

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

CERTIFICATE OF WAIVER OR AUTHORIZATION

ISSUED TO

The Great Reno Balloon Race, Inc.
Responsible Person: Pete Copeland, Executive Director

ADDRESS

P.O. Box 12695
Reno, Nevada 89510 (775) 742-9385

This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.

OPERATIONS AUTHORIZED

Hot air balloon mass ascensions within a five (5) mile radius of the Rancho San Rafael Park, Reno, Nevada (39°32'52"N, 119°49'45"W) with a maximum of 10,000 feet mean sea level (MSL)

This waiver is not valid until there is full compliance with all applicable sections of the attached Special Provisions and the Great Reno Balloon Race Operations Manual dated March 20, 2019.

LIST OF WAIVED REGULATIONS BY SECTION AND TITLE

14 CFR 91.119(b), 91.119(c), 91.130(a), 91.130(c), 91.130(d) See Attachment A

STANDARD PROVISIONS

1. A copy of the application made for this certificate shall be attached to and become a part hereof.
2. This certificate shall be presented for inspection upon the request of any authorized representative of the Administrator of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations.
3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein.
4. This certificate is nontransferable.

NOTE---This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance.

SPECIAL PROVISIONS

"See Attached" ☒

Special Provisions Nos. 1 to 13 inclusive, are set forth on the reverse side hereof.

This certificate is effective from September 5, 2019 to September 8, 2019, inclusive, and is subject to cancellation at any time upon notice by the Administrator or his authorized representative.

BY DIRECTION OF THE ADMINISTRATOR

AFG200-WP19
(Region)

08/20/2019
(Date)


J. Scott James
(Signature)

Acting Manager
Nevada Flight Standards District Office
(Title)

THE GREAT RENO BALLOON RACE
Rancho San Rafael Park
Reno, Nevada
Thursday, September 5, 2019 thru Sunday, September 8, 2019
Special Provisions

1. The Federal Aviation Administration (FAA) has the authority to cancel or delay any or all events if the safety of persons or property on the ground or in the air, are in jeopardy, or there is a violation of the terms of the Certificate of Waiver.
2. The responsible person Pete Copeland, Executive Director or Aaron Dieringer, Launch Commander will ensure that notification is made to the Flight Service Station (AFSS) 1-877-487-6867 of the date, time, place, demonstration areas, altitudes, nature of the activity, and duration of the operation and request that a Notice to Airmen (NOTAM D) be issued.
 - a. Such notice shall be accomplished by providing the controlling flight service station with a copy of the Certificate of Waiver at least 48 hours before the event and no more than 72 hours before the event.
3. The responsible person Pete Copeland, Executive Director and Aaron Dieringer, Launch Commander, must ensure that participants are thoroughly briefed on special field rules, the established demonstration area, flying display area, target areas, manner and order of events and Special Provisions of the Certificate of Waiver before beginning the activities each day.
 - a. No person may participate in any event listed on the Certificate of Waiver unless that person has signed a statement stating that they have received a briefing on the provisions of the Certificate of Waiver.
4. All civil aircraft and pilots participating in The Great Reno Balloon Race shall provide the requested data to establish qualifications and airworthiness to the event organizer and if required be available for FAA inspection at the time and place agreed upon by the responsible person, Pete Copeland, Executive Director or Aaron Dieringer, Launch Commander and the FAA IIC.

Note: Certificate of Waiver special provisions never supersede aircraft airworthiness operating limitations. Pilot should review their aircraft operating limitations prior to participating in an aviation event to ensure they are familiar and comply with the requirements as specified.

5. A control point shall be established where the certificate holder or representative shall direct the demonstration. This person Aaron Dieringer, Launch Commander, shall be continuously available to the FAA IIC or designated representative and is the person designated as responsible for the overall safety of the event.
6. Adequate communication capability (electronic and visual) must be provided to maintain a safe operation, to control spectators and to advise participants that the aerial demonstration has been halted or canceled.
7. The mass ascension shall be halted for any reason that is in the interest of safety. It shall also be halted when unauthorized aircraft enter the mass ascension area.
 - a. The holder of the Certificate of Waiver and responsible person assumes responsibility for the security of areas where unauthorized personnel and aircraft are not authorized access and for compliance with the Emergency Response plan in Attachment #2.
 - b. The FAA IIC has the responsibility to make the holder of the Certificate of Waiver and responsible person aware of any identified safety concerns and if necessary has the authority for canceling or delaying any or all acts if it is deemed necessary in the interest of safety.
8. The following facilities shall be provided and readily available in accordance with the submitted Emergency Response Plan at the demonstration site. List the emergency and medical equipment or personnel that the responsible person and the FAA IIC have agreed are needed, and included in the Emergency Response Plan in attachment #2.

Fire Truck Emergency Medical Technicians Crash Wagon
9. Persons or aircraft not appearing on the Certificate of Waiver or Authorization application and subsequently added to the Certificate of Waiver may not participate without specific approval of Aaron Dieringer, Launch Commander. Aaron Dieringer, Launch Commander, will notify the FAA IIC by the most expeditious means of any change made. Proof of appropriate qualifications for crewmember(s), and an airworthy aircraft is required before the performance can be conducted at that event site.
10. Unmanned Aerial Systems (UAS) Demonstrations are not authorized under this Certificate of Waiver.
11. 14 CFR §91.119(b) and (c) are waived to the extent necessary to allow participating balloons to participate in The Great Reno Balloon Race under the terms and conditions set forth in the Federal Aviation Administration approved procedures section of the Great Reno Balloon Race Operations Manual.
12. The Great Reno Balloon Race Operations Manual dated March 20, 2019, is incorporated into this Certificate of Waiver and becomes a special provision thereof. Any action

contrary to the terms, controls, procedures and conditions pertaining to safety set forth in the FAA approved procedures is grounds for cancellation of this waiver.

13. Pete Copeland, Executive Director or Aaron Dieringer, Launch Commander shall ensure that each participating event crewmember has read and understands the FAA approved procedures section of The Great Reno Balloon Race Operations Manual dated March 20, 2019, and the special provisions of this Certificate of Waiver.

Failure to comply with any standard or special provisions is a violation of the terms of this Certificate of Waiver or Certificate of Authorization and justification for cancellation of this Certificate and constitutes a violation of Title 49 of the United States Code Section(s) 44711 (a)(2)(B) and/or 44711 (a)(5).
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THE GREAT RENO BALLOON RACE

ATTACHMENT A

List of Waived Regulations by Section and Title

Title 14 Code of Federal Regulations (14 CFR) §91.119(b) (c) Section and Title

14 CFR §91.119(b) – *Minimum Safe Altitudes Over Congested Areas*, is waived to the extent necessary to allow balloon flight over any congested area(s) of a city, town or settlement or over an open air assembly of persons at an altitude of 500 feet above the highest obstacle within a horizontal radius of 500 feet of the balloon within a five (5) mile radius of the San Rafael Park Balloon Launch Area under the terms and conditions set forth in the FAA approved procedures section of the Operations Manual.

NOTE: Launching a balloon during the balloon race anywhere in, into or over a congested area(s) or an open air assembly of persons shall require the pilot to be in a continuous normal rate of climb until an altitude of 500 feet is attained above the highest obstacle within a horizontal radius of 500 feet of the balloon.

In addition, 14 CFR §91.119(b) is also waived to allow flight over, but no closer than 75 feet to, persons in the designated spectator area(s) which are under the direct control of the Great Reno Balloon Race.

Regarding the 75 foot rule, the balloon must have attained a state of altitude equilibrium at this 75 foot minimum altitude and not be descending below 75 feet while crossing over the designated spectator area(s). **In addition, landings into the designated spectator area(s) are not authorized.**

14 CFR §91.119 (c) – *Minimum Safe Altitudes Over Other Than Congested Areas*, is waived to the extent necessary to allow flight over open water or sparsely populated areas no closer than 200 feet to any person, vessel, vehicle or structure under the terms and conditions set forth in the FAA approved procedures section of the Operations Manual.

***Maximum altitude for flight operations in this event will be 10,000 feet Mean Sea Level (MSL).**

Title 14 Code of Federal Regulations (14 CFR) §91.130(a)(c)(d) Section and Title

14 CFR §91.130 (a) – *Operations in Class C Airspace - General.* Unless otherwise authorized by ATC, each aircraft operation in Class C airspace must be conducted in compliance with this section and Sec. 91.129. For the purpose of this section, the primary airport is the airport for which the Class C airspace area is designated.

NOTE: The Reno ATCT or FAA IIC briefs the pilots each morning before the event about Class C Airspace operation.

14 CFR §91.130 (c) - *Operations in Class C Airspace - Communications.* Each person operating an aircraft in Class C airspace must meet the following two-way radio communications requirements:

(1) *Arrival or through flight.* Each person must establish two-way radio communications with the ATC facility (including foreign ATC in the case of foreign airspace designated in the United States) providing air traffic services prior to entering that airspace and thereafter maintain those communications while within that airspace.

(2) *Departing flight.* Each person--

(i) From the primary airport or satellite airport with an operating control tower must establish and maintain two-way radio communications with the control tower, and thereafter as instructed by ATC while operating in the Class C airspace area; or

(ii) From a satellite airport without an operating control tower, must establish and maintain two-way radio communications with the ATC facility having jurisdiction over the Class C airspace area as soon as practicable after departing.

NOTE: The Reno ATCT or FAA IIC briefs the pilots each morning about communication with the Reno ATCT in the event of entering Class C airspace. In addition, 14 CFR §91.130(c) and (d) is also waived to allow flight into Reno Class C airspace without establishing two way radio communications and without having the equipment requirements of 91.215.

14 CFR §91.130 (d) - *Operations in Class C Airspace - Equipment Requirements.* Unless otherwise authorized by the ATC having jurisdiction over the Class C airspace area, no person may operate an aircraft within a Class C airspace area designated for

an airport unless that aircraft is equipped with the applicable equipment specified in Sec. 91.215.

NOTE: The Nevada FSDO - Reno and ATCT do not require the Balloon's to have this type of equipment during this event. In addition, 14 CFR §91.130(c) and (d) is also waived to allow flight into Reno Class C airspace without establishing two way radio communications and without having the equipment requirements of §91.215.

Helicopter and/or Fixed Wing Aircraft involved in any flyover during this waived event will not be authorized these waived Code of Federal Regulations (CFR). The Helicopters and/or and Fixed Wing Aircraft must comply with 14 CFR Part 91.

THE GREAT RENO BALLOON RACE

EFFECTIVE WAIVER DATES AND TIMES

DATE	TIMES
SEPTEMBER 05, 2019	6:30 am to 10:30 am UTC - 7
SEPTEMBER 06, 2019	5:30 am to 10:30 am UTC - 7
SEPTEMBER 07, 2019	5:30 am to 10:30 am UTC - 7
SEPTEMBER 08, 2019	5:30 am to 10:30 am UTC - 7



US Department of Transportation
Federal Aviation Administration

APPLICATION FOR CERTIFICATE OF WAIVER OR AUTHORIZATION

From Approved: O.M.B. No.2120-0027 08/31/2019

APPLICANTS - DO NOT USE THESE SPACES

Region AFG 200 WP:9 Date 8-21-2019
Western Pacific

Action
☒ Approved ☐ Disapproved - "Explain under "Remarks"

Signature of authorized FAA representative

INSTRUCTIONS

Submit this application in triplicate (3) to any FAA Flight Standards district office.

Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire

fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site.

Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.

Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 10 only and the certification, item 17, on the reverse.

1. Name of organization

The Great Reno Balloon Race

2. Name of responsible person

Pete Copeland, Executive Director / Aaron Dieringer

3. Permanent mailing address

House number and street or route number
P O Box 12695

City
Reno

State and ZIP code
89510

Telephone No.
775-742-9385

4. State whether the applicant or any of its principal officers/owners has an application for waiver pending at any other office of the FAA.

NA

5. State whether the applicant or any of its principal officers/owners has ever had its application for waiver denied, or whether the FAA has ever withdrawn a waiver from the applicant or any of its principal officers/owners.

NA

6. FAR section and number to be waived

14 CFR 91.119(b), 91.119(c), 91.130(a), 91.130(c), 91.130(d)

7. Detailed description of proposed operation (Attach supplement if needed)

Hot air balloon mass ascensions with approximately 100 participating balloons.

8. Area of operation (Location, altitudes, etc.)

Within 5 mile radius of Rancho San Rafael Park, centered at approximately 39 degrees 32 minutes, 52 seconds N, 119 degrees 49 minutes 45 seconds W.

9a. Beginning (Date and hour)

SEE REMARKS

b. Ending (Date and hour)

SEE REMARKS

10. Aircraft make and model (a)

Pilot's Name (b)

Certificate number and rating (c)

Home address (Street, City, State) (d)

see remarks

▶ ITEMS 11 THROUGH 16 TO BE FILLED OUT FOR AIR SHOW/AIR RACE WAIVER REQUESTS ONLY.				
11. The air event will be sponsored by: The Great Reno Balloon Race, Inc.				
12. Permanent mailing address	House number and street or route number P O Box 12695	City Reno	State and ZIP code NV, 89510	Telephone No. 775-742-9385
13. Policing (<i>Describe provisions to be made for policing the event.</i>) Documentation of pilot qualifications and balloon airworthiness as verified by FAA on request. Launch controlled by Launch Directors. Crowd controlled by Washoe County Sheriff's Dept., Washoe County Parks Dept. RPD.				
14. Emergency facilities (<i>Mark all that will be available at time and place of air event.</i>) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <input type="checkbox"/> Physician <input type="checkbox"/> Ambulance </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Fire truck <input checked="" type="checkbox"/> Crash wagon </div> <div style="width: 10%; text-align: center;"> <input checked="" type="checkbox"/> Other - Specify </div> <div style="width: 40%;"> <u>see Emergency Procedures</u> <u>Section in the Operations Manual</u> </div> </div>				
15. Air Traffic control (<i>Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.</i>) Controlled take-off with launch directors in radio contact with Launch Commander and Safety Officers. The holder will notify the Reno Flight Standards District Office and Flight Service Station at least 48 hours prior to the event providing the dates, times, places, altitudes, nature and duration of operations.				
16. Schedule of Events (<i>include arrival and departure of scheduled aircraft and other periods the airport maybe open.</i>)				
Hour (a)	Date (b)	Event (c)		
0630	9/5/19	Mass Ascension, approximately 80 balloons		
0530	9/6/19	Dawn Patrol, 10 balloons		
0630	9/6/19	Mass Ascension, approximately 100 balloons		
0530	9/7/19	Dawn Patrol, 10 balloons		
0630	9/7/19	Mass Ascension, approximately 100 balloons		
0530	9/8/19	Dawn Patrol, 10 balloons		
0630	9/8/19	Mass Ascension, approximately 100 balloons		
<i>If sufficient space is not available, the entire schedule of events may be submitted on separate sheets, in the order and manner indicated above.</i>				
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">➤</div> <div> Please Read The undersigned applicant accepts full responsibility for the strict observance of the terms of the Certificate of Waiver or Authorization, and understands that the authorization contained in such certificate will be strictly limited to the above described operation. </div> </div>				
17. Certification - I CERTIFY that the foregoing statements are true.				
Date <u>4/10/19</u>	Signature of Applicant 			
Remarks <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Block 9a: Beginning (Date and Time) 9/5/19 0630 PDT UTC -7 9/6/19 0530 PDT UTC -7 9/7/19 0530 PDT UTC -7 9/8/19 0530 PDT UTC -7 </div> <div style="width: 45%;"> Block 9b: Ending (Date and Time) 9/5/19 1030 PDT UTC -7 9/6/19 1030 PDT UTC -7 9/7/19 1030 PDT UTC -7 9/8/19 1030 PDT UTC -7 </div> </div> Block 10: Hot air balloons of various makes and models as specified by invitation. Pilots names, certifications and addresses to be supplied at or before registration. A complete listing to be made available to FAA representatives prior to flights. <u>MAXIMUM ALTITUDE 10,000 MSL</u>				



OPERATIONS MANUAL

September 5-8, 2019

**Rancho San Rafael Park
Reno, NV**

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PILOT IN COMMAND:

All participating pilots are responsible for:

1. The safe operation of their aircraft both in the air and on the ground as it pertains to all applicable portions of 14 CFR, approved waiver and race rules.
2. Briefing all flight and ground crewmembers as to their specific duties including safety, inflation and deflation and all associated operations.
3. Obtaining and providing signed crewmember manifests.
4. Obtain all available weather-related information as defined in 14CFR91.103.
5. All operations shall be conducted in accordance with TC Data Sheet limitations, Approved flight manual limitations and operating limitations.

FLIGHT CREWMEMBERS:

All event flight crewmembers must have received appropriate training concerning their duties relative to the event and must attend the event pilot and flight crewmember briefing before each event. These crewmembers must sign a statement that they have been briefed and that they are designated event flight crewmembers for the purpose of the specific event for which the waiver was granted. All crewmembers, whether involved with flight or ground operations, will be responsible for inflation, deflation, safety and other duties as designated and briefed by the pilot in command.

AIRCRAFT AND PILOT REGISTRATION:

All pilots participating in the event will complete all entry forms. These include the registration form, pilot agreement, and pilot acknowledgement forms.

Pilots participating in media day and regular competition flights must be registered by 01 June 2019. To be registered, the pilot should apply online at renoballoon.net. Pilots who have been approved to fly will be required to submit the following paper work to GRBR prior to the event. In order to receive propane or any other form of compensation, pilots will be expected to pay an entry fee at registration.

For aircraft with standard airworthiness certificates:

1. Pilot certificate.
2. Pilot log book showing flight currency per 14 CFR 61.57 applicable for the 5-8 September 2019 flight dates.
3. Pilot log book showing current flight review per 14 CFR 61.56 (if not included in #2 above).
4. Aircraft registration certificate.
5. Aircraft airworthiness certificate.
6. Aircraft logbook showing annual/100 hr. inspection, or for experimental balloons the annual condition inspection, that will be current during the period of the event
7. Photo Identification. (must be current).

If your aircraft has an experimental airworthiness certificate you will also need:

- a. The operating limitations issued with that experimental airworthiness certificate must be submitted as well as the certificate itself, original, (no copies).
- b. A program letter.

These documents will be reviewed by the FAA or their designee prior to the event. Any pilot or aircraft issue not corrected at the registration will prevent that pilot from participation in the event. Those pilots wishing to participate in the Media Day flight must be fully registered prior to that flight. Any open

4. Details of prohibited zones and sensitive zones
5. Emergency procedures on and off the field
6. Launch period
7. Launch area/sequence
8. Time check

EVENT DOCUMENTATION:

All relevant registration files, pilot registration information, flight crewmember waivers, etc. will be maintained by the Great Reno Balloon Race for at least 30 days after the event and will be made available to the FAA monitor upon request.

GROUND OPERATIONS

SPECTATOR AREAS:

The primary spectator area is located at the official launch site. Crowd control is initiated by controlled parking under the direction of the parking officials. Spectator pedestrian traffic will be routed toward the launch fields via a separate route than the incoming balloon chase vehicles and crew traffic. A designated "blanket area" will be identified by barrier fence for public to sit down and observe the activities without having to move for balloon operations. Official and balloon chase vehicles are parked in restricted areas. Local police and staff volunteers control traffic. Spectators will be allowed on foot, onto the launch fields at the beginning of the event and throughout the waiver period.

As needed, announcements will be made throughout the event over the public-address system, advising the spectators of the requirements and dangers possible, while being on the field during various balloon operation phases.

DESIGNATED SPECTATOR AREA (75' MINIMUM FLIGHT) 14 CFR 91.119(b) is waived to allow flight over, but no closer than 75 feet to persons in the designated spectator area(s) which are under the direct control of the Great Reno Balloon Race. (See the area marked in yellow on the map at the end of this document)

Regarding the 75-foot rule, the balloon must have attained a state of altitude equilibrium at this 75-foot minimum altitude and not be descending below 75 feet while crossing over the designated spectator area(s). In addition, landings into the designated spectator area(s) are not allowed without authorization. This rule is in effect while the waiver is in effect, whether any spectators are present in the area(s).

LANDING IN A DESIGNATED SPECTATOR AREA:

Landing in designated spectator area will only be allowed with specific permission. Pilot must call on the aircraft radio (123.75) to request permission to land. Permission will only be granted if the area requested can be secured by Launch Staff and there is enough Launch Staff available to assist in the landing procedure. Driving on the grass in the designated spectator area is not allowed, you will be required to carry all equipment out of the grassy areas.

FLIGHT OPERATIONS

AREA OF OPERATIONS:

The operations will occur within a 5-mile radius of the launch field located at Rancho San Rafael Park in Reno, Nevada as indicated on the official map. Final takeoffs and landings may occur beyond these boundaries. Headquarters for the event will be located at the park.

TYPE OF OPERATIONS:

This event is a fiesta type event, no competition.

COMMUNICATIONS REQUIREMENTS:

The Launch Commander will establish a central control point at the main announcer's platform, from which she or her representative will direct the event and be immediately available for those periods for coordination with the FAA Representative.

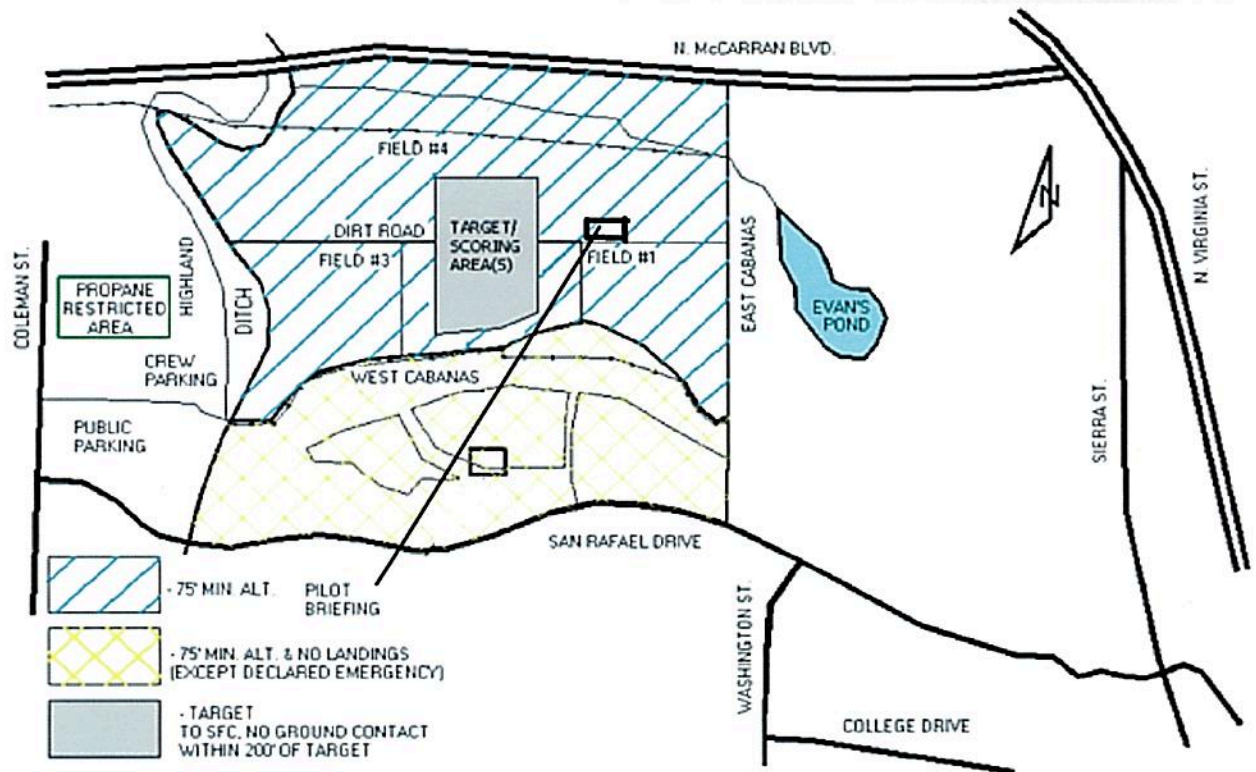
AIR TRAFFIC NOTIFICATION:

The Launch Commander and/or Chief Safety Officer will ensure that notification is made to the Lockheed Martin Flight Services Automated Flight Services Station (AFSS) of the date, time, place, areas, altitudes, nature of the activity, and duration of the operation and request that a Notice to Airman (Notam) be issued. Such notice shall be accomplished by providing the Lockheed Martin Flight Services Station (AFSS) with a copy of the Certificate of Waiver or Authorization, if requested, at least 48 hours before the event and no more than 72 hours before the event. Notification to the AFSS should be made at 877-487-6867 or FAX 928-772-4390.

WEATHER REQUIREMENTS:

The basic requirements will be VFR per 14 CFR 91.155. The event is not authorized if visibility is less than 3 miles or the ceiling is less than 2,000 ft. AGL at the time of intended launch. Launch will not be started if the surface winds are greater than 8 MPH. It is the responsibility Safety/Weather Officials to consult with the FSS concerning the meteorological outlook. However, immediate local conditions will determine on-site operations rather than sole reliance on FSS information. The decision for flight is the sole responsibility of the Pilot in Command and the decision of whether or not to halt the event is the sole responsibility of the Launch Commander after consultation with appropriate safety officials.

Diagram 2: MINIMUM ALTITUDES OVER RANCHO SAN RAFAEL PARK



LOCAL AIRPORT INFORMATION

Reno/Tahoe International (RNO)

RENO, NV

Publicly Owned, Public Use

3.0 mi. SE of city.

N39-29.95 W119-46.09

Mag Var: 16 deg E

Phone: 775-328-6400

Fax: 775-328-6510

www.renoairport.com

mmora@renoairport.com

Communication Freqs:

Unicom - 122.95

TWR - 118.7

GND - 121.9

DEP - 126.3

CLNC DEL - 124.9

FSS- RENO 122.5 122.2

Date: 3/20/19

Revision: 1

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Operations Manual

The Great Reno Balloon Race

Hours: 9 am to 6 pm

Fees: None

Charts: SAN FRANCISCO;

Traffic Pattern: Multiengine Aircraft: 5600 MSL; Light Aircraft: 5400

Great Reno Balloon Race



Emergency Response Plan

September 5 - 8, 2019

Great Reno Balloon Race Emergency Response Plan

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GENERAL

The Goal of Emergency Services

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

Facts

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

Agencies and Individuals that make up Emergency Services

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

Emergency Services Briefings

1. Wednesday Safety Personnel Meeting

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

2. Overall Emergency Services Briefing

A briefing will be held Thursday morning for all Emergency Services Management Personnel. The goal of this briefing will be to introduce the group of individuals who will be controlling accident/crash sites to one another, outline procedures, and determine the lines of authority at the accident site.

3. Daily Briefing

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

4. Pilots & GRBR Daily Briefing

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

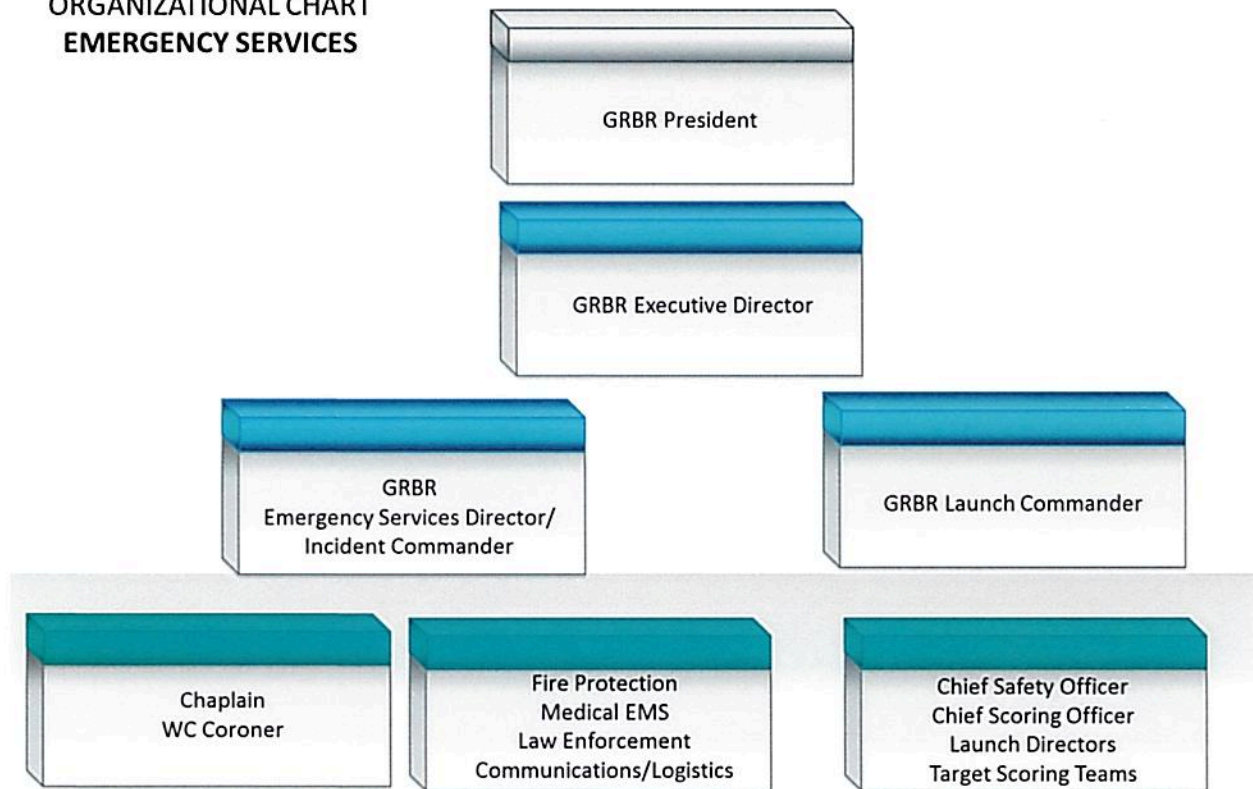
5. Critical Incident Stress (CIS) Briefings

CIS Briefings will be conducted on an as need basis following any serious incident or accident. Attendees will include all Emergency Services personnel regardless of their involvement with the specific incident(s) or accident(s).

6. End of Day "Wrap Up" Briefings

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

**ORGANIZATIONAL CHART
EMERGENCY SERVICES**



COMMAND PROCEDURES

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

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

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

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

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

EMERGENCY SERVICES DIRECTOR/INCIDENT COMMANDER

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

Hot Lines

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

Cell phones will be used to talk directly with:

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

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

Spotters

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

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

Rapid Response Team

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

Safety

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

Chaplain /CIS

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

Washoe County Coroner

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

EMERGENCY MEDICAL SERVICES (EMS) BRANCH

Medical Branch Director – Medic 1

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

Medical Resources

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

Ambulance

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

Medical Communications

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

Medical Coverage

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

First Aid Stations

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

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

LAW ENFORCEMENT BRANCH

Agencies that make up the Law Enforcement Branch

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

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

Law Enforcement Branch Director

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

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

Law Enforcement Response to Aircraft Emergencies On-Site Accidents:

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

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

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

direction of the Law Enforcement Branch Director.

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

Off-Site or Accidents Outside of the Controlled Areas

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

COMMUNICATIONS / LOGISTICS BRANCH

Radios

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

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

Cell Phones

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

The Command Center will maintain a list of cell phone numbers for supervisors, balloon race directors and other key personnel in order to provide a backup avenue for communication and to reduce the load on the contracted UHF radio system for non-emergency communications.

Supervisors, Directors and other key personnel will be provided a copy of the cell phone directory.

Stage Support and Supplies

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

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

Command Center

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

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

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

GRBR RAPID RESPONSE TEAMS

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

EMERGENCY ROLE OF PRESIDENT & EXECUTIVE DIRECTOR

In the event of an accident resulting in serious injury or death to any pilot or balloon race

participant the President and Executive Director will report immediately to Command Center.

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

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

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

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

INCIDENT ACTION PLAN

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

MASS CASUALTY INCIDENT PLAN

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

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

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

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

MASS CASUALTY EVACUATIONS:

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

MASS CASUALTY – SPECTATOR/CROWD EVACUATION

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

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

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

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

SECURITY

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

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

FIRE PROTECTION EVACUATION

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

TRANSFER/PASS OF COMMAND

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

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

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

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

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

Date: April 9/2019

Revision: 5

MEDIA INFORMATION

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

EVENT MAP WITH FIRE SAFETY ACCESS ROADS

(see attached file GRBR_MAP 081717)