

The Great Reno Balloon Race



Emergency Response Plan

September 7-10, 2023

Great Reno Balloon Race Emergency Response Plan

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GENERAL

The Goal of Emergency Services

1. Provide pilots and participants with the highest level of safety and emergency response possible.
2. Provide the highest level of fire protection possible.
3. Provide spectators with 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 are 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 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 National Incident Management System (NIMS)

Adherence to National Incident Management System (NIMS)

The ERP and accompanying IAP reflect the NIMS principle of Standardization, including the use of common terminology.

The ERP and accompanying IAP reflect the NIMS principle of Unity of Effort, providing for the effective coordination of activities among participating and supporting organizations to achieve common response objectives while enabling those organizations to maintain their authority.

The ERP and accompanying IAP are appropriate to the size and complexity of the aviation event, reflecting the NIMS principle of Flexibility.

The ERP and accompanying IAP implement the Incident Command System (ICS) for incident response.

The ERP and accompanying IAP implement the NIMS functional component of Command and Coordination. This includes a description of leadership roles, processes, and recommended organizational structures for incident management.

The ERP and accompanying IAP prescribe the use of the Joint Information System (JIS) for public information in emergencies and describe how it will be implemented.

The ERP and accompanying IAP implement the NIMS functional component of Resource Management. This includes a description of how emergency response resources such as personnel, equipment, supplies, teams, and facilities are systematically managed.

The ERP and accompanying IAP implement the NIMS functional component of Communications and Information Management. This includes a description of the systems and

methods by which key event personnel will access the means and information they need to make and communicate decisions.

ERP Development

The ERP has been developed by the event organizer in coordination with all relevant stakeholders, such as key event staff (e.g., Launch Commander, Chief Safety Officer, announcer) and all of the public safety and emergency services organizations supporting the event (e.g., fire/rescue, emergency medical, and law enforcement).

The ERP will be signed by an authorized representative of the event organizer.

The IAP is developed jointly by the event organizer and the event chief safety officer) and the same key stakeholders as listed above.

Prior to the commencement of the event, the IAP will be approved by all of the affected entities, including the event chief safety officer.

All scheduled performers will have an opportunity to review and comment on the ERP and IAP.

Consistent with the processes and methods described in FAA Order 8040.4, Safety Risk Management Policy, the ERP will document the identification and evaluation of the risks to people and property from potential emergencies affecting performers, essential personnel, and spectators. The Aviation Event Risk Tool (AvERT) will be used to identify and evaluate risk.

The ERP documents how event personnel is trained on the plan and its provisions.

The ERP documents how exercises are used to validate and improve the plan.

The ERP documents how it is to be revised based on lessons learned and after-action findings

The ERP documents how emergency response actions are coordinated and synchronized; documents resource requirements and assignments, including how they are reconciled and de-conflicted; and documents potential response capability shortfalls, including how they are identified and addressed.

The ERP conforms to all applicable local, state, and federal rules and regulations regarding aircraft accidents, including National Transportation Safety Board (NTSB) authority specified in Title 49 of the Code of Federal Regulations (49 CFR) part 830.

The ERP identifies the important details and the attributes of the aviation event that are critical factors in developing a risk assessment profile. Many of the details can be found on FAA Form 7711-2, which will be submitted at least 90 days prior to an aviation event requiring a CoW.

The ERP describes the participating organizations and agencies that would be involved in the development of the ERP. It also identifies the technical information and activities that need to be considered with regard to the emergency responder's operational readiness.

The ERP identifies available fire suppression and victim extrication resources for aircraft incidents and what additional resources should be considered.

The ERP describes the emergency response resources that should be considered and utilized for response to a downed aircraft as well as the positioning and deployment procedures.

The ERP describes the staffing for the incident management team as well as the operational/tactical units that will be subject to the response.

The ERP describes other response resources that may be available from other agencies, jurisdictions, or organizations for an initial or secondary response.

The ERP describes the emergency response communications procedures, protocols, and equipment/facility resource considerations to support the emergency response operations.

The ERP describes the desired level of training and certification requirements for emergency operations and incident management personnel.

The ERP describes emergency medical care, transportation, and mass casualty response.

The ERP describes risk considerations associated with any special hazards/hazmat that may be present at the venue or as part of the event.

The ERP describes the concept of operations for the management of an emergency incident, and command and control procedures and protocols. This includes event-specific responses.

The ERP describes how the event organizer will conduct post-incident reviews and develop an After-action report that details lessons learned and prescribes actions to be incorporated into future events.

The ERP must list references and resources.

Crash Truck, Fire and Rescue, and EMS personnel are provided with aircraft-specific familiarization training and detailed rescue instructions (e.g., pilot/crewmember extrication information) for all participating aircraft in advance of the event. The ERP specifies when and how this will occur.

The ERP establishes that the event organizer, Launch Commander, and emergency response personnel conduct an emergency response exercise (tabletop exercise) on the event's practice/rehearsal day. This exercise identifies any weaknesses or deficiencies in plans and capabilities and allows personnel to clarify responsibilities, assignments, and procedures.

The ERP establishes that at the beginning of each day of the event, the event organizer must conduct operations and safety briefing with Crash Truck, Fire and Rescue and EMS command staff, FAA/ATC, and security personnel on the IAP and associated procedures. This briefing includes procedures and methods by which Crash Truck, Fire and Rescue, and EMS responders will reduce the radio

communications required to respond to an incident/accident during the event. The event organizer may delegate the conduct of the briefing to the air-launch commander or Incident Commander (IC).

The ERP prescribes that the Incident Commander (IC) or a member of the Unified Command (UC) must be positioned with the Launch Commander while the CoW/A is in effect.

The ERP prescribes that during the period when the CoW/A is in effect and participating aircraft are flying, dedicated Crash Truck, Fire and Rescue, and EMS, resources (e.g., apparatus, personnel, and materials) must be positioned and postured to be capable of arriving at any incident/accident location within launch area within 1 minute of deployment/dispatch.

The ERP prescribes that during the period when the CoW/A is in effect and aircraft are flying, Crash Truck, Fire and Rescue and EMS resources will be dedicated specifically to responding to aviation incidents/accidents. These resources will not be subject to any other non-aviation-related incidents/accidents during this period. If these resources must be called away from their ready positions, flying activities must be terminated until coverage is restored.

The ERP prescribes that the dedicated Crash Truck, Fire and Rescue, and EMS resources must be in full working order and that person will remain with their assigned apparatus and must be ready to respond immediately to any incident or accident.

The ERP prescribes that the dedicated Crash Truck, Fire and Rescue, and EMS resources must be positioned to provide the shortest and most direct routes to the show center and to provide their personnel with an unobstructed line of sight over the entire airfield, including the launch area in which most the aviation event's flight operations are conducted.

The ERP prescribes that the dedicated Crash Truck, Fire and Rescue, and EMS apparatus must not be positioned behind the crowd line or other obstruction and that barricades, folding chairs, or any other obstructions will not be positioned such that they obstruct the movement of dedicated Crash Truck, Fire and Rescue or EMS apparatus; and that non-emergency response personnel, including friends and family members, must not be located in the immediate area of dedicated Crash Truck, Fire and Rescue or EMS apparatus, or otherwise impede or delay response.

The ERP prescribes that during the period beginning with the arrival of the first public spectator before the CoW/A is in effect until after the last public spectator has departed the venue and the CoW/A is no longer in effect or participating aircraft are not flying, Crash Truck, Fire and Rescue and EMS resources must be positioned and postured to be capable of arriving at any incident/accident location within the aerobatic box/flying display area within 3 minutes of deployment/dispatch.

The ERP identifies a single individual to serve as Public Information Officer (PIO) and provides information to the media if an accident/incident occurs during the event.

Agencies and Individuals that Makeup Emergency Services

Truckee Meadows Fire Protection District (TMFPD)
Washoe County Sheriff's Department (WCSO)
Reno Police Department (RPD)
Reno Fire Department
Nevada Highway Patrol
Washoe County CERT
Washoe County Health District (WCHD)
Regional Emergency Medical Services Authority (REMSA)
Bureau of Land Management (BLM)
US Forest Service (USFS)
NV Energy
Washoe County Regional Parks
GRBR Command Center
GRBR Volunteer Safety Officials (GRBR Rangers) & Launch Directors
GRBR Aeronaut Volunteers

EMERGENCY SERVICES BRIEFINGS

1. **Emergency Tabletop Exercise**

Held in late July, the tabletop exercise is conducted to review and test The Great Reno Balloon Race Emergency Response Plan with stakeholders and mutual aid partners and identify any needed updates. The exercise is designed to test the plans and procedures currently in place and reveal any potential opportunities for improvement.

2. **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, to brief individuals new to the event, to familiarize personnel with the field layout, and to identify final logistical needs for emergency services. This will also include a Mass Casualty briefing.

3. **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.

4. **Daily Debriefing**

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

5. **Pilots & GRBR Daily Briefing**

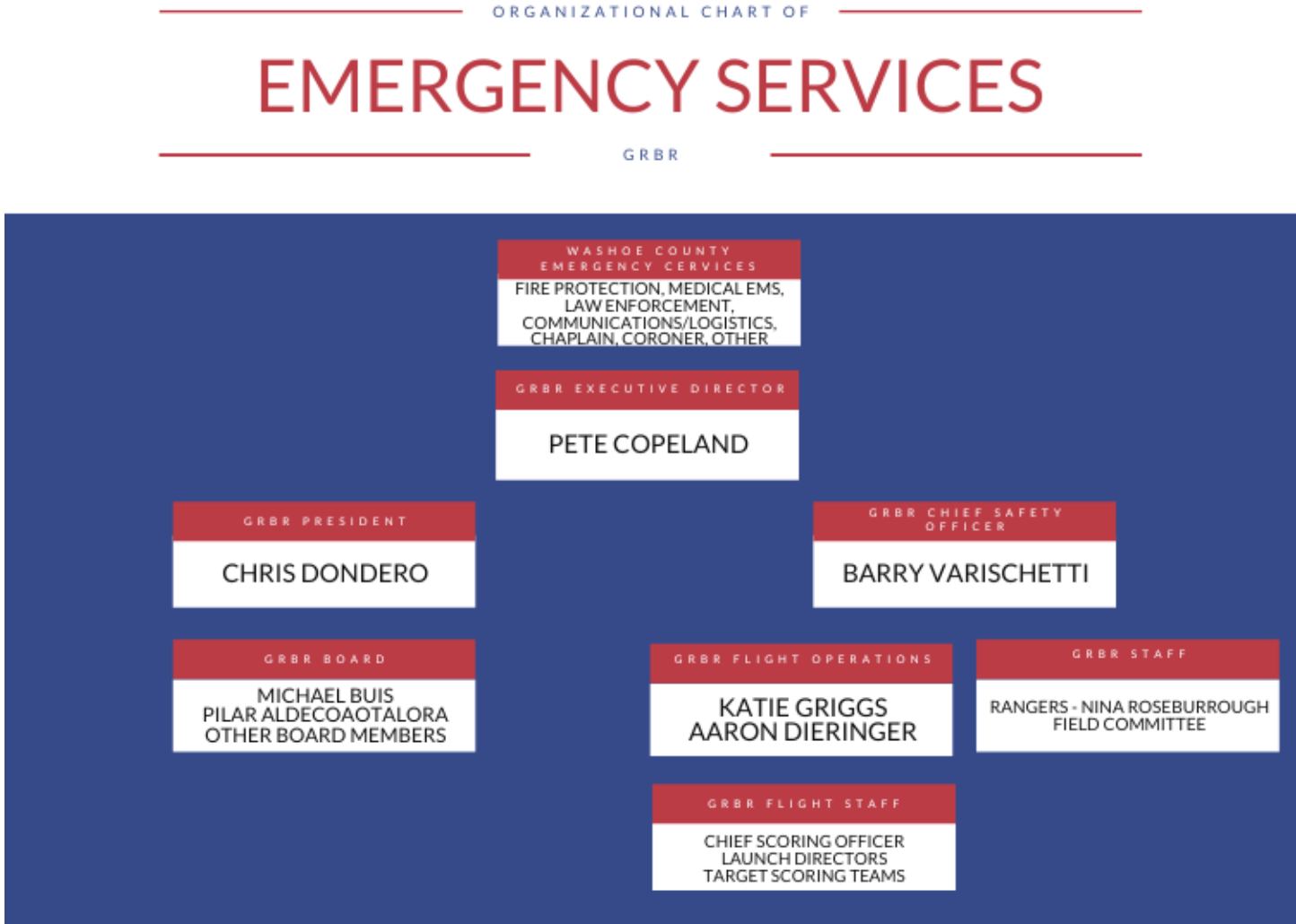
Each morning the ESD//IC, Safety Personnel, and the Launch Commander are responsible for conducting this pre-flight briefing.

6. **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).

ORGANIZATION CHART



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 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 event. 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 Great Reno Balloon Race.

Hot Lines

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

1. The GRBR President and Executive Director
2. Launch Commander and Launch Staff
3. Safety Officials
4. Announcer

Spotters (Known as Launch Staff/Directors or Crowd Managers)

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

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

Rapid Response Team

During an aircraft accident/crash the Rapid Response Team shall work in coordination with the Emergency Services personnel on the 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 to ensure the 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 Race.

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 for 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 Race. Additional duties may include coordination of a single resource i.e., an ambulance, or 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 at the Command Center.

Ambulance

Ambulance will be available and dispatched immediately and by situational requirements.

Medical Communications

Medical dispatch communications shall be the responsibility of the ESD/IC and or the Command Center depending on 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 Race. 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 Safety Director & Launch Staff
Reno Police Department (RPD)
Washoe County Sheriff's Department (WCSO)
USBLM Law Enforcement Division (BLM LE)
Forest Service Department
Washoe County Regional 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 of 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 event 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 the 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

The 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 following 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 radio 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 is 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.

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. ATVs

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 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.

In an event of an emergency, the command center will be the main stage/pilot tent on the north side of the park, next to the fire trucks. If the main stage/pilot tent is taken out in an emergency, the Chinese Pagoda will become the command center.

GRBR RAPID RESPONSE TEAMS

The GRBR Rapid Response Team(s) consisting of four individuals each, two teams total, will be composed of GRBR personnel. In aircraft down accidents, on or off-site, a single team shall respond to the accident while the other team remains at the event. 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 BOARD PRESIDENT & EXECUTIVE DIRECTOR

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

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.

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 Race, 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 is given.

Training on a multi-casualty incident specific to The Great Reno Balloon Race and the use of START Triage shall be covered during one of the training sessions. Every other year a multi-casualty tabletop 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 Race to assist with multi-casualty incidents include Washoe County Coroner, direct communications with regional dispatch and REMSA dispatch centers, Care flight, Recovery Group, Chaplain, etc.

Many systems, procedures, and safety features are in place to prevent a multi-casualty incident at The Great Reno Balloon Race. However, if an unfortunate incident occurs, there is 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 the circumstances of the incident. Such evacuation routes would then be determined by the medical and/or law enforcement agencies involved. Other evacuations depending upon the 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 on the particular circumstances using the safest routes available. Such routes would include any of the vehicle and/or pedestrian walking paths into or out of Rancho San Rafael Park. Depending on circumstances, identified

evacuation areas to push spectators would be towards the Ranch House, Lawlor Event Center, or the north parking lots at the University of Nevada, Reno. Possible ways to evacuate people would include the use of RTC buses.

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.

Family reunification and recovery can occur at the Wilbur May Museum in the park.

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 the launch field design enabling GRBR to cordon off individual segments of the entire venue, each having its 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

The incident will direct which entity will take overall command as GRBR initiates first plan of action. 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 near 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 takes 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 concerns 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.

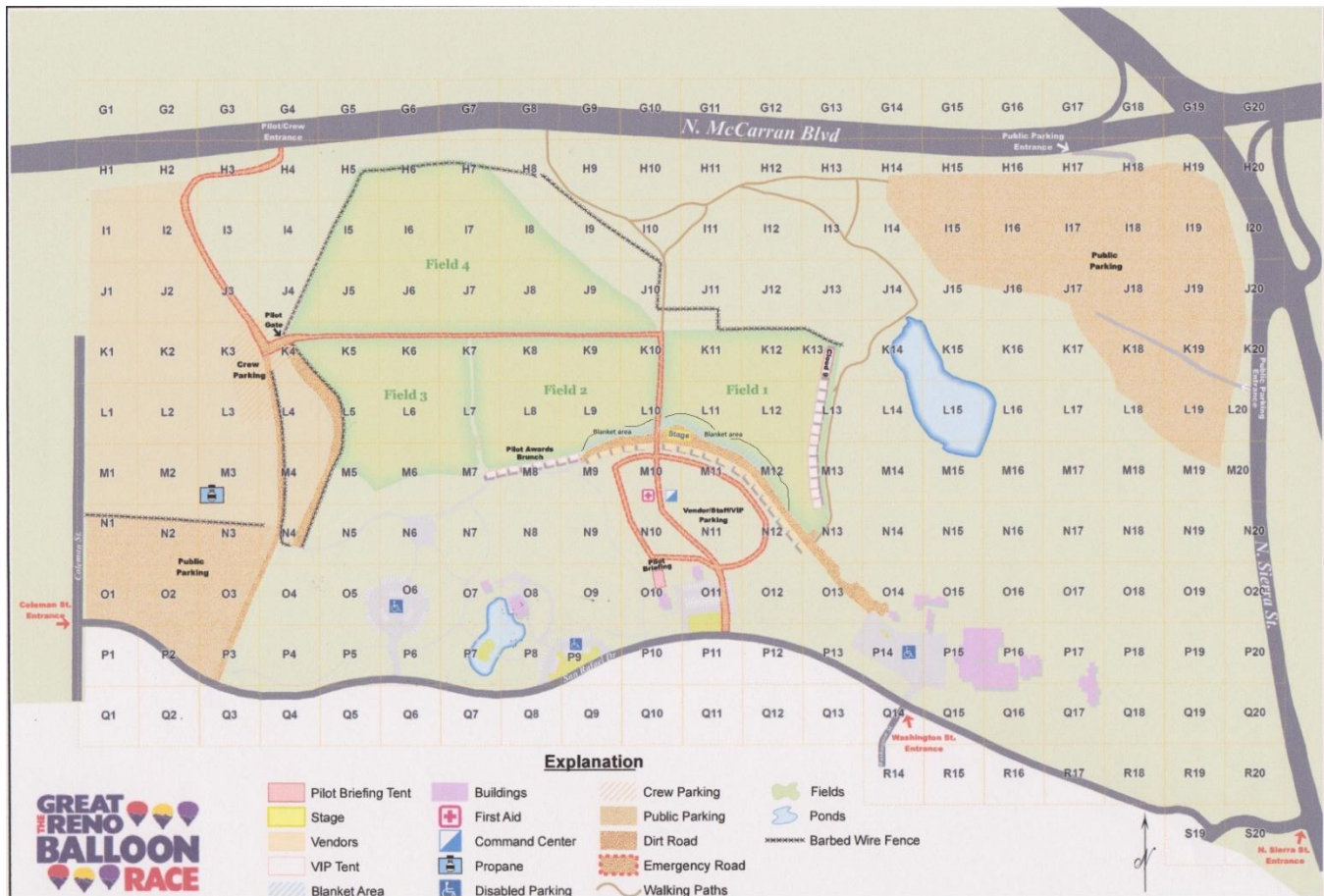
It is generally recommended, to preserve continuity that changes in Command be held to a minimum, and therefore should be passed only one time, and only if deemed beneficial and necessary, and then only under extraordinary circumstances to protect the integrity of the incident.

MEDIA INFORMATION

All requests for information, interviews, and media footage shall be referred to and/or must be approved by the public relations team or the Great Reno Balloon Race Executive Director. All Emergency Service personnel and other staff shall refrain from any contact with the media. If asked for comments, please refer the media to the public relations team or 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 public relations team or The Great Reno Balloon Race Executive Director.

Dependent on situation, if the Peavine Pavillion has not been taken out in a disaster, it will be the official podium for agency representatives and media statements.

EVENT MAP WITH FIRE SAFETY ACCESS ROADS



LAUNCH SITE MAP

