



## **Corona Municipal Airport**

# **EMERGENCY EVACUATION & NOTIFICATION PROCEDURES**

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G: Airport/ Emergency Evacuation & Notification Procedures/ PUBLIC DOCUMENT – CITY  
APPROVED 10-24-11 Emergency Evacuation and Notification System

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## I. PURPOSE

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

## II. PREPARING FOR A FLOOD EMERGENCY

1. The City and MLH's should meet each year in September to discuss notification procedures for the winter storm season. If the MLH's would like assistance in notifying their tenants when there is a threat of an emergency, they must provide by September 15<sup>th</sup> the City an updated roster of tenants' with names, current phone numbers, emergency phone contacts and e-mail addresses. City staff will add the data to the reverse 911 and e-mail systems prior to November 1<sup>st</sup>. **NOTE: The MLH's are primarily responsible for notifying their tenants of an emergency. The City's communication system is considered a back-up communication system to assist the MLH's in contacting their tenants.**

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

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

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

## III. RESPONSIBILITIES DURING AN EMERGENCY

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

or e-mail the written notification to the MLH's. The written notification shall request the MLH to sign and return the document to the AM as soon as possible.

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

3. Once the MLH's have been notified, the City shall activate the reverse 911 system which will send immediate messages to the phone numbers added to the system. As noted earlier, the MLH's are primarily responsible for notifying their tenants. The City cannot guarantee the systems operational capabilities during an emergency. The City will post emergency information on the City Web Site [www.discovercorona.com](http://www.discovercorona.com) or [www.kajocorona.com](http://www.kajocorona.com) which will be updated throughout the emergency. An emergency message line (951) 279-3557 shall also be activated to provide additional information to tenants and pilots. The City shall also post signage at the airport front gate, café and AM office notifying patrons of the conditions with instructions on how to obtain current emergency information.

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

5. The AM and City staff shall establish and continuously update the City website and the telephone hotline which explains the current conditions at the Airport. Messages sent through the reverse 911 system shall be sent as the need arises.

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

#### **IV. RELOCATION OR EVACUATION OF AIRCRAFT & EQUIPMENT**

1. The MLH shall be responsible for notifying and advising tenants to relocate their airworthy aircrafts to another airport until it is safe for them to return to the Corona Municipal Airport. The City may authorize additional storage of planes on the east tie-down area, if space is available. Airworthy aircraft shall be stored as a last resort at

Butterfield Park or on City streets; it is not the preferred recommendation for the City to store aircrafts at the noted locations. Again, if weather permits, all airworthy aircrafts should be relocated to other airports. If additional storage of aircraft is needed, the City shall determine the location(s) where the aircraft shall be moved. The City shall not move any planes to temporary storage areas; it shall be the MLH's responsibility to coordinate with the City the movement and placement of aircrafts.

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

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

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

## V. PHONE NUMBERS

### City of Corona

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

### Master Leaseholders

<b>Corona Aero Partners:</b> Fred Peters	W: (714) 633-6817 F: (714) 633-3204 F:
Teri Bolte, Site Manager Corona Aero Partners	C:
<b>Corona Air Ventures, L.L.C.</b> Attention: Erik Nelson Corona Air Ventures, L.L.C.	W: (951) 737-1300 W: (714) 999-6565: F: (714) 999-2414
<b>Corona Executive Hangars:</b> Steve Rosko steverosko@sbcglobal.net	C: 949-887-0341
Mike Word, Ops. Manager (Corona Executive Hangars) Upwords38@yahoo.com	C: 951-833-5792
Terry Gutierrez tgutierrez@cscnorco.com	C: 951-707-6516

**Additional Contact Numbers**

Army Corp of Engineers Office Recording w/ Instructions (213) 452-3623

Prescott Flight Services (FSS-NOTAM) (887) 487-6867

Federal Aviation Administration (VASI Lights) (909) 605-0047

**Miscellaneous**

Air Force Rescue Center (800) 851-3051

Civil Air Patrol

Paul Sada (714) 420-6580

**VI. ATTACHMENT A**

**Written Notification of Flood Conditions Example**

***EXAMPLE***

**AIRPORT FLOOD CONDITION NOTIFICATION**

Date:

Time:

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

NAME OF PERSON CONTACTED: \_\_\_\_\_ DATE: \_\_\_\_\_

AIRPORT MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

MASTER LEASE HOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS:

**VII. ATTACHMENT B**

**Press Release Example**

## ***EXAMPLE***

### **PRESS RELEASE**

Date:

For Immediate Release

Contact: Parks & Community Services Director, (951) 736-2241

### **Corona Municipal Airport Update**

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

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