Arkansas Aviation Operations Plan

2015

Version 1 Revision 2: (v1.r2)

1.0 Situation

1.1 Purpose

The purpose of the Arkansas Aviation Operations Manual is to provide the Governor of Arkansas, Arkansas Department of Emergency Management (ADEM), Arkansas Department of Aeronautics (ADA), and Arkansas State Highway and Transportation Department (AHTD) a means to access and use a broad range of aviation resources within the state, when needed to support response operations. This plan is limited to facilities, equipment, personnel required for aircraft support, and weather.

1.2 Background

Aviation assets are highly specialized resources that are both limited in availability and extremely valuable during a disaster response. Aviation resources have the distinct advantages of speed, an aerial perspective, and an ability to fly over impassable surface transportation infrastructure. These advantages must be weighed against the high cost and increased risk exposure inherent in aircraft use. The most effective use of aviation resources in disaster response is to integrate local, state, federal, and commercial aviation assets through a common Air Coordination Group (ACG). The ACG falls under ESF #1 and reports to the State Emergency Operations Center (SEOC). The ACG receives assignments requesting aviation assets and collectively determines the best resource for the mission tasked. The ACG has only a minimal role in the Command and Control (C^2) of actual aviation assets and primarily serves to coordinate and outline available resources.

1.3 Hazards

Hazards to the State of Arkansas are listed in detail in the State Emergency Operations Plan, Tab 4, Hazards Analysis for Arkansas. In general hazards to the state are as follows:

- Tornado
- Severe winter weather
- Flooding
- Wildfire
- Straight line wind
- Drought
- Hazardous materials events
- Transportation accident
- Pipeline hazard
- Nuclear power plant accident
- Earthquake
- Any Man Made Disasters

1.4 Critical Assumptions

- Disasters will result in the need for aviation assets to support operations in the impacted area(s).
- Adequate aviation assets (aircraft, crews, airports, servicing facilities, etc.) may not be available within a single agency or jurisdiction to support catastrophic disaster response operations and state wide or regional assets may need to be coordinated for a response.
- Every Air Coordination Group Member will be able to drive plans in the decision level of their parent organization. ACG members will be no more than two layers from the final authority required to impose decisions, break institutional deadlocks, suspend policy, and/or waive regulations.
- The State of Arkansas is responsible for planning, organizing, directing, managing, and controlling aviation operations within the state.
- The State of Arkansas utilizes the Incident Command System (ICS) for disaster response operations, and this system includes an organizational position for air operations. The provisions in this plan are intended to incorporate aviation assets into existing plans or into new plans as they are being developed. In jurisdictions that utilize the ICS, the Incident Commander (IC) is the individual in charge of implementing the Incident Action Plan (IAP).
- Aviation resources may include aircraft and resources owned, chartered, or leased by the state, and local governments, the National Guard, the Civil Air Patrol (USAF Auxiliary), commercial operators, and assets made available by private aircraft owners, corporations, private and public airfield owners or operators, other volunteer airmen and civil airports within the State of Arkansas.
- Aviation assets used in disaster support operations in Arkansas will remain under the command and control of their parent agency, owner, or operator.
- The Arkansas Department of Aeronautics (ADA) is the appropriate entity through which state leadership acts to initiate, coordinate, and direct response operations which exceed the capability of the local governments.
- Airspace control and management rests solely with the Federal Aviation Administration (FAA).
- In the specific event of a catastrophic NMSZ earthquake it may be assumed that:
  - Roads and bridges in and immediately surrounding the affected area will be damaged or heavily congested, impairing emergency transportation to, from, and within the area.
  - Utility lifelines, telecommunications, electricity, gas, water, sewer services to airports will be inoperative for an extended time.
  - Shortfalls can be expected in both the infrastructure and in the logistical areas of transportation in terms of support personnel, equipment, materials, and supplies.

2.0 Execution

2.1 Concept of Operations

Arkansas Air Coordination Group establishes policies and provides for coordinating state, federal and volunteer organizations' air response to disasters or emergencies.

The goal of a combined aviation response plan is to be as simple and concise as possible at all levels of complexity while operating in a safe and efficient manner. This plan establishes parameters for the effective integration of aviation assets into disaster response and recovery activities.

A central clearinghouse needs to be in place that develops priorities, assigns missions, allocates aircraft and resources; tracks mission results, provides appropriate briefings, collects cost information, and identifies and resolves flight safety and airspace issues, particularly between agencies.

The purpose of the ACG is to facilitate the efficient planning and execution of air support to joint, multi-agency task forces in the field. When aviation resources are required to support a multi-agency response, the ACG will be established as the centralized point of contact for the coordination of all aviation operations involved in the disaster response effort. Because the ADA is responsible for aviation coordination within the State of Arkansas, The Arkansas Department of Aeronautics Assistant Director will serve as the Air Group Coordinator.

Only the FAA has the authority to designate areas of temporary flight restriction (TFR) in a disaster. This TFR will be scaled back as the situation allows. In coordination with the FAA, the ACG will produce an Airspace Coordination Plan that identifies TFRs, transition corridors to, from, and inside the disaster airspace.
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The ACG will produce an Aviation Coordination Plan that identifies areas of operation with assigned frequencies and Temporary Flight Restrictions TFRs, points of contact for aviation mission requests and flight following, emergency procedures and coordination, and will serve as an information collection and dissemination point for crucial aviation coordination information. The Aviation Coordination Plan will also organize civil airports within the state into multiple staging areas to minimize the impact of terrain, weather, air traffic volume, ground support services, and the use of fixed and rotary wing aircraft.

2.2 Senior Leader's Intent

The State Operations Center at Camp Robinson, North Little Rock, AR; the FEMA Region VI Region Regional Response Center (RRCC), Denton, TX; or the JFO will coordinate aviation operations through the ACG.

The ACG consists of the following participants:

1. State Agencies
    a. Arkansas Department of Aeronautics (ADA)
    b. Arkansas Department of Health (ADH)
    c. Metropolitan Emergency Medical Services (MEMS)
    d. Arkansas Highway and Transportation Department (AHTD)
    e. Arkansas Forestry Commission (AFC)
    f. Arkansas State Police (ASP)
    g. Arkansas Army National Guard (AR-NG)
    h. Arkansas Air National Guard
    i. Arkansas Wing Civil Air Patrol (CAP)
2. Federal Agencies
    a. Federal Emergency Management Agency (FEMA)
    b. U.S. Coast Guard (USCG)
    c. Transportation Security Administration (TSA)
    d. Federal Aviation Administration (FAA)
3. Business and Industry
    a. Arkansas Airport Operators Association (AAOA)

2.3 Roles and Responsibilities

State Agencies

2.3.1 Arkansas Highway and Transportation Department (AHTD)

The AHTD is the lead agency for (ESF #1) Transportation in the Arkansas Emergency Operations Plan. AHTD may assume control of intact surface transportation routes and facilitate restoration of surface roads serving airports.

2.3.2 Arkansas Department of Aeronautics (ADA)

The ADA, is integral part of Emergency Support Function #1 (ESF#1 Air) Transportation Annex to the Arkansas Comprehensive Emergency Management Plan (ARCEMP), and acts as the State Aviation Director and is the Air Coordinator for the ACG. The Department of Aeronautics is responsible for providing direction and assistance in the managed movement of persons and goods and in the use of aircraft in support of national, regional, state and local essential operations. In addition, the ADA is responsible for the management and control of civil aircraft, other than air-carrier aircraft, available to the state in an emergency.

2.3.3 Arkansas Air National Guard and Army National Guard

The Arkansas National Guard has dual missions to support the Governor of Arkansas by providing trained personnel and unit equipment capable of deploying to protect life and property, and maintain peace, order, and public safety and to support U.S. military objectives. The Arkansas National Guard represents the Governor's first line of military response to support domestic emergencies. They provide an organized and trained force that provides the Governor with a diverse response capability.[1]

2.3.4 Arkansas Wing Civil Air Patrol (CAP – U.S. Air Force Auxiliary)

The Arkansas Wing CAP operates nine fixed wing aircraft located throughout the state. CAP operates a fleet of aircraft nationwide. CAP can assist state and local governments in performing various missions. In a U.S. Air Force auxiliary status, CAP can support federal agencies to include assistance to state and local governments requested by a Lead Federal Agency (LFA).

[1] AFD-070808-022—*Defense Support to Civil Authorities (DSCA) Handbook: Air Support Handbook*, August 1, 2007,

The State of Arkansas and CAP Arkansas Wing have a Memorandum of Understanding (MOU) describing the state's use of aviation resources during emergencies. However, if CAP is support is needed and timing allows, it is best to request their assistance by going through the FEMA Request For Action (RFA) process. This activates CAP as the U.S. Air Force Auxiliary and allows CAP members to receive federal insurance coverage while still ensuring CAP can directly respond to state tasks. In either case, CAP retains its identity as an organizational unit from the State-level down through the local level.

The CAP wing commander and headquarters organization retain overall supervision over CAP subordinate units. This arrangement provides the ACG with CAP staff experience without disrupting the CAP organization, and the state still directs the operation.

2.3.5 Arkansas Forestry Commission (AFC)

The AFC operates a fleet of fixed wing aircraft and AFC law enforcement officers.

2.3.6 Arkansas State Police (ASP)

The ASP operates fixed and rotary wing aircraft and provides law enforcement throughout the state.

Federal Agencies

2.3.7 Federal Emergency Management Agency (FEMA)

FEMA's Disaster Operations Directorate (DOD) is primarily responsible for providing advisory planning guidance for disaster and emergency response at state, regional, and national levels for the utilization of aviation resources during an emergency. FEMA Region VI provides this guidance within their area of responsibility.

2.3.8 U.S. Coast Guard (USCG)

The USCG operates a fleet of aircraft.

The USCG is the lead federal agency for airborne SAR over water.

In order to render aid to distressed persons, vessels, and aircraft on and under the high seas and on and under the waters over which the United States has jurisdiction and in order to render aid to persons and property imperiled by flood, the USCG may perform any and all acts necessary to rescue and aid persons and protect and save property.

The USCG, upon request, may use its personnel and facilities to assist any federal agency, state, territory, possession, or political subdivision to perform activities for which the USCG is "especially qualified." This includes the USCG's expertise in and resources for:

- Search and rescue operations, particularly in maritime regions, including inland rivers.
- Command and Control (C^2) – The USCG could provide both qualified personnel and deployable and mobile equipment support to provide or enhance C^2 capabilities.
- Law enforcement technical support – This could include bomb and drug detection equipment, including canine teams.
- Air operations – USCG aircraft could augment and assist with surveillance, transportation, airlift, and other logistic support.

While the Coast Guard can provide the above resources, water assets for Search and Rescue and Command and Control (C^2) will need time to transit from Memphis, TN, while canine teams and air assets will have to be requested from the 8th Coast Guard District in New Orleans.

Another option would be to request assistance from the Coast Guard Auxiliary. The Auxiliary is the uniformed volunteer component of the Coast Guard. The Auxiliary is authorized to conduct all Coast Guard missions except direct engagement in either law enforcement activities or military combat.

Sector Lower Mississippi River (SLMR) currently has four Flotillas that operate in the state of Arkansas and while they are not manned 24 hours, assets can be requested through the SLMR Command Center. Additionally Sector Lower Mississippi has three Auxiliary fixed wing aircraft in Tulsa, OK and one helicopter and one fixed wing aircraft in Monroe, LA. SLMR command center can dispatched these air assets to conduct the missions listed under the Air Operations paragraph listed above except the Auxiliary helicopter has no hoisting capabilities.

The mission requirements are met by continual coordination with local and state officials facilitated by representation at their county and state emergency operation centers.

2.3.9 Transportation Security Administration (TSA)

The TSA has the responsibility for the security of all modes of transportation, including aviation, rail and bus operations. The TSA is capable of providing security and law enforcement assistance during a mass evacuation. As needed, during a disaster, the TSA may provide a Liaison Officer (LNO) to the ACG. This LNO may assist in obtaining and deploying resources and coordinating safety and security operations at air evacuation operations.

The TSA provides security officers and Federal Air Marshals (FAMs) which can assist in securing airports and aircraft. The FAM resources are located in Dallas, TX. and may respond through a request made to the TSA Assistant Federal Security Director/Law Enforcement.

The TSA can provide passenger screening services for non-ticketed passengers during emergency air evacuation operations.

2.3.10 Federal Aviation Administration (FAA)

FAA offices can provide support to the state, either during the preplanning process and/or when questions arise during the emergency response phase.

The Flight Standards District Office (FSDO) can provide additional advice during aviation operations plan development, provide increased flight operations surveillance during disaster or emergency operations, and investigate complaints and violations of the Federal Aviation Regulations (FARs).

FAA airway facilities personnel restore items, such as radars, navigation aids, and airport landing and lighting systems after a disaster.

Air Traffic Control services will be provided in accordance with established FAA procedures for such services and with the terms and conditions of any TFR that may be ordered by the administrator under Part 91.137 of the FAR. A TFR (Temporary Flight Restriction) may include a flight restriction for certain airspace. TFRs are issued to protect persons and properties, provide a safe environment for disaster relief aircraft, and prevent an unsafe congestion of sightseeing aircraft above the area. Air traffic facilities shall coordinate their efforts to the maximum extent possible in rendering assistance to the agency and pilots conducting relief operations and to the State Aviation Branch Director. The Air Route Traffic Control Center (ARTCC) shall designate the Automated Flight Services Station (AFSS) nearest the incident site to issue Notices To Airmen (NOTAM) and forward appropriate information to the AFSS for NOTAM dissemination. If a large area is involved, such as one which might be caused by a flood or hurricane, the AFSS should be the one nearest the emergency control operations base or the AFSS at the ARTCC location, whichever is more appropriate. When FAA communications assistance is required, the AFSS shall function as the primary communications facility for coordination between emergency control authorities and the affected aircraft. The ARTCC shall act as liaison between the emergency control authorities and the designated AFSS, if adequate communications cannot be established between them.

2.3.11 Airspace Guidance

Airspace Information can be found at www.ecfr.gov

- 14 CFR (FAR) PART 91 – General Operating and Flight Rules
  - § 91.137 Temporary flight restrictions in the vicinity of disaster/hazard areas
  - § 91.139 Emergency air traffic rules

2.3.12 Temporary Flight Restriction (TFR)

The FAA develops and implements a package of air traffic and airspace management measures that is scalable and flexibly adjusted to meet often rapidly evolving disaster situations on a case-by-case basis. These packages are developed and implemented along the three general sequences below, which are, of course, dynamically modified by the FAA to meet the situation and mission needs specific to each individual disaster. [2] The ACG Coordinator can seek a TFR though the federal ESF #1 FAA Liaison.

- **Small Disasters** - Localized disasters and other significant incidents (e.g., aftermath of a tornado strike) that are addressed through the use of Special Notices simply cautioning all operators flying in a designated area and/or a TFR established using the basic provisions of a 91.137 TFR. [1]

  *Note that some of these relatively contained disasters, specifically including wildfires, may prompt the use of disaster TFRs complemented by pre-coordinated C2 structures and operations coordination tools (e.g. Fire Traffic Areas) used to manage all participating flights. [1]

- **Growing Disasters** - Disasters such as Hurricane Katrina that are initially considered to be relatively localized crises are addressed using the approach outlined in the previous bullet, but are subsequently determined to be more significant (e.g., wider area and more serious destruction, more complex operations, etc.). As the more serious effects of these disasters are identified, the FAA may scale up its response using Special Notices, 91.137 disaster TFRs reinforced by integrated procedures (e.g., low level altitude stratification by mission type of participating flights) to help manage participating and non-participating air traffic over the disaster area., and other related air traffic and airspace management measures.[1]

- **Large Disasters** - Large Disasters that are immediately characterized as wide scale and catastrophic - e.g., a major New Madrid Seismic Zone (NMSZ) earthquake. In these scenarios, the FAA may opt to immediately implement advisory Special Notices and 91.137 TFRs broadly covering what is believed to be the disaster area based on the best available impact information. As damage assessments are conducted, clarifying the situation at hand, and FSLTT[3] response activities are initiated, the FAA would refine its air traffic and airspace management measures to better support the mission needs of contingency aviation operations and efforts to mitigate and recover from the impact to the NAS.[1]

[2] FAA Airspace Management Plan for Disasters (AMP) 3.5 & 3.6
[3] Federal, State, Local, and Territorial / Tribal **(FSLTT)**

A person should seek authority for a flight in an area subject to a TFR in accordance with the requirements of Parts 91.137 and 91.138 of the FAR and any procedures established by air traffic control or the ACG. The ACG may grant authorizations to conduct flight operations within the airspace subject to a TFR, following communication with the air traffic facility tasked with responsibility for the airspace. When exercising the authority of Part 137(b) to permit flight operations within the airspace subject to a temporary flight restriction, the following priorities are permitted:

- Rapid response life saving operations
- Search and rescue (SAR)
- Command and control (C^2)
- Communications assistance
- Major logistical movements
- Aero-medical evacuation (AE)
- Damage assessment
- Night operations
- Transportation of critical personnel and equipment
- Fire suppression
- Distinguished visitor (DV) tour

If a disaster occurs within a published Prohibited Area or Restricted Area, additional coordination is needed for essential aviation relief operations.

- Relief flights within a Prohibited Area require written authorization by FAA headquarters, Air Traffic Operations (ATO-130).
- Relief flights within an active Restricted Area require authorization from the Restricted Area's controlling agency.
- If Memphis Center is inoperable services will be transferred to Atlanta, GA. If services are inoperable in Atlanta then services will transfer to Ft. Worth, TX
- If Memphis is in operation the Memphis Watch Sup Desk can be reached by phone at (901) 368-8234

2.3.13 Flight Operations in the disaster area

- Majority of flight operations will be conducted under Visual Flight Rules (VFR)

2.3.14 Contingency Airspace Management Plan

- The Contingency Airspace Management Plan provides altitude de-confliction by identifying horizontal layers of airspace dedicated to specific air operations.
- This is for specific air mission guidance. Other air operations may temporarily enter, occupy, and exit the altitude layers as their mission requires.

2.3.15 AR Comprehensive Emergency Management Plan (ARCEMP) Annex V

- Operations space and a telephone line will be provided for a Dept. of Homeland Security (DHS) liaison at the state's primary State Emergency Operations Facility (SEOF). A limited amount of space and a limited number of telephone lines may be provided at the backup SEOF that DHS may requisition as a command post for representatives of federal agencies in the event they are called upon to respond to a radiological incident. An airfield is available within one mile of the field team staging area and backup SEOF.
- The ADH ECC maintains radio contact with medical facilities and ambulance vehicles within the central Arkansas Area, and with air ambulance services operating statewide via the EMS network.

Potential Support Requests:

- Information about road conditions and open travel paths from Memphis or Phoenix to Morrilton or Clarksville Airport and/or ANO- focusing primarily on US Hwy 64, State Hwy 333, I-40 and I-30
- Security escort of SAFER Phase III Equipment through the state to either ANO direct if possible or to the Morrilton or Clarksville Airport
- Road clearing and/or temporary repair to open travel paths for the Phase III equipment to reach ANO or to the Morrilton/Clarksville Airport.
- Status of communications availability in county EOCs and areas surrounding ANO
- Request the SEOC Air Coordination Group to identify air assets to help move ANO Emergency Response Personnel into the plant site if access is not available. ANO ERO members could report to the EOC in the county which they live and request pickup. This support would be used temporarily until Entergy contract resources can be brought into the state to take over. This support would typically be called upon between 6 to 12 hours post event.
- Waiver for SAFER Helicopter Air Lift Resources if no fly zone has been implemented over ANO airspace post event.
- Request for air ambulance to evacuate injured employees when road access is not available
- Request the SEOC to identify assets to provide emergency diesel fuel support until normal offsite vendors can reach the site. This request would typically be called upon between 18 to 24 hours post event.

- Request the SEOC Air Coordination Group to identify Medium Lift Helicopter Support to airlift emergency equipment (weighing less than 8000 lbs.) from the SAFER Phase III Equipment Staging Areas at Morrilton Airport or Clarksville Airport to ANO Staging Area Bravo just south of the cooling tower. This support would potentially be needed between 18 to 24 hours post event if Phase III equipment from Memphis or Phoenix could not be driven directly to ANO.

2.3.16 State Geographical Areas

Arkansas is divided into 4 distinct regional quadrants. The North/South dividing feature is Interstate 40 which runs from Fort Smith, AR east to West Memphis, AR. The East West dividing feature is US 67 which runs from Corning, AR south through Little Rock, AR to Texarkana, AR. Any aircraft flying VFR below 6000' AGL north of 40 and West of 67 will make reporting calls on CTAF 122.7. Any aircraft flying VFR below 6000' AGL north of 40 and East of 67 will make calls on CTAF 122.8. Any aircraft flying VFR below 6000' AGL south of 40 and West of 67 will make reporting calls on CTAF 123.0. Any aircraft flying VFR below 6000' AGL south of 40 and East of 67 will make reporting calls on CTAF 123.07. These frequencies are subject to change at the discretion of the FAA.

2.3.17 Department of Defense (DOD)

The Department of Defense can provide a large variety of military fixed and rotary wing aircraft as well as commercial contract aircraft.

Military installations within the state may provide other possible resources. DOD resources are generally only used when state and local assets are overwhelmed. Military commanders have authority to take immediate action to save lives, prevent human suffering, and mitigate great property damage. Once there is a presidential declaration of an emergency, and the NRF is implemented, all federal support, including DOD installation support, will be coordinated through the federal lead agency, normally FEMA. State officials will need to coordinate through the FEMA FCO to obtain DOD assistance after a presidential disaster declaration is made.

The Region VI Defense Coordinating Officer (DCO) at the JFO responds to the FCO and serves to interface between military and other federal, state, local, tribal, and territorial agencies. The Air Force Rescue Coordination Center (AFRCC) coordinates requests for search and rescue assets for the United States. Inland Search and Rescue Region (continental United States), but normally does not directly conduct the actual responses themselves. In most situations, the actual SAR is carried out by CAP, USCG, or state or local rescue services.

2.3.18 Arkansas Airport Operators Association (AAOA)

The Arkansas Airport Operators Association (AAOA) represents the owners, operators, and users of the 90 public use airports located throughout the State of Arkansas.

The AAOA provides a critical command and control element in the Arkansas State and Local Aviation Plan (SLAP) for the management and control of civil aircraft and airports during emergencies or disasters.

AAOA has in place an emergency communication network at selected airports across the State. This network will be used to relay damage assessment reports and airport operational status to the ACG, SEOC, and other agencies. The network can also be used for coordination of flights during the emergency.

In addition, AAOA will have various airport specific recovery assets and deployable personnel to assist in airport recovery operations.

2.4 Policy

The ACG, in coordination with the FAA, will provide the aviation community with information regarding disaster operations. This notification will be done through the FAA Domestic Events Network (DEN), Notice to Airmen System (NOTAMS), FEMA External Affairs, industry-related groups, etc.

The ACG will produce an Aviation Coordination Plan for each specific event. The plan identifies points of contact for air mission requests, flight-following procedures and emergency procedures, TFR, and communications requirements. The ACG will serve as the dissemination point for crucial aviation coordination.

2.4.1 ACG Pre-planning

Establish contacts, develop a directory, Memorandum of Understanding (MOU), and conduct coordination with state emergency aviation operations to include a review of state aviation plans and protocols.

Identify and catalog all available aviation assets (e.g., National Guard aircraft) and facilities (e.g., airports and ANS facilities, such as Airport Control Towers) in coordination with the FAA, State aviation departments, and other key stakeholders on an annual basis.

ADEM and the ACG have the responsibility of coordinating, developing and maintaining the Arkansas Air Operations Plan and its annexes. This Air Operations Plan will be updated in conjunction with the AR EOP

2.5 Air Coordination Group (ACG)

The ACG is a state level management asset that coordinates the use of fixed and rotary wing aircraft during response efforts supporting federal agencies, state, local, and tribal governmental entities, and voluntary organizations requiring or providing aviation assistance during a disaster and emergency.

The primary responsibility is to coordinate procurement and integration of aviation assets requested by the State Emergency Operations Center (SEOC) in response to a disaster or emergency. The agency providing the aircraft for approved mission tasks by the ACG maintains the responsibility to operate the aircraft. The ACG will have a minimal role in the direct C^2 of aviation resources. The ACG coordinates between agencies while providing a point of contact for aviation coordination into and from the disaster area working with the FEMA RRCC or JFO. This role is enabled by a number of key functions, including:

- Support of air mission requests
- Prioritization of aviation missions
- Mission assignment of available aviation assets
- Air mission planning and coordination, including de-confliction
- Situational awareness of aviation operations in the incident area
- Coordination of ground support services at designated airports
- Provide operational status and damage assessment of civil airports within the State, utilizing AAOA's Emergency Communication System

The ACG also serves as the principal operational interface with the FAA for the incident area. The FAA is the final authority on Air Traffic Control (ATC) matters, including the establishment and management of TFRs; development and implementation of incident response aviation operations coordination plans; coordination with active ATC facilities; and the mitigation of impacts on the National Airspace System (NAS).

It also helps to identify and resolve flight safety issues, especially those involving multiple departments and agencies, in coordination with the FAA, which retains ultimate aviation safety oversight authority.

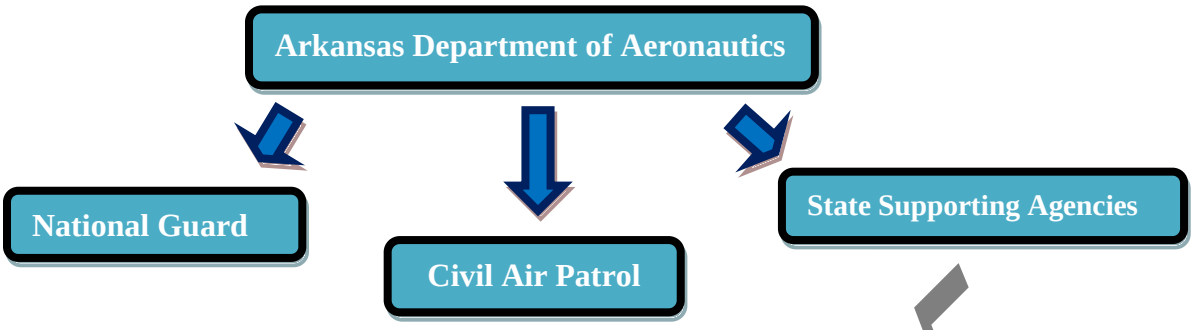

Figure 2: Aviation Coordination Group Organization

2.5.1 Air Group Coordinator

- The ADA Director will appoint a representative that will assume the role of the Air Group Coordinator.

The ACG Coordinator should have an understanding of state and federal processes and procedures and interagency roles and responsibilities. Also have an understanding of aviation flight and ground support operations, and monitors the status of airports, airfields, and helipads supporting the disaster response.

The Air Group Coordinator coordinates air activities and aviation information flow between all agencies with aviation assets in the disaster zone to do the following:

- Resolve conflicts between air mission tasks and schedules.
- Coordinate aviation frequencies and communication protocol with the FAA and air operators performing response air missions.
- Coordinate with the FAA on mission needs for airspace restrictions and of the identification and resolution of aviation safety issues.
- Resolve aviation issues.
- Identify air traffic and/or airspace management issues and coordinate with the FAA.
- Coordinate air mission and ground support operations.

Additional responsibilities include:

- The deployment of state law enforcement, TSA, and FAM(s) personnel to ensure safety and security at all aviation facilities, where applicable. ESF #1 Air Coordinator will also gather damage assessment and operational status information and forward to the SEOC.
- Manages ongoing aviation missions, coordinates aviation assets, develops, and coordinates with other functional organizations to determine the appropriate aviation assets and airframes to accomplish the mission. Aircraft missions and flight information will be entered into WebEOC.

- Understands aviation flight and ground support operations, and reports the status of airports (e.g., fuel quantities), airfields, and helipads supporting the disaster response. Fuel availability status will be transmitted to the SEOC when available and via AAOA's ECOMM network.

2.5.2 State Emergency Operations Center (SEOC)

The SEOC also monitors all aviation and ground support operations requests, including, logistics, and communications.

2.5.3 County Coordinator

The County Coordinator operates from the County EOC and assures appropriate communications to the SEOC from airports within the county (when available and via AAOA's ECOMM network) on the status on the following:

- Fuel availability
  - ❖ Jet A
  - ❖ JP8 (if available)
  - ❖ 100LL
  - ❖ Auto-gas
- Ground support
- Status of airport / runways
- Helipads
- Hanger space

2.5.4 Airport Emergency Plan (AEP)

Airports with AEPs will only be commercial service airports with FAR Part 139 Certificate

- LIT: Little Rock (Adams Field) - Class I
- TXK: Texarkana Regional (Webb Field) - Class I
- FSM: Fort Smith Regional - Class I
- XNA: Northwest Arkansas Regional - Class I
- HOT: Hot Springs (Memorial Field) - Class II
- FYV: Fayetteville (Drake Field) - Class IV

2.5.5 Basic Plan Maintenance

ADEM and the ACG have the responsibility of coordinating, developing and maintaining the Arkansas Air Operations Basic Plan and updating annually.

3.0 Communication Procedures

3.1 Interagency Aviation Communications Plan

The Interagency Aviation Communications Plan is intended to provide a template to augment the State aviation planning process. This plan identifies basic guidelines for effective communications for aviation operations during a disaster.

- Keep plan as simple and concise as possible.
- Augment local and state communications plans currently in effect.
- Identify additional frequency resource support that can be utilized.
- All communications should be in "plain language." This includes radio, briefings, and all command functions. Acronyms and abbreviations should not be used.
- Conserve radio frequency resources in the event of area or geographic separation of aviation operations.

All aircraft may not have compatible communications capabilities

All requests for radio frequency assignments will be coordinated with the SEOC operations section Emergency Communications Branch, the ESF #2, when deployed, or directly with the appropriate Air Traffic Control (ATC) frequency, UNICOM (when private airfields are involved).

Airports will use AAOA's Emergency Communication Network for emergency disaster communications.

3.2 Required Radio Reporting on Assigned CTAF

Any aircraft participating in Incident Response Operations under VFR conditions at 6000 AGL and below will make initial calls on appropriate CTAF frequencies. Participating aircraft will make an initial call 10 minutes prior to entry into an established geographical area or crossing state borders. This initial call will include the following:

- Call sign and type
- Current location and direction of flight
- Intended point of entry into Geographical region
- Intended destination

All participating aircraft will make 30 minute calls within sector. These calls will include the following:

- Call sign and type
- Current location and direction of flight
- Intended destination

3.2.1 Common Traffic Advisory Frequency (CTAF) Procedures

- VFR traffic inherently requires additional coordination on the part of the participating aircraft in order to see and avoid. Assigned area Common Traffic Advisory Frequencies (CTAF) will be used by all States.
- Each state will have geographical area CTAFs designated by their respective ARNG or State Frequency Managers. Within each state, separate geographical regions have been established with specific assigned CTAFs.
- All aircraft operating VFR at or below 6000 above ground level (AGL) will make entry and exit notification on the appropriate CTAF frequencies for the area.

All participating aircraft will make a departure call 5 minutes prior to departure of an established geographical area or crossing state borders. This departure call will include the following:

- Call sign and type
- Current location and direction of flight
- Intended point of departure from Geographical region
- Intended destination

NOTE: The use of geographical area CTAFs for entry, 30 minute reporting, and departure calls does not negate the requirement of participating aircraft to utilize appropriate airfield CTAFs or other mandatory ATC frequencies during their mission.

3.2.2 VFR Common Traffic Advisory Frequency

VFR traffic inherently requires additional coordination on the part of the participating aircraft in order to see and avoid. Assigned area Common Traffic Advisory Frequencies (CTAF) will be used. Each frequency will have geographical area CTAFs designated by their respective ARNGT or State Frequency Managers. Within the state, separate geographical regions have been established with specific assigned CTAFs.

4.0 Mission Request & Assignment Process

The aviation request and assignment process uses ICS concepts and principles at all levels. The supported agency will identify the specific parameters of the request (e.g., cargo, timeline, origination location pickup and destination), and the ACG will be responsible for sourcing and tasking the appropriate agency and air asset(s) to accomplish this request.

4.1 Aviation Mission Priorities

- Life saving
- Life sustaining
- Protection of critical infrastructure
- Protection of property
- Rapid needs assessment
- Logistical support

4.2 Aviation Mission

- Rapid damage assessment/situation awareness flights
- Search and Rescue (SAR)
- Aero-medical evacuation
- Movement of disaster response personnel (e.g., public safety personnel, police, firefighters, emergency medical service, emergency management personnel, and other emergency workers)
- Transportation of medical teams and supplies
- Airborne firefighting
- Critical human needs assessment
- Emergency evacuations
- Communications relay/airborne repeaters
- Airborne command and control (C^2)
- Transportation of life sustaining commodities to locations cut off from surface transportation modes

- Continuing in-depth damage assessment flights
- Aerial radiological and environmental monitoring flights
- Transportation of critical data, material, and reports
- Air support for essential priority commercial, corporate, industrial, health and welfare, and agricultural requirements in emergency response and recovery operations
- Critical infrastructure patrol
- Distinguished visitor tours
- Monitoring of Temporary Flight Restrictions (TFR)

4.3 Mission Request

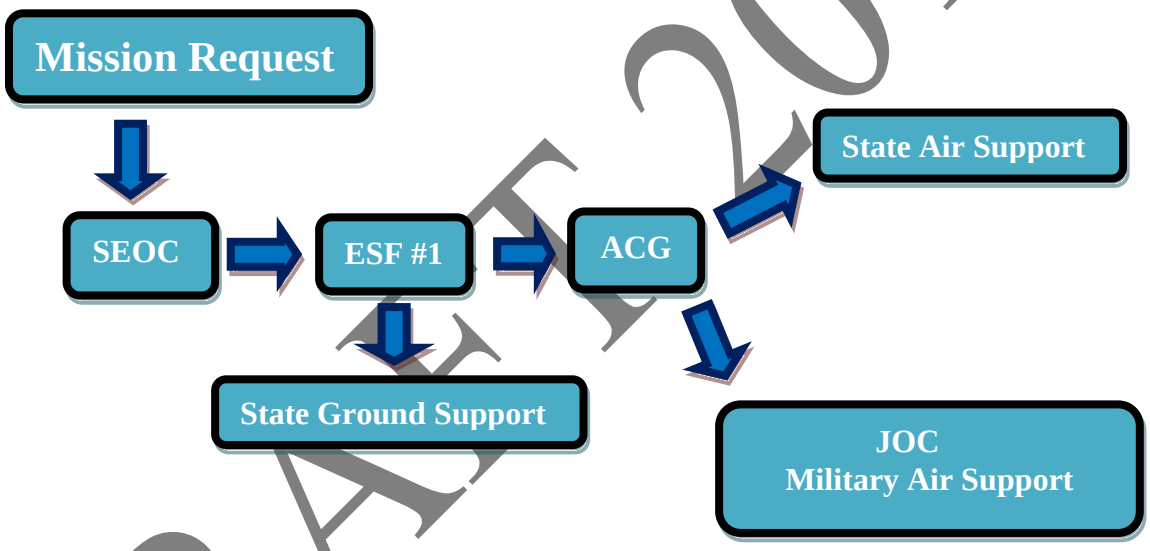

Figure 3: Aviation Mission Request and Assignment Process

- SEOC: State Emergency Operations Center
- ESF#1: Emergency Support Function #1
  - Arkansas Highway and Transportation Department (Ground)
  - Arkansas Department of Aeronautics (Air)
- ACG: Air Coordination Group
- JOC: Joint Operations Center

4.3.1 Aviation Resource Management

The ACG will maintain a listing of aviation mission assignments and mission closeouts on WebEOC and will compile a list of participating aircraft and other pertinent information to be generated on the Aircraft Assignment List and maintained in WebEOC.

- The ACG will track the status of active aircraft and report this information to the SEOC.

4.3.2 Air Mission Management

Based on mission requests from the SEOC, the ACG will coordinate with the appropriate department and agency for an air mission (e.g., an operations cell responsible for dispatch functions) or with the Incident Command Post (ICP).

4.3.3 Incident Command Post(s) (ICP)

Multiple ICPs may be established, in coordination with the SEOC or ACG, and will be responsible for the management of air missions and associated support activities in their area of operational responsibility. These ICPs should coordinate closely with the ACG, who, in turn, will coordinate with the air mission C^2 elements of the participating departments and agencies, the FAA, airport owner/operators, and other key stakeholders.

4.3.4 Reporting Requirements

The ACG answers requests within WebEOC in the SEOC to provide air support during a disaster.

- Works with the SEOC Team Chief to provide inputs for personnel assignments.
- Works with the SEOC Team Chief to provide inputs into WebEOC for a summary of air operations.

4.4 Regional Response Center / Joint Field Office RRCC/JFO

Depending on the size and scope of an incident, the Region VI (6) RRCC or JFO may initiate a request (from a regional perspective) to coordinate and direct aviation assets down to the impact area(s) (i.e., to conduct in-state evacuation missions).

Coordinate the aviation request with the Region VI (6) Aviation Branch Director, Logistics, FCO, ESFs, and Air Operations Coordination Center (AOCC) to determine whether internal FEMA resources or Federal assets at the regional level are available to meet the request.

Fill the aviation request with either internal FEMA resources, a federal asset from within the affected region (via mission assignment), or with a contract through a civilian organization (via interagency agreement).

If the resources are unavailable within the region, forward the aviation request to the AOCC (located within the Movement Coordination Center [MCC] at the NRCC) for action and communicate the status with the requestor.

5.0 Aviation Safety

5.1.1 Aviation Safety

Safety is the paramount consideration in all operations. Each agency or organization involved in the operation will continue to adhere to its own safety standards, as well as FAR. The ACG may also implement additional safety practices in coordination with the FAA. As agencies are tasked with tactical aviation missions in the disaster area consideration should be given to defining geographical areas of operation to ensure adequate safety and C^2 and to address constraints between the various agencies.

Overdue aircraft, which are suspected to have been lost, are to be reported to the ACG and FAA immediately.

When a safety issue arises, it is the responsibility of the persons detecting the problem to either stop associated flight operations and/or immediately bring the situation to the attention of supervisory personnel. Flight operations should be discontinued until the situation in question has been resolved. Safety issues should be reported at the earliest possible time so that fast and effective "cross tell" of the incident can be initiated if required. Safety does not occur without diligent effort, constant attention to detail, and good common sense at every level. It is everyone's responsibility.
All mishaps and unsafe conditions or actions will be reported to the chain of command immediately. It is the responsibility of the chain-of-command to correct the situation in order to prevent loss of life and damage to equipment and property. All mishaps will be reported to the FAA and the ACG Director immediately. Initial reporting of all incidents should be reported in accordance with each specific agency/branch guidelines, as well as the FARs. Each agency and/or military branch will follow its own aviation mishap/investigation procedures. Copies of any mishap/investigation reports should be forwarded to the FAA and the ACG Director. The focal point for safety during a response to a disaster is at the SEOC/JFO Team Chief and resides with the Air Group Coordinator. As a qualified aviator this individual has the responsibility of maintaining an unbiased view of the overall aviation operation and making recommendations to the Director of Emergency Management, as appropriate. Additionally, the Air Group Coordinator may unilaterally implement specific safety practices based upon operational requirements or situations. Safety issues that must be constantly addressed include, but are not limited to, ground operations, flight operations, weather, airspace conflict resolution, aircraft status, and specific operational mission procedures. Each flying organization is responsible for enforcing its own safety standards and practices to include crew rest and crew duty day regulations, as well as complying with disaster specific FAA procedures.

6.0 Authorities & References

- Arkansas Code Annotated 12-75-114 Governor's Authority during State of Disaster Emergency.
- Arkansas Code Annotated 12-27-109 to 112 Arkansas Department of Emergency Management.
- Arkansas Code Annotated 12-78-101 to 105 Emergency Communications Act of 1991.
- Arkansas Code Annotated 12-83-101 to 105 Emergency Volunteer Reserve Act of 1995.
- Executive Orders of the Governor of Arkansas.
- Federal Civil Defense Act of 1950.
- Federal Aviation Act of 1958.
- Homeland Security Presidential Directive 5 (HSPD - 5), Management of Domestic Incidents, February 28, 2003.
- Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA), Public Law 109-295.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended.
- Code of Federal Regulations
- US Department of Transportation
- National Transportation Safety Board

6.1.1 References

- AFD-070808-022—Defense Support to Civil Authorities (DSCA) Handbook: Air Support Handbook, August 1, 2007.
- AFNORTH Instruction 10-202A, Joint Concept of Operations (J-CONOPS) Air Mobility Coordination for Crisis Response, March 2, 2009.
- CJCSI 3710.01 DOD, Counterdrug Support, January 28, 2008.
- Department of Homeland Security Management Directive System MD Number: 0021, Aviation Concept of Operations, April 18, 2005.
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- DHS (U.S. Department of Homeland Security). 2008. National Response Framework. Washington, DC.
- DOD Directive 3025 DOD, Manual for Civil Emergencies, June 2, 1994.
- DOD Directive 3025 Defense Support of Civil Authorities, 5525 Military Support of Civilian Law Enforcement series, January 15, 1993.
- Federal Aviation Regulation Part (FAR) 91.137, General Operating and Flight Rules, October 11, 2001.
- Federal Aviation Regulation Part (FAR) Part 99.7, Security Control of Air Traffic, March 30, 2004.
- National Interoperability Field Operations Guide v1.2, DHS Office of Emergency Communications, March 2008.
- National Incident Management System (NIMS), December 2008.
- PMS 311-83, National Wildfire Coordinating Group Task Book for the Position of: Area Command Aviation Coordinator (ACAC), May 2008.
- U.S. National SAR Supplement (NSS), May 2000.
- USFS-BLM Interagency Airspace Coordination Guide, July 29, 2003.
- Federal Aviation Administration (AMP) Airspace Management for Disasters
- FAA Airspace Management Plan for Disasters
- AFD-070808-022—*Defense Support to Civil Authorities (DSCA) Handbook: Air Support Handbook*, August 1, 2007.
- 2013 AR Comprehensive Emergency Management Plan (ARCEMP)

7.0 Record of Changes

Date of Change & Initials	Nature of Change and Location	Revision
3/2014 rpridgen	Content in: Roles & Responsibilities / Air Coordination Group / Communication Procedures 2.3 / 2.5 / 3.2 / 5.0 / 6.0 / 7.0	1
7/2014 rpridgen	Updated both annexes of this plan and Airport Directory Information	2
09/25/2014 rpridgen	AR Comprehensive Emergency Management Plan (ARCEMP) Annex V	2