



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Airports Division, Southwest Region Safety and
Standards Branch

10101 Hillwood Parkway
Fort Worth, Texas 76177

October 2, 2019

CERTIFIED MAIL-RETURN RECEIPT REQUESTED

Mr. Andy Hume
Las Cruces International Airport
PO Box 20000
Las Cruces, NM 88004

Dear Mr. Hume:

Subject: Airport Emergency Plan (AEP), Approval Letter:

This letter is to inform you that we have completed our review and approved the AEP as of October 2, 2019 and your copy enclosed for your convenience.

Should you require additional information or have any questions, please contact me at (817) 222-5625.

Sincerely,

JANNY L
SIDDENS

Digitally signed by JANNY
L SIDDENS
Date: 2019.10.02
08:38:21 -05'00'

Janny L. Siddens
Airport Certification and Safety Inspector

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**CITY OF LAS CRUCES
AIRPORT
ADMINISTRATOR**

LAS CRUCES INTERNATIONAL AIRPORT
AIRPORT EMERGENCY PLAN (AEP)

CLASS IV Airport

TO COMPLY WITH CFR 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Andrew Hume
Airport Administrator



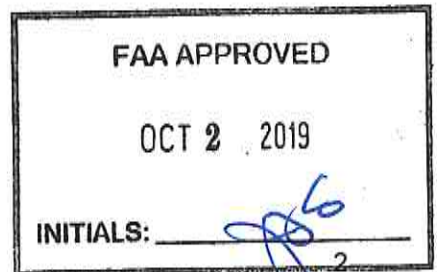
PROMULGATION PAGE

This page officially declares this document to be the Airport Emergency Plan (AEP) for Las Cruces International Airport this 14 day of OCTOBER, 2019, superseding any and all previous documents of this kind previously approved. The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. Las Cruces International Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the airport as ready as possible.



Andrew Hume
Airport Administrator

Date: 10/14/19



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SIGNATURE PAGE

The following representatives have reviewed this document:

Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

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ABBREVIATIONS AND ACROYNMS

AC	Advisory Circular
ACM	Airport Certification Manual
AEP	Airport Emergency Plan
AHEOP	All Hazards Emergency Operations Plan
AMR	American Medical Response
AOA	Aircraft Operations Area
ARFF	Aircraft Rescue and Fire Fighting/Las Cruces Fire Department
CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear and High-Yield Explosives
CFR	Code of Federal Regulations
CLC	City of Las Cruces
DAC	Doña Ana County
DACOEM	Doña Ana County Office of Emergency Management
DASO	Doña Ana County Sheriff's Department
DHS	Department of Homeland Security
EAP	Employee Assistance Program
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FBO	Fixed Base Operator
FSDO	Flight Standards District Office
FSS	Flight Service Station
GIS	Geographic Information Systems
HAZMAT	Hazardous Materials
IC	Incident Commander
ICP	Incident Command Post
LCFD	Las Cruces Fire Department
LCPD	Las Cruces Police Department
LRU	Las Cruces International Airport
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
MVASC	Mesilla Valley Animal Services Center
MVRDA	Mesilla Valley Regional Dispatch Authority
NMSP	New Mexico State Police
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Association
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
NWS	National Weather Service
PIO	Public Information Officer
SC	Site Coordinator
SOP	Standard Operating Procedure
TSA	Transportation Security Administration
UC	Unified Command

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**CHAPTER 1
AIRPORT EMERGENCY BASIC PLAN**



A. INTRODUCTION.

Within the whole scope of comprehensive emergency management, a need exists for a plan to specifically handle response and initial recovery from incidents and accidents that occur on or around the airfield. This Airport Emergency Plan (AEP) is to focus primarily on those topics. Other planning will handle any mitigation, administration, and long-term recovery issues associated with an emergency.

B. PURPOSE.

The purpose of the AEP is to minimize damage, injury, and loss of life in the event of an aircraft incident/accident at the Las Cruces International Airport (LRU).

1. The specific goals of the AEP are to:
 - a. Assign responsibility to participating organizations and individuals for carrying out specific actions at projected times and places in responding to an airport emergency.
 - b. Set forth lines of authority and organizational relationships and show how all emergency response actions should be coordinated.
 - c. Describe how people and property will be protected in emergencies and disasters.
 - d. Identify personnel, equipment, facilities, supplies, and other resources available, both on the airport and from surrounding communities and organizations, for use during response and recovery operations.
 - e. Meet the requirements of various legal documents, regulations, and policies that address airport emergency planning.
 - f. Facilitate response and short-term recovery to set the stage for successful long-term recovery.
2. While the FAA does not mandate a format for Airport Emergency Plans, LRU is certificated under 14 CFR Part 139 and thus will follow the recommendations set forth by AC 150/5200-31C, *Airport Emergency Plan*.

This AEP will follow a functional approach and will be organized into the following three parts:

- a. Basic Plan
- b. Functional Annexes
- c. Hazard-Specific Information and Procedures

This approach avoids duplication of the planning effort for every hazard, and for every task by dividing the AEP into three levels. It provides an easy-to-use mechanism for organizing all pertinent information. This format serves in all hazard situations, even unanticipated ones, by organizing the AEP around performance of generic functions. It also permits emphasis on hazards that pose the greatest risk to an airport and surrounding communities, through use of Hazard-Specific Sections.

The Basic Plan provides an overview of the airport's emergency response organization and its policies. It is an overall sequence and scope of the planned emergency response. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part §139.325 with a minimal amount of detailed information. As more details are contained in the Hazard-Specific Sections, Standard Operating Procedures and Checklists found later in this document.

Another important purpose of the Basic Plan portion of the AEP is to meet the informational needs of the airport's executive body and other agency heads.

C. CITATION OF LEGAL AUTHORITY FOR EMERGENCY OPERATIONS.

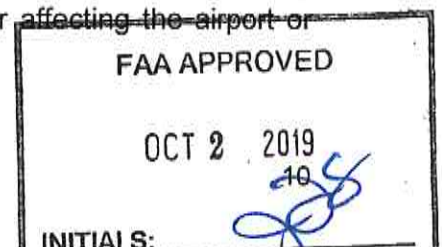
The City of Las Cruces, as the owner and operator of the LRU, is responsible for the overall conduct and execution of response to any event covered by this plan. The direct administration, operation, maintenance, and management of the airport are the responsibility of the Airport Manager. The Airport Manager is responsible for creating, updating, coordinating, implementing, and executing this plan in its entirety. The Airport Manager or designee will exercise all rights and obligations of the City under this Plan, unless specifically provided otherwise.

This plan is promulgated under the following:

1. 14 CFR Part 139, Certification of Class IV Airports.
2. Federal Aviation Administration Advisory Circular 150/5200-31C, Airport Emergency Plan.
3. Las Cruces Municipal Code Chapter 7.5, Aviation.
4. Airport Policies and Resolutions adopted by the City of Las Cruces.

D. SITUATION AND ASSUMPTIONS INCLUDED IN THE AEP.

1. The following assumptions and statements are to be considered for this document:
 - a. Natural and accidental events will occur within the City of Las Cruces, Dona Ana County and at the airport that create emergency situations.
 - b. The threat of terrorism and the use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
 - c. There will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response. Response times may be retarded in proportion to the number of decisions required.
 - d. A properly designed and implemented AEP can prevent the loss of life, minimize illness and injury, as well as preserve property, and community integrity.
 - e. Provisions of Homeland Security statutes and regulations will govern certain response activities. The recovery of losses and costs from federal resources will require specific preparations and compliance with specific regulations.
 - f. The AEP will be in operation during and after any disaster affecting the airport or surrounding community.



- g. The Doña Ana County/City of Las Cruces Office of Emergency Management (OEM), will exercise a supporting role in the management of a major disaster or multi-jurisdictional emergency. LRU will follow the Doña Ana County/City of Las Cruces All-Hazard Emergency Operations Plan (AHEOP) and will not develop or endorse any conflicting policies or procedures.
- h. The demand by the public for information will be very high and accentuated in certain types of disasters. The management of public reaction will require the distribution of needed information.
- i. Certain emergency support functions will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.
- j. An Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the complex jurisdictional environment of the City, Doña Ana County, and LRU.
- k. LRU has on-site Airport Rescue & Firefighting (ARFF) personnel. Emergencies requiring Fire Department assistance will be responded to by Station Seven. There is an approximate 3-minute response time.
- l. The Mesilla Valley Regional Dispatch Authority (MRVDA) is the emergency dispatching agency for LRU and the surrounding area.
- m. Designated first responders for LRU are the Las Cruces Fire Department, (LCFD), New Mexico State Police (NMSP), and the Las Cruces Police Department (LCPD).
- n. LRU does not have sufficient Operations and Maintenance airport personnel on site to fully respond to an emergency or disaster situation and thus will have to rely heavily on emergency response personnel from the City of Las Cruces and other local agencies.
- o. All airport employees with assigned functions and duties will perform them fully. Provisions will be made for employees to address family needs that cause conflicting priorities. Others, who are qualified, will perform duties if assigned personnel are not able.
- p. LRU may serve as a staging area for evacuees during non-aircraft related emergencies or to transport the injured by air to other facilities.
- q. LRU has three runways with specific weight limitations: Runway 8-26, 6068', 120,000 pounds dual; Runway 12-30, 7504', 120,000 pounds dual; Runway 4-22, 7499', 30,000 pounds single.
- r. Helicopter operations are common at the airport due to a National Guard anti-drug helicopter unit and an air ambulance helicopter unit being based at LRU.
- s. Requirements of the FAA for airport operations will prevail, even in a disaster.
- t. Critical operating capacities of the airport will remain viable after an event such as the condition of the runway, communications, power, etc.
- u. LRU will be able to function within its design limits and provide a substantially increased capacity to accommodate the movement of personnel and material into the surrounding area if needed.
- v. Access road systems (Interstate 10, US Highway 70) will remain operable and bridges will be passable to allow access to the facility.

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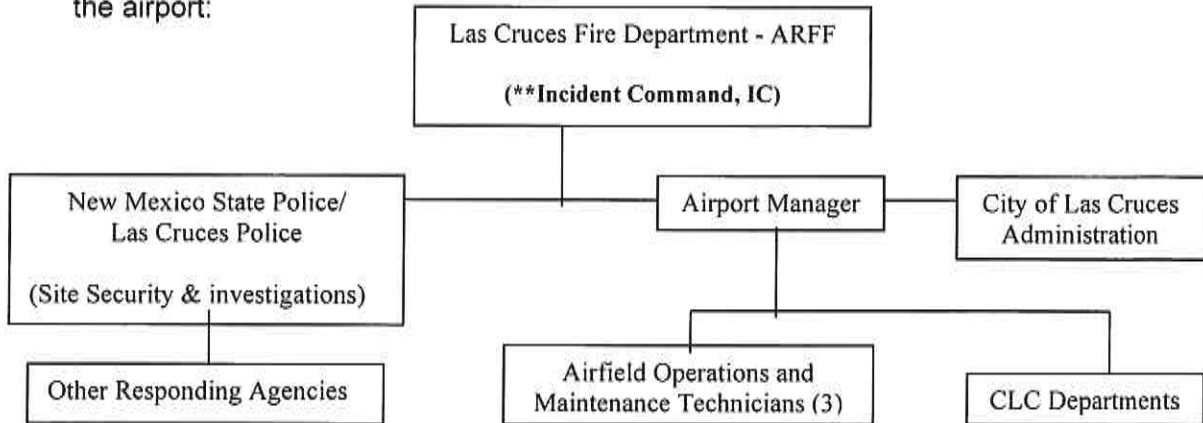
- w. Fueling, maintenance and other normal operational capacities will be able to accommodate changes in the volume and type of traffic.
 - x. Adequate security safeguards will be activated to protect the airport from intentional or accidental compromise.
 - y. The areas covered by this plan and threats that are likely to arise are as follows:
 - i. Aircraft Incidents and Accidents
 - ii. Disabled Aircraft Removal
 - iii. Bomb Threats/Incidents
 - iv. Crowd Control
 - v. Earthquake (Structural Disaster)
 - vi. Structural Fires, Fires at Fuel Farm or Fuel Trucks
 - vii. Hazardous Materials
 - viii. Power Failure for the Movement Areas Lighting System
 - ix. Sabotage/Hijack
 - x. Tornado/Hurricane/Severe Weather
 - xi. Water Rescue
2. Although unknown hazards can always occur, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster. A Hazard Analysis for the region has been completed by the Doña Ana County OEM and is included in the All-Hazards Emergency Operation Plan, which is included in this AEP by reference, and in Appendix G. This AEP is intended to identify those hazards which create the greatest vulnerability to the airport and its surrounding area. In addition, it determines what characteristics of the airport may affect response activities; and what information used in the preparing the AEP must be treated as assumption rather than fact.

E. GENERAL CONCEPT OF EMERGENCY OPERATIONS.

- 1. LRU is owned and operated by the City of Las Cruces. It is located approximately 8 miles west of the downtown area of the City of Las Cruces. It primarily serves general aviation and corporate air traffic. As a Class IV Part 139 certificated airport it has the capability of serving unscheduled passenger operations of large air carrier aircraft. Operations of this type are infrequent and are usually limited to college athletic team charter flights. The largest type of aircraft used will usually be a Boeing 737 or Airbus 320 size aircraft that can carry over 100 passengers. Under normal, non-emergency conditions, LRU has the primary responsibility within the Las Cruces area for housing over 130 based aircraft used for various functions including training, corporate, military, search & rescue and air medical services.
- 2. LRU has a very small staff so in an emergency situation; assistance will come from other City departments and local agencies.



3. In an emergency situation, the following diagram depicts the organizational structure of the airport:



**** All personnel above will follow the directions of the Incident Commander.**

4. General response procedures and actions for implementation of the AEP during various type of alerts at LRU are as follows:

a. ALERT I.

Alert I indicates minor in-flight difficulties that would require a response by airport personnel. Any additional required personnel will respond when needed and as necessary.

b. ALERT II.

Alert II indicates to major medical issue or in-flight difficulties which could result in a injury, fatality or loss of aircraft control upon landing. This would also include structural fires on ramps or in hangars that affect or could affect the safety of aircraft operations.

The Mesilla Valley Regional Dispatch Authority (911) will be notified by LRU personnel and the New Mexico State Police, Las Cruces Fire Department, and Las Cruces Police Department dispatched as appropriate.

c. ALERT III.

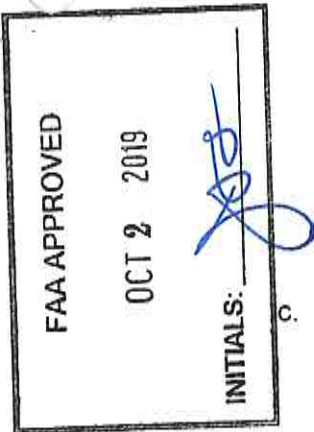
Alert III is a declared medical emergency, an actual aircraft crash, explosion, fire, injury or fatality, or any other actual airport emergency.

The Mesilla Valley Regional Dispatch Authority (911) will be notified by LRU personnel and the New Mexico State Police, Las Cruces Fire Department, and Las Cruces Police Department dispatched as appropriate.

5. In the event of an airport emergency during routine weekday business hours, the Airport Manager, or designee, shall have the authority to initiate the AEP either in its entirety or in a portion determined to be sufficient to handle the situation at hand

6. Implementation of the AEP During Non-Business Hours.

- a. There are typically no LRU personnel on duty during non-business hours. Thus, the first notification of an airport emergency may come from an FBO or other persons who happen to be at the airport. The first step always to be taken in the event of an airport emergency is to call the Mesilla Valley Regional Dispatch Authority at 911.



- b. During non-business hours, it shall be the responsibility of the LRU personnel on call, or the first responders arriving at the airport, to declare an emergency and to initiate the AEP after they have consulted with LRU personnel, if possible.
- c. Based on the specific type of emergency and its associated needs, the first LRU personnel on site will begin making notifications to the various departments and agencies, *other than primary responders*, that will need to be involved during the emergency response.
- d. All the agencies responding will be coordinated under the direction of the Incident Commander. Coordination and cooperation between these agencies and personnel will be continuous until such time as the incident has been terminated. The designated Incident Commander may differ depending on the type of emergency.

F. AGENCIES WITH ROLES IN THE AEP.

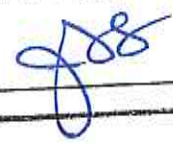
- 1. The following agencies and personnel can be expected to be contacted for assistance or as a matter of procedure in the event of an emergency at LRU. This list does not necessarily include all of those who will be notified and at the same time it may not be necessary to notify all of these in the event of an airport emergency.
- 2. The order in which they are listed is not necessarily the order in which the Airport or IC will make notification. All phone numbers will be contained in this AEP (see Appendix E).
 - a. ARFF (Las Cruces Fire Department Station 7)
 - b. Las Cruces Police Department (LCPD)
 - c. New Mexico State Police (NMSP)
 - d. LRU Personnel
 - e. Doña Ana County Sheriff (DASO)
 - f. American Medical Response (AMR)
 - g. Native Air, (Air Methods)
 - h. New Mexico National Guard
 - i. FAA Flight Standards District Office (FSDO)
 - j. National Transportation Safety Board (NTSB)
 - k. Aircraft Owner/Operator
 - l. Doña Ana County Office of Emergency Management (OEM)
 - m. US Post Office, if carriage of mail is involved (USPS)
 - n. Clergy
 - o. City of Las Cruces City Manager
 - p. New Mexico Office of the Medical Investigator
 - q. Federal Bureau of Investigation (FBI)
 - r. Civil Air Patrol (CAP)
 - s. Local Towing Companies- Aircraft removal



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- t. Southwest Aviation and Francis Aviation, FBOs
- u. Area Hospitals
- 3. All responding personnel and agencies will be coordinated under the direction of the Incident Commander or designee. Coordination and cooperation between all agencies will be continuous until such time that the incident is terminated. The Incident Commander may differ depending on the type of emergency.
- 4. Personnel and agencies noted above and in the "Assignment of Responsibilities" section of the AEP will be contacted by Airport personnel no less than once per year to verify and/or amend their response capabilities.

G. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.

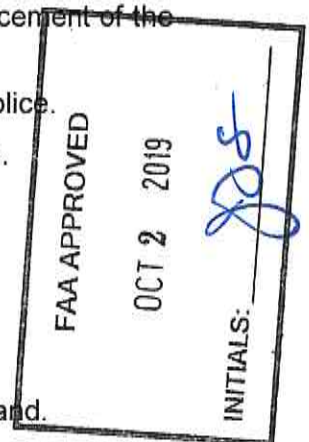
The following outlines what each organization or function on the airfield may be expected to perform in the case of an emergency:

- 1. Air Carrier(s)/Aircraft Operator(s).
 - a. Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and any dangerous goods on board.
 - b. Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
 - c. Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
 - d. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act Plan.
- 2. Airport Management.
 - a. Assume responsibility for overall response and recovery operations once life, property, and safety matters have been mitigated. Until such time the LCFD Fire Chief or designee will be the Incident Commander.
 - b. Establish, promulgate, coordinate, maintain, and implement the AEP, to include Assignment of Responsibilities sections.
 - c. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users via NOTAM.
 - d. Assist the movement of emergency vehicles to/from the emergency/crash site.
- 3. Airport Tenants.
 - a. Offer the use of their available equipment and supplies.
 - b. Offer the use of their manpower, equipment, aircraft, and technical knowledge.
- 4. Animal Care and Control/Mesilla Valley Animal Services Center.
 - a. The Mesilla Valley Animal Services Center will provide professional assistance during emergencies in which animals, either as pets or cargo, are involved.
 - b. Coordinate the services and assistance provided to the animal victims impacted by the emergency.


- c. Removal and care of wildlife involved in collision with aircraft after the investigation is concluded.
5. Aircraft Rescue and Firefighting (ARFF)/ Las Cruces Fire Department.
 - a. Proceed to the site of the emergency/crash with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations.
 - b. As Incident Command, manage and direct firefighting and rescue operations until life, property and safety matters have been mitigated.
 - c. Establish Unified Command with NMSP, LCPD, DASO and other agencies, if situation warrants.
 - d. Establish/maintain radio contact with emergency responders and the airport for updates.
 - e. Lead rescue operations and initialize actions to save lives and protect property.
 - f. Preserve wreckage and safeguard flight data/voice recorders until the FAA or NTSB arrives to take control of the accident site.
 6. Clergy. Provide comfort to casualties and relatives, as needed unless other providers of services such as the American Red Cross (ARC) or other arrangements made by the air carrier or the NTSB under the Aviation Disaster Family Assistance Act (ADFAA) are in place.
 7. Communication Services.
 - a. Communications are provided via in-house two-way radios which are supported by the City of Las Cruces Information Technology Department Radio Section, telephone (either land line or cell phone) or via the airport's UNICOM frequency 122.7. The City also uses an 800 MHz trunking system for communications between emergency responders. All airport-owned vehicles and LCFD vehicles are equipped with radios that can utilize these frequencies.
 - b. Radio Section personnel are on-call to provide emergency repair service for the in-house radios. Cellular service providers will provide customer support as required in an emergency.
 - c. Communications during an airport emergency will be as per established first response agency protocols.
 - Coroner /New Mexico Office of the Medical Investigator.
 - a. Coordinate and provide body identification and other investigative activities through local Field Deputy Medical Investigators.
 - b. Assemble bodies in temporary morgue until more suitable location is found.
 9. Emergency Management Agencies/Dona Ana County OEM.
 - a. Coordinate All-Hazard Emergency Operation Plan with the AEP.
 - b. Assist Airport Manager in planning and conducting training exercises for potential disasters and emergencies.
 - c. Consider role airport may have in support of state or regional defense or disaster response plans.

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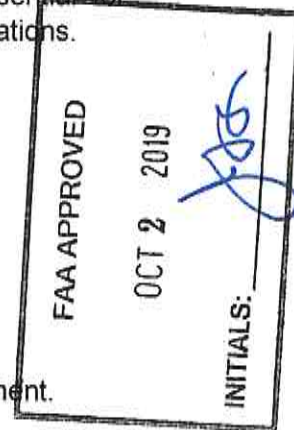
10. Emergency Medical Services/Las Cruces Fire Department.
 - a. Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and the transportation of injured.
 - b. Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, American Red Cross, Airport Management, etc.
11. State Environmental Agency/New Mexico Environment Department. Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.
12. Explosive Ordnance Disposal (EOD)/Dona Ana County Sheriff Bomb Squad. Provide technical support for bomb threats and related situations.
13. Federal Aviation Administration (FAA).
 - a. Certify and uphold the practices and procedures of the aviation industry.
 - b. Provide investigation services in support of improving safety and enforcement of the regulations, as necessary.
14. Local Police Agencies/Las Cruces Police Department/New Mexico State Police.
 - a. Act as security coordinator for crash site, temporary morgue and airfield.
 - b. Provide traffic control, including restricting access to airport property.
 - c. Provide crowd control, if necessary.
 - d. NMSP will act as initial accident investigator if there is an aircraft crash.
 - e. LCPD will act as Media Coordinator.
 - f. Both agencies will assist on the airport as requested by Incident Command.
15. Federal Bureau of Investigation (FBI).
 - a. Investigate any alleged or unexpected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).
 - b. Assume command in response to certain hijack and other criminal situations.
16. Government Authority/City of Las Cruces. While the City is the owner and sponsor of LRU, its emergency response agencies (LCFD and LCPD) will typically be responders and will act as Incident Command. Post-accident investigations, incidents involving the unlawful seizure of aircraft, bomb threats and bombings that may fall into the jurisdiction of other agencies. There will be limitations placed on the airport sponsor for the duration of such investigations.
17. Hazardous Materials Response Team/New Mexico State Police.
 - a. The New Mexico State Police will act as Incident Commander for all HAZMAT situations at the airport.
 - b. Provide response and recovery support for hazardous material emergencies as defined by statute.
18. Health and Medical. Coordinate overall planning, response, and recovery efforts with hospitals, EMS, fire and police departments, American Red Cross, airport operator, etc. to ensure practicality and interoperability.



19. Hospital(s). Local hospitals will be notified by IC of any airport emergency and if needed, will implement their hospital disaster plans.
20. Mental Health Agencies/City of Las Cruces EAP/Private Agencies. Local mental health agencies may provide counseling assistance to survivors, relatives, eyewitnesses, and emergency response personnel in dealing with the possible long-term effects of the emergency.
21. Military/National Guard. If requested by Incident Command and deployed by the Governor of the State of New Mexico, the National Guard will provide assistance including personnel, supplies, and equipment as needed.
 - a. Mutual Aid Agencies. While the City response agencies (LCFD and LCPD) and the NMSP are primary responders, if needed, emergency services will be coordinated with the following mutual aid agencies: Dona Ana County Sheriff Office, Dona Ana County Fire Department, and the New Mexico State University Police and Fire departments, and others (see Appendix J).
22. National Weather Service.
 - a. Provide weather-related technical information in support of emergency response and recovery operations.
 - b. Assist with alert and warning processes, particularly with weather related emergencies.
23. National Transportation Safety Board (NTSB). Conduct and control all accident investigations involving civil aircraft or civil and military aircraft, within the United States, its territories and possessions.
24. United States Postal Service. Ensure the security of the mail, protect postal property, and restore service.
25. Public Information/LCPD Public Information Officer. Gather, coordinate and release accurate information regarding accidents or incidents at the airport, as appropriate.
26. City of Las Cruces Public Works/Utilities Department.
 - a. In conjunction with Airport Operations and Maintenance, manage transportation resources and direct transportation operations (e.g. road maintenance, debris/trash removal, etc.).
 - b. Coordinate with private sector utilities (e.g. El Paso Electric and Zia Natural Gas) on shutdown and service restoration.
 - c. Coordinate with private sector utilities and contractors for use of private sector resources in Public Works-related operations.
27. Red Cross. Coordinate and provide support services to victims, their families, and to emergency responders.
28. Search and Rescue/CAP. Coordinate and provide search and rescue services as needed, usually for off-airport aircraft emergencies. The CAP must be deployed by the Governor of the State of New Mexico.
29. All tasked individuals/organizations, including, but not limited to, those listed above:
 - a. Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.

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- b. Analyze needs and determine specific communications resource requirements.
- c. Identify potential sources of additional equipment and supplies.
- d. Provide for continuity of operations by taking action to:
 - i. Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - ii. Protect records, facilities, and organizational equipment deemed essential for airport training operational capabilities and conducting emergency operations.
 - iii. Protect emergency response staff:
 1. Provide appropriate protective clothing and respiratory devices.
 2. Ensure adequate training on equipment and procedures.
 3. Provide security.
 4. Rotate staff or schedule time off to prevent burnout.
 5. Make stress counseling available.
 6. Ensure the functioning of communication and other essential equipment.



H. ADMINISTRATION AND LOGISTICS.

1. The overall administration of the Operations and Maintenance function is the responsibility of the Airport Manager or designee.
2. The IC will be responsible for overall coordination of the emergency response. Each responding agency will be responsible for their own documentation and reports. If the emergency is of such a size and/or duration that the EOC is activated, the EOC will be responsible for overall coordination of the emergency response as well as coordinating support needs (food, water, equipment, supplies, etc.) for the responding personnel.
3. Availability of Services and Support. The availability of services and support for emergencies can be located in the organization and assignment of responsibilities section, AEP Hazard Specifics section, and the appendix section of this AEP. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.
4. Resource requests made to any outside agency will be logged by the Purchasing Manager or designee.
5. The Airport Manager, Airport Administrative Assistant (if available), and Senior Airfield Operations and Maintenance Technician all have the ability to make individual purchases via procurement card without special approval if the amount does not exceed \$5,000 per purchase item per day. In the event of an emergency, the Las Cruces City Manager can increase procurement card limits to any level needed to meet needs.
6. Upon notification that an emergency/incident has taken place, if emergency procurement is needed, the Purchasing Manager or designee will be informed of such and if needed, will request increases in procurement card limits for applicable staff members.

7. All involved agencies and organizations are required to maintain individual financial and accounting records in sufficient detail to document subsequent requests for reimbursement.
8. The Airport will rely heavily on its supporting agencies to provide them with status reports concerning the emergency/disaster. ARFF, LCPD, NMSP, OEM and the Airport will work together to disseminate accurate and timely information. In the event of a City- or County-wide disaster, all information dissemination will be handled by the OEM as well as the Airport Manager or designee.
9. The Airport Terminal Building will be used as the main media conference center during a disaster/emergency. If space becomes inadequate, the building at 8960 Zia Boulevard may be used as an alternate media center.

10. Authorities and References.

The AEP is founded on a variety of ordinances and statues and is promulgated by the direction of the Las Cruces City Manager. A complete list of authorities and references can be found in Appendix O, Authorities and References.

11. An emergency contact list, including nearby businesses and agencies that may be affected by an airport emergency and thus need to be notified, is contained in Appendix E, Emergency Notification Phone Numbers.
12. Maintenance and testing of the emergency notification system is the responsibility of the OEM.

13. Mutual Aid Agreements.

- a. All Fire Mutual Aid Agreements with other departments are maintained by the LCFD Fire Chief (See Appendix J-1).
- b. All Law Enforcement Mutual Aid Agreements are maintained by the LCPD Police Chief (See Appendix J-2).

14. Staffing– Assignments, Re-Assignments, and Volunteer Solicitation.

- a. All Airport personnel will be expected to report to their respective stations during a major disaster or emergency to ensure the fullest extent of the Airport's operational capability. Airport personnel will have numerous primary or support responsibilities during an emergency.
- b. Airport Management will consult with Incident Command and may assign Airport personnel to specific duties that may not coincide with their normal day-to-day responsibilities.
- c. Untrained volunteers will be taken as a last-resort type option. Areas such as preparing food for disaster workers and collecting clothing for survivors are the type of responsibilities a volunteer may expect.

15. General Policies for Managing Resources, Record Keeping, Reporting, and Tracking Resources.

- a. LRU does not have its own fiscal management section as all financial matters are handled by the City of Las Cruces Finance Department. If needed, personnel from the Finance Department can stage temporary offices in the Airport Terminal Building. If necessary, an immediate freeze of all non-essential supplies and service purchases will be implemented in the event of a major emergency or disaster. The freeze will

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restrict those purchases to emergency items only and those items necessary to ensure the safe and efficient operation of the Airport.

- b. The Airport and the City of Las Cruces Finance Department will be responsible for all resource procurement and record keeping. All other agencies supporting the Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport.
- c. The Airport Manager is authorized to make purchases up to \$5,000.00 without prior approval via City of Las Cruces Purchasing Card. If needed, the Airport Manager will request a temporary card limit increase for the purpose of acquiring emergency supplies and services immediately if items that are needed are out of the immediate scope of the Airport and its supporting agencies.
- d. The procurement of all essential supplies and outside services will take place according to established procedures with records being kept of all emergency purchases made by the Airport. The Resources Management section addresses this topic.

I. PLAN DEVELOPMENT AND MAINTENANCE.

1. General. This document is required and approved by the Federal Aviation Administration and establishes guidance and procedures for organizations and individuals tasked to deal with emergency situations at LRU during the operation of air carrier aircraft. It is designed to minimize the possibility and extent of personal injury and property damage.
2. Schedule of Review. This plan shall be reviewed at least once every 12 consecutive calendar months with the agencies and individuals involved to ensure that all parties know their responsibilities and that all information in the plan is current. A scheduled review of the following will be conducted for accuracy:
 - a. Telephone numbers contained in this AEP will be reviewed quarterly for accuracy by calling the individuals/ organizations listed. Changes should be noted, particularly in the procedures of the individual(s)/organization(s) tasked with responding to calls during an emergency.
 - b. Radio frequencies used in support of the AEP should be tested at least monthly.
 - c. Emergency resources will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. Consideration should be given to placing these resources on the daily or periodic Airport Self-Inspection Program.
 - d. Personnel assignments, to include descriptions of duties and responsibilities, will be reviewed semi-annually.
 - e. Mutual aid agreements will be reviewed annually or as specified in the agreement. This will be the responsibility of the participating agencies.
 - f. Off-airport activity will be reviewed on an on-going basis. Airport Management maintains communication with local utilities, the New Mexico Department of Transportation and local public works departments to learn of activity that may affect the airport's emergency response effort, such as road construction and closures, major utility work, etc.



