Corona Municipal Airport

EMERGENCY EVACUATION & NOTIFICATION PROCEDURES

October 3, 2012

Richard C. Brodeur/Airport Manager

TABLE OF CONTENTS

I.   PURPOSE

To establish procedures for notifying the Airport Master Leaseholders (MLH), tenants, Pilot's Association and City Officials regarding the potential flood, and emergency evacuation conditions existing at the Prado Dam that may impact Corona Municipal Airport during a major flood event.

II.   PREPARING FOR A FLOOD EMERGENCY

1.   The City and MLH's should meet each year in September to discuss notification procedures for the winter storm season. If the MLH's would like assistance in notifying their tenants when there is a threat of an emergency, they must provide by September 15th the City an updated roster of tenants' with names, current phone numbers, emergency phone contacts and e-mail addresses. City staff will add the data to its Communicator! NXT communication system prior to November 1st. **NOTE: The MLH's are primarily responsible for notifying their tenants of an emergency. The City's communication system is considered a back-up communication system to assist the MLH's in contacting their tenants.**

2.   The City will establish a web site alert and telephone message line in preparation for potential flooding. Web address is www.discovercorona.com or www.kajocorona.com. . The emergency message line is (951) 279-3557. In addition, a Public Information Officer (PIO) shall be designated to coordinate communication in the event of an emergency. The City shall also work with the MLH's and Pilot's Association to identify from the Airport a person who shall serve as the "technical advisor" and liaison to the Airport Manager (AM) and City.

3.   The City shall review and update the City's website to include site plans and elevation maps of the airport and links to MLH's websites (if available), Pilot's Association, and the US Army Corp of Engineers (USACE) website which tracks and updates the water elevation data.

4.   Every October, City staff shall meet with representatives from USACE to review and discuss potential flood emergencies, and exchange emergency phone numbers and contacts.

III.   RESPONSIBILITIES DURING AN EMERGENCY

1.   In the event a flood is imminent and the water is expected to reach the west end of the airport and runway, the Airport Manager (AM) shall contact and inform each Master Lease Holder (MLH) by phone and verbally read the prepared notification (See Attachment A) which explains the current conditions at the Airport. The AM shall document the time, date and the name of the person contacted. The AM shall fax, mail, or e-mail the written notification to the MLH's. The written notification shall request the MLH to sign and return the document to the AM as soon as possible.

2.   The MLH's shall be responsible for notifying their tenants that Airport may potentially flood and advising the tenants in the event the Airport floods they shall be responsible for

including, but not limited to, the removal of aircrafts and any and all potentially hazardous materials regardless of how large or small in quantity. If the City of Corona is required to remove any hazardous materials from a hangar, all removal costs shall be billed to the MLH. Each MLH shall be responsible for notifying the AM as soon as all of the MLH's tenants have been notified.

3.   Once the MLH's have been notified, the City shall activate its communication system which will send immediate messages to the phone numbers added to the system. As noted earlier, the MLH's are primarily responsible for notifying their tenants. The City cannot guarantee the systems operational capabilities during an emergency. The City will post emergency information on the City Web Site www.discovercorona.com or www.kajocorona.com which will be updated throughout the emergency. An emergency message line (951) 279-3557 shall also be activated to provide additional information to tenants and pilots. The City shall also post signage at the airport front gate and AM office notifying patrons of the conditions with instructions on how to obtain current emergency information.

4.   At the first sign of heavy rain, the AM shall be responsible for working with the Director of Public Works or his/her designee, and the USACE, Reservoir Section, to monitor the water level at the Prado Dam and to examine the potential for flooding at the Airport. The AM will also notify the Director of Parks & Community Services, the City of Corona Office of Emergency Services and Civil Air Patrol if the potential for flooding exists. At this time, the City shall activate its Emergency Action Team to monitor the rain event.

5.   The AM and City staff shall establish and continuously update the City website and the telephone hotline which explains the current conditions at the Airport. Messages sent through the City's communication system shall be sent as the need arises.

6.   The AM and Parks & Community Services Director shall be responsible for determining when the Airport runway shall be closed and also for the coordination of the closure. As such, the AM will notify the FAA/FSS to issue a Notice to All Airmen (NOTAM), advising them of the existing airport taxiway and runway condition.

IV.   RELOCATION OR EVACUATION OF AIRCRAFT & EQUIPMENT

1.   The MLH shall be responsible for notifying and advising tenants to relocate their airworthy aircrafts to another airport until it is safe for them to return to the Corona Municipal Airport. The City may authorize additional storage of planes on the east tie-down area, if space is available. Airworthy aircraft shall be stored as a last resort at Butterfield Park or on City streets; it is not the preferred recommendation for the City to store aircrafts at the noted locations. Again, if weather permits, all airworthy aircrafts should be relocated to other airports. If additional storage of aircraft is needed, the City shall determine the location(s) where the aircraft shall be moved. The City shall not move any planes to temporary storage areas; it shall be the MLH's responsibility to coordinate with the City the movement and placement of aircrafts.

2.   If air-worthy or non air-worthy aircrafts or equipment is not removed from the Airport by the tenants, the City shall not be responsible for relocating the aircrafts and/or equipment off the airport grounds. In addition, the City shall not be responsible for any damage incurred to the planes and/or equipment resulting from failure to relocate.

3.   All non-aviation equipment should not be stored on the airport and must be removed from the premises at the owner's expense before a flood event occurs. All MLH's shall be responsible for ensuring compliance to this requirement. The City shall not be responsible for any damage to equipment resulting from failure to relocate the equipment prior to a flood.

4.   No aircraft shall be permitted to return to the airport until the City deems it is safe by the City to do so.

V.   PHONE NUMBERS

City of Corona

Emergency Services Coordinator	TBD
Gabriel Garcia, Parks & Comm. Services Director	(951) 736-2241
Mark Wills, Parks & Comm. Services Manager	(951) 736-2241
Rich Brodeur, Airport Manager	(951) 736-2289
Christopher Baldino, Parks and Comm. Services Supervisor	(951) 279-3753

Master Leaseholders

Fred Peters, Diamond Aero Corporation	(714) 633-6817
Teri Bolte	
Corona Air Ventures, L.L.C.	(951) 737-1300
Erik Nelson	(714) 999-6565
Steve Rosko, Corona Executive Hangars	(951) 738-0203
Terri Gutierrez	(951) 898-3258
Mike Word, Ops. Manager	

Additional Contact Numbers

Army Corp of Engineers Office Recording w/ Instructions	(213) 452-3623
Prescott Flight Services (FSS-NOTAM)	(887) 487-6867
Federal Aviation Administration (VASI Lights)	(909) 605-0047

Miscellaneous

Air Force Rescue Center	(800) 851-3051
Civil Air Patrol	(714) 420-6580
Paul Sada	

VI.   ATTACHMENT A

Written Notification of Flood Conditions

AIRPORT FLOOD CONDITION NOTIFICATION
Date:
Time:

Severe storms continue in areas of Southern California and are expected to produce heavy rains in the local area. This is the 1st in a series of warnings issued by the City of Corona to airport master lease holders pertaining to expected flooding at the Corona Municipal Airport. It is the responsibility of all master lease holders to contact their tenants regarding these notifications. The projected water level is expected to reach the runway as a result of these storms. Runway closure is anticipated once the water reaches the runway. The City is encouraging all aircraft owners to relocate their aircrafts to alternative airfields or facilities. Currently, landings are prohibited. It is highly recommended that all air-worthy aircrafts are temporarily relocated. In addition, it is recommended any non-airworthy aircrafts, vehicles and equipment also be relocated to avoid flood damage. Depending on the continuation of storms and subsequent flooding, it is likely that the airport shall remain closed for operations for an extended period of time. Any impact to planes or equipment remaining on the airfield will be the responsibility of the owners. Additionally, by your signature, you agree to waive, release and hold harmless from any and all possible losses of any kind the City of Corona and the Army Corp of Engineers.

NAME OF PERSON CONTACTED:_____   DATE:_____

AIRPORT MANAGER SIGNATURE:_____   DATE:_____

MASTER LEASE HOLDER SIGNATURE:_____   DATE:_____

COMMENTS:

VII.   ATTACHMENT B

Press Release

PRESS RELEASE

Date:
For Immediate Release
Contact: Parks & Community Services Director, (951) 736-2241

Corona Municipal Airport Update

Severe storms continue in areas of Southern California and are expected to produce heavy rains in the local area. The projected water level at the Prado Dam is expected to reach the runway of the Corona Municipal Airport as a result of these storms. The runway is presently open for take-offs only; however, this is subject to change due to the rising water level. Currently, landings are prohibited.

The City is encouraging all aircraft owners to relocate their aircrafts to alternative airfields or facilities. It is highly recommended that all air-worthy aircrafts are temporarily relocated. In addition, it is recommended that any non-airworthy aircrafts, vehicles, and equipment also be relocated to avoid flood damage. Daily updates will be available on the Airport's message line at (951) 279-3557.

ATTACHMENT C
Corona Municipal Airport – Airport Emergency (and Flooding)

Evacuation Checklist Flood Event:

1. Contact Incident Commander… (Gabriel P. Garcia)
2. Contact MLH (Master Lease Holders)
   a. Olivia Sanchez and/or designee contacts City Tie Down Tenants
   b. Rich Brodeur and Chris Baldino, Police, DWP, Public Works & SCE to assist with security, equipment, electrical and airport maintenance issues, Fire, Chris Cox.
   c. PW Curtis Showalter, Assistant Public Works Director/Operation to help monitor Prado Dam issues and follow Flood Assessment & Notification System *attachment #1
   d. City contacts Prescott Flight Services (887) 487-6867 to issue NOTAM to close airport runway for Landing) *Helicopters may be allowed to land and takeoff to assist pilot evacuation).
3. Activate Emergency Action Team
4. Coordinate volunteer group (Call Civil Air Patrol – John Binder (Cell number) to assist with aircraft evacuation.
5. All non-airworthy aircrafts to be staged at the East end of the Airport beginning at the Eastern most part of the City Tie Down ramp area and working towards the West to the first row of Diamond Aero, Corp. hangars. (Room for approx. 200 aircraft.)
6. Kit projects to be towed off airport premises by the owner to their residence or other off airport storage facility.
7. Contact Corona Police & Fire Department (951) 736-2334 if aircraft shall be taken off airport.
8. If the water level is expected to reach the Chevron Fuel Station and is anticipated to continue to rise, follow step #9 and begin the airport aircraft evacuation.
9. Place steel plates on the grass for evacuation route of aircrafts. (See attached emergency evacuation map.) To prevent traffic problems, allow incoming vehicular traffic to use the dirt access road west onto the airport and aircraft movement to travel east on Butterfield Road. Position traffic guide personnel at each end of the airport with flash light wands, if possible. (See attached emergency evacuation map) Working with Dale Lesinski, Public Works. If necessary, stage the first wave of aircraft at the Butterfield Park parking area off of Smith Avenue. Dovetail park aircraft. (estimate 40-50 aircraft) *Stage non-airworthy aircraft with a 40' or longer wing span on West Butterfield Road.
   *** Special Note*** To minimize confusion and avoid unnecessary movement of non-airworthy aircrafts, do not stage any aircrafts on the East end of the airport, if it is strongly evident that the flood water shall surpass the 533' elevation point.

10. Items needed to order before flood event occurs:
    a. Steel plates for grass evacuation area
    b. Gravel for dirt access road to be applied before rain occurs
    c. Florescent emergency lights with wands if possible. And extra batteries
    d. Future action develop the eastern perk ponds as a hard surface aircraft staging are with a taxiway leading to it from the west and install a 40 foot wide exit gate onto Smith Ave.
    e. Pass out topographical and logistics maps to Incident Command members with grease pens.
    f. Plastic clip boards and pencils (pencils because they work if wet.
    g. Towing crews require a minimum of 3 people two wing watchman and one driver of the vehicle.
    h. Staging crews two (2) wing watchers and a third (3rd) to secure the aircraft with stakes and rope. MLH shall advise aircraft owners to provide their own stakes and tie down rope. This material shall be stored near their aircraft and readily available at all times.
    i. Place X's on runway and use electronic marquis at an angle for night time visibility.
    j. Place an electronic marquis at the corner of smith and Butterfield road to indicate airport closure, web site and phone hot line numbers.
    k. Safety briefings and document, names date and time.
    l. Document all details by Parks & Community Services staff member.

ATTACHMENT C (continued)
City of Corona Airport Department
Flood Checklist

1. _____ Upon notification and request to respond to any incident, report to the Incident Commander or the Airport Manager and obtain an incident briefing.

2. _____ Determine the extent Airport assistance shall be required, including personnel and equipment required.

3. _____ Determine if mutual aid is required. If required, contact the following agencies for assistance:

    _____ Parks & Community Services Department

    _____ Public Works Department

    _____ Police/Fire

    _____ Water & Power

    _____ Civil Air Patrol

    _____ Cal Trans Department of Aviation

    _____ Southern California Edison

4. _____ Mobilize crews for flood fighting operations, which may include the following actions:

    _____ Diverting flood waters

    _____ Clearing debris from storm drains & drainage ditch areas

    _____ Sand bagging operations

    _____ Reinforcement of flood walls

5. _____ Assist the Corona Police Department with the utilization of barricades and cones to close off the airport and streets.

6. _____ Coordinate emergency public information with the City Public Information Officer and the Incident Commander.

7. _____ Provide status reports to the Incident Commander.

8. _____ Forward all incident documentation, including reports to the OES (Office of Emergency Services)

ATTACHMENT D

City of Corona Airport Department
General Response Checklist

1. _____ Upon notification and request to respond to any incident, report to the Incident Commander and obtain an incident briefing.

2. _____ Determine the extent Airport assistance shall be required, including personnel and equipment required.

3. _____ Determine if mutual aid is required. If required, contact the following agencies for assistance:

         _____ Parks & Community Services Department

         _____ Public Works Department

         _____ Water & Power

         _____ Police/ Fire

         _____ Civil Air Patrol

         _____ Cal Trans Department of Aviation

         _____ Southern California Edison

         _____ FAA (Federal Aviation Administration)

         _____ Prescott FSS (Flight Safety Services)

         _____ Riverside FSDO (Flight Standards Department Office)

4. _____ Assist the Corona Police Department with the utilization of barricades and cones to close off streets and hazardous areas.

5. _____ Coordinate emergency public information with the City Public Information Officer and the Incident Commander.

7. _____ Provide activity status reports to the Incident Commander (Director of Parks & Community Services).

8. _____ Forward all incident documentation, including reports to the OES (Office of Emergency Services) for preparation of the after-action report

ATTACHMENT E
City of Corona Airport Department
Earthquake Checklist

1. _____ After the initial shaking stops and it is safe to do so, perform the following functions:

   _____ Check for injured airport personnel and provide first aid as necessary.
   _____ Check damage sustained to airport facilities, runway & taxiway lighting, back-up generator, aircraft, & hangars.
   _____ Check communications equipment.
   _____ Check the availability & status of other City department locations.

2. _____ Establish communications with the City of Corona Police Dispatcher and provide an initial status report, which should include:

   _____ Airport personnel availability
   _____ Equipment and material availability
   _____ Status of Fuel tanks, lighting, runway and taxiway surface conditions.

3. _____ If earthquake occurs during non-working hours, Airport Manager, will attempt to return or make contact with the airport security personnel. agencies for assistance:

4. _____ Assess the status of lifeline utility systems (water, sewer, electricity & natural gas systems), and provide a status report to OES and Director of Parks & Community Services.

5. _____ Establish communications with city emergency response agencies and Public Information Officer.

6. _____ As directed by the Incident Commander, perform the following functions:

   _____ Survey damage to the runway and taxiway & issue Notam (Notice to all airman), as required.
   _____ Inspect the structural stability of critical facilities
   _____ Check the status of up-line dam integrity.
   _____ Dispatch crews to clear debris.

ATTACHMENT F

Corona Municipal Airport - Flood Emergency Clean-up Checklist

1. Conduct & Document five minute Daily Safety briefings.

2. Airport to remain closed during the clean-up process.

3. Coordinate clean-up process with all City departments and the Master Lease Holders; the City has final approval in case of disputes.

4. Only authorized personnel shall be allowed to enter airport premises. ID badges shall be issued to members of the clean-up crew.

5. Master Lease Holders shall be responsible for cleaning their properties; however, this must not conflict with the City or other Master Lease Holder clean-up efforts. The Airport Manager or Incident Commander shall have responsibility for decisions relating to this issue.

6. Personal vehicles shall be staged off airport premises to minimize contamination of City streets.

7. MLH, City Departments and the Airport Manager shall submit a daily status report to the Incident Commander.

8. No Cleaning equipment shall be allowed onto the runway and taxiway until approved by the City Engineer.

9. Document all expenses.

10. Identify and document any security issues. (Secure Airport & Off Airport Premises). * MLH'S will co-share security related expenses.

11. As soon as it is safe, return aircraft to the airport premises.

12. Re-open Airport (This decision shall be determined by the Incident Command Team.)

ATTACHMENT G
Airport Map