resources.
2. Respond to and remain at the ARFF Barn staging area, Check-in with ICIR and await further instructions.
3. Upon request of the IC/IR, provide transportation for towing the Pitkin County Mass Casualty Trailer.
4. Upon request/recommendation/authorization from ICIR, close/open any and all portions of the airport to all other aircraft operations.
5. If all or a part of the airport is closed, request/confirm with ATCT that contact with the DEN-FSS has been made with appropriate NOTAM closure information. Inform ICIR.
6. Notify air carriers of expected delay/estimated time of closure, etc. Inform ICIR.
7. Follow-up issuance of NOTAM by the airport and pass to other agencies as specified in NOTAM standing operating procedures. Inform ICIR.
8. Upon request/approval from ICIR and with approval/authorization from the ATCT, conduct a detailed runway inspection to determine that there is no residual debris or surface damage on the AOA. Inform ICIR.
9. Notify the aircraft owner or operator if other than the pilot. If aircraft is a scheduled air carrier, i.e. commercial airliner, contact the airline company.
10. Provide whatever assistance the ICIR, Director of Aviation or ATCT may require.

ASPEN VALLEY HOSPITAL: (HOLD TILL CONTACT AVH)

1. Receive notification via the notification of Aspen Ambulance.

ALERT III RESPONSIBILITIES:

1. The responsibilities and procedures for an Alert III will be the same as those for an Alert II.

END

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