



# MARCH INLAND PORT

## EMERGENCY OPERATING PLAN

For Tenants and Vendors

Revision 4

July 28, 2022

### **CONTRACTED EMERGENCY RESPONDER**

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# MARCH INLAND PORT AIRPORT AUTHORITY (MIPAA)

## March Inland Port Overview:

March Inland Port is situated on the March Air Reserve Base in Riverside California. Approximately 365 acres have been designated for civil/commercial aircraft operations. Approximately 175 acres is situated in the south eastern portion of the air base. The remaining 185 acres is situated on the west portion of the air base adjacent to Interstate 215 freeway between Van Buren Blvd. and Harley Knox Blvd.

## Current Activities:

- Aircraft operations on aprons, taxilanes, taxiways and runways. The aircraft operations are under control of the 452<sup>nd</sup> Air Mobility Wing (AMW) Branch of the United States Air Force.
- Aviation Jet-A fuel facility. Managed, operated and maintained by professional contractor.
- Aircraft fueling by way of into-plane fueling vendors (No hydrant).
- Aircraft maintenance and repair by carrier and vendors.
- Ground service equipment repair and maintenance.
- Commercial air carrier operations
- General aviation operation
- DOD contract mid-air refueling carrier support

## Property Activities:

- Master planning and land development.
- Land leasing.
- Maintenance and repair of properties within the MIP airport boundaries.
- Airfield infrastructure improvements to meet FAA requirements and commercial carrier demands (taxiways widening, airfield lighting, perimeter fencing and fuel facilities).
- Development and facility activities – Fabrication, manufacturing and warehousing.

## On Property Entities:

- Alameda – MARHUB Facility
- First Industrial – Philips Facility
- Heacock Partners – Truck Terminal
- Amazon – Facility Tenant Alameda
- Freeman Holdings of Riverside, LLC. – Into-plane aircraft fueling vendor (FBO)

# MARCH INLAND PORT

## EMERGENCY OPERATING PLAN

March Inland Port Airport Authority (MIPAA) has established standardized Business Emergency Plans (BEP) criteria for each of its tenants, airlines and vendors. BEP criterion is based on the Business Emergency Plan requirements of the County of Riverside Community Health Agency Department of Environmental Health and the County of Riverside Fire Department.

March Inland Port (MIP) tenant and operator plans are similar or identical in content. The BEPs for each entity utilizing the airport or surrounding airport facilities have been reviewed by the County of Riverside Community Health Agency Department of Environmental Health and are typically submitted to the County of Riverside Fire Department for their file. Most importantly, MIP tenant, airline and vendor BEP's are consistent in the areas of evacuation plans, emergency responses and critical notifications related to airfield operations emergencies. The redundancy ensures response consistency if an emergency should occur on the airfield.

Moreover, copies of all BEPs are provided to Military Airfield Management and the Chief of Fire and Rescue on the March Air Reserve Base. Changes to an EOP by a tenant or operator are reviewed by the March Inland Port Airport Authority (MIPAA). After review of the changes, the tenant or operator submits the revision/update to the applicable agencies.

For emergency response directly related to the airfield, Air Force Fire and Rescue and/or Riverside County Fire and Police will respond. In keeping with the Joint Use Agreement (JUA) between the March Joint Powers Authority and the United States Air Force dated May 7, 1997; Section 7, u and as amended from time to time, "*Fire Protection and Crash Rescue*" states "*the Air Force agrees to respond to fire and crash and rescue emergencies on the March JPA owned or leased property involving civil aircraft outside the hangars or other structures within the limits of its capabilities, equipment and available personnel...*". Additionally, the Air Force and Riverside County Fire have an existing Memorandum of Understanding stating they will respond to emergencies on and around the airfield mutually; as may be required.

All facilities, tenants and operators maintain a Spill Prevention Control and Countermeasure Plan (SPCCP). The SPCCP illustrated methods for spill prevention, spill detection; spill clean-up and necessary reporting requirements. An annual review of the SPCCP is performed by the entity internally, and by the County of Riverside Community Health Agency.

In the event of an aircraft accident, the Airport Director is responsible for conducting an accident investigation as instructed in FAA 8300.10 CHG 12 (Exhibit E) and in accordance with the National Transportation Safety Board report NTSB Form 6120.1 (Exhibit F).

March Inland Port is subordinate to the March Joint Powers Authority and is subject to the procedures, protocols and reporting requirement contained in the March Joint Powers Authority Emergency Operating Plan.

MIPAA's Emergency Operating Plan is reviewed by March Inland Port Airport Authority representatives on an annual basis.

Copies of BEPs are available for review at the March Inland Port Airport Authority/March Joint Powers Authority website [marchipa.com](http://marchipa.com).

## **Emergency Operations Center (EOC) Activation Levels**

MARCH INLAND PORT AIRPORT AUTHORITY has developed criteria that identify the events/situations that may require EOC activation. MIPPA has established three standard levels of activation. For each level, a recommended staffing guide has been developed. The EOC staffing may be modified at the direction of the Airport Director. Activation and staffing guidelines are depicted in the following figure.

In addition to the standard levels of activation below, the Airport Director may choose to activate a Management Watch. Management Watch allows the event to be carefully monitored without the EOC physically being opened. Using Management Watch allows MIPAA to monitor the situation and activate such Watch as needed.

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Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> <li>• Small incidents involving MJPA tenants</li> <li>• Minor airport vehicle or equipment accidents</li> <li>• Any fuel spill</li> <li>• Minor injuries on airfield</li> <li>• Flood Watch</li> <li>• Resource request from outside the March Area</li> <li>• The Operational Area requests the MJPA activate their EOC in support of the Operational Area EOC</li> <li>• There is an incident adjacent to the March Area that may impact the City.</li> </ul>	<b>One</b>	<ul style="list-style-type: none"> <li>• Airport Director</li> <li>• Air Force Operations Manager</li> <li>• Air Force Fire and Rescue as required</li> <li>• Developer as related to their tenants</li> <li>• Representatives of corresponding tenant buildings</li> <li>• Agency representatives from surrounding areas</li> </ul>
<ul style="list-style-type: none"> <li>• Moderate Earthquake</li> <li>• Medium to moderate aircraft incident ( aircraft not in motion)</li> <li>• Major fuel spills</li> <li>• Major wildland fire affecting developed area</li> <li>• Major wind or rain storm</li> <li>• Two or more large incidents involving two or more City Departments</li> <li>• Flood Warning</li> <li>• Security breach of any kind</li> </ul>	<b>Two</b>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Airport Director</li> <li>• Air Force Operations Manager</li> <li>• Air Force Fire and Rescue as required</li> <li>• Air Force Security Forces</li> <li>• Developer as related to their tenants</li> <li>• Branches and Units as appropriate for the situation</li> <li>• State and Local Agency representatives as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• Major aircraft incidents disabling the aircraft</li> <li>• Major security violation jeopardizing the integrity of the air base</li> <li>• Major Countywide or Regional emergency</li> <li>• Multiple departments with heavy resource involvement</li> <li>• Major earthquake damage</li> <li>• Any real or potential failure of Perris Dam</li> </ul>	<b>Three</b>	<ul style="list-style-type: none"> <li>• All EOC positions</li> <li>• Air Force Leadership</li> <li>• Air Force Public Relations Office</li> <li>• Air Force Operations Manager</li> <li>• Air Force Fire and Rescue as required</li> <li>• Air Force Security Forces</li> <li>• State and Local Agency representatives as appropriate</li> <li>• Airline's Public Relations Office</li> <li>• * FAA Flight Standards Dist. Office</li> <li>• * National Transportation Safety Board – <i>Check with FSDO 1<sup>st</sup></i></li> </ul>

\* Note: Reporting forms are available online including CalOES reporting requirements

## CONTACT INFORMATION BY ACTIVATION LEVEL

ACTIVATION LEVEL	ENTITY	NAME OF CNTC	CONTACT INF.
ONE	MIPAA Airport Director	Gary Gosliga <i>Mandatory</i>	Off: 951.656.7000 Cell: 951.203.7797
ONE	452 <sup>nd</sup> AMW Airfield Manager	Bart Darnell <i>As Required</i>	Off: 951.655.4403 Cell: 831.236.7572
ONE	MARB Fire & Rescue	Acting Chief <i>As Required</i>	FD 24/7: 951.655.2077 Base Ops 24/7 951.655.4404
ONE	Alameda - Airport Developer/Calls Tenants	Jack Herril <i>As Required</i>	Cell: 626.221.4861
TWO	MJPA Executive Director	Grace Martin <i>Mandatory</i>	Off: 951.656.7000 Cell: 951.201.6292
TWO	MIPAA Airport Director	Gary Gosliga <i>Mandatory</i>	Off: 951.656.7000 Cell: 951.203.7797
TWO	452 <sup>nd</sup> AMW Airfield Manager	Bart Darnell <i>As Required</i>	Off: 951.655.4403 Cell: 831.236.7572
TWO	MARB Fire & Rescue	Acting Chief <i>As Required</i>	FD 24/7: 951.655.2077 Base Ops 24/7 951.655.4404
TWO	452 <sup>nd</sup> Security Forces Squadron	Thomas Sabastiani <i>As Required</i>	Off; 951.655.2002 Base Ops 24/7 951.655.4404
TWO	Alameda - Airport Developer/Calls Tenants	Jack Herril <i>As Required</i>	Cell: 626.221.4861
THREE	<b>ALL EOC</b>	<b><i>Mandatory</i></b>	<i>As listed</i>
THREE	452 <sup>nd</sup> AMW General/Commander	Current Commander <i>Mandatory</i>	Off: 951.655.4520 Cell: 951.655.4665
THREE	452 <sup>nd</sup> AMW Public Affairs Director	Duty Manager <i>Mandatory</i>	Off: 951.655.4137 Base Ops 24/7 951.655.4404
THREE	452 <sup>nd</sup> AMW Airfield Manager	Bart Darnell <i>As Required</i>	Off: 951.655.4403 Cell: 831.236.7572
THREE	MARB Fire & Rescue	Acting Chief <i>Mandatory</i>	FD 24/7: 951.655.2077 Base Ops 24/7 951.655.4404
THREE	452 <sup>nd</sup> Security Forces Squadron	Thomas Sabastiani <i>As Required</i>	Off; 951.655.2002 Base Ops 24/7 951.655.4404
THREE	Alameda - Airport Developer/Calls Tenants	Jack Herril <i>As Required</i>	Cell: 909.685.1733
THREE	Airlines	Public Affairs/ Relations	Contact Airport Director for POC's
THREE	FAA Flight Standards Division Office (Riverside)	Mon –Fri 7:30 am – 4:00 p.m.	Off: 951.276.6701
THREE	NTSB	Confirm action with FAA Flight Standards first	Typically, FAA FSDO makes the call

## OTHER LOCAL EMERGENCY CONTACTS

Riverside County Fire .....	951.826.5321 or 911
Riverside County Fire HAZMAT Section .....	951.826.5321 or 951.358.5055
Riverside County Health – Sande Pence R.E.H.S.....	951.766.6524
Riverside City Fire.....	951.826.5737
Moreno Valley Fire Department .....	911
Perris Fire Department .....	911
State Office of Emergency Services.....	800.852.7550
Injuries - U.S. Healthworks – MJPA Clinic.....	951.653.5291
Air Force Base Operations.....	951.655.2422
Riverside Flight Standards District Office.....	951.276.6701
BB&K (JPA General Council).....	951.686.1450

### **MARCH AIR RESERVE BASE**

**For all on-base emergencies, call 911 – NOTE: You will get the CHP. You must I.D. the emergency as on the March Air Reserve Base if you choose this option.**

The area code for March Air Reserve Base is 951. DSN prefix is 447-xxxx.

### **PRIMARY CONTACT**

**MARB Base Operations.....655-4404**

#### 452nd Services Squadron (MWR)

- Consolidated (Hap Arnold) Club - .....	653-2121
- Outdoor Recreation - .....	655-2816
- Sports and Fitness Center - .....	655-2284
- Tickets and Tours - .....	655-4123

Chaplain (24-hour) - .....	655-4105
Civilian Personnel - .....	655-4076
Commissary - .....	655-3967
Education Office - .....	655-4442
General Old Golf Course - .....	697-6690
Law Enforcement Desk - .....	655-2981
Legal Office - .....	655-4454
Military Personnel Customer Support - .....	655-3028
Museum - .....	697-6600
Omega Travel (CTO) - .....	655-5116
Pass and Registration - .....	655-5376
Passenger Terminal - .....	655-3214/2397
(Flight Information 24-hour) - .....	655-2913
Public Affairs - .....	655-4137
Retiree Affairs Office - .....	655-4077

## ANNUAL VERIFICATION

Date	Verified By	Changes From/To	Year	Signature
8/27/07	Gary Gosliga	None	2007	<i>Gary Gosliga</i>
8/16/08	Gary Gosliga	Revision 1	2008	<i>Gary Gosliga</i>
9/5/09	Gary Gosliga	None	2009	<i>Gary Gosliga</i>
9/29/10	Gary Gosliga	Revision 1-2	2010	<i>Gary Gosliga</i>
9/6/2021	Gary Gosliga	Revision 2-1	2021	<i>Gary Gosliga</i>
7/2//2022	Gary Gosliga	Revision 4	2022	<i>Gary Gosliga</i>



## Tenant/Airline/Vendor Contacts:

### TENANT/AIRLINES:

#### Amazon

Nick Singh – Site Lead RIV.....919.454.6420

Sean Halbert – AvSec Manager.....909.609.9048

#### Atlas Air

Andrea Espino – Station Supervisor RIV.....951.455.9760

#### ATI

Arthur Haro- Line Maintenance Rep. RIV.....937.271.6165

#### FEAM

Eric Humbles – Site Manager .....951.478.8614

#### CASS

Eric Roy – Manager.....909.800.2678

Tyler Hessheimer – Manager.....951.544.5057

#### Omega Air Refueling

Tony Nerad – Executive VP.....703.999.7752

Mike Roche – Operations.....757.343.1140

### VENDORS:

#### Freeman Holdings (FBO)

Sammy Desopo – General Manager 24/7 Cell.....951.999.1095

### ANNUAL VERIFICATION

Date	Verified By	Changes From/To	Year	Signature
8/27/07	Gary Gosliga	None	2007	<i>Gary Gosliga</i>
8/16/08	Gary Gosliga	GP Contact	2008	<i>Gary Gosliga</i>
9/5/09	Gary Gosliga	None	2009	<i>Gary Gosliga</i>
9/29/10	Gary Gosliga	DHL/DHL Security Co.	2010	<i>Gary Gosliga</i>
9/18/2011	Gary Gosliga	None	2010	<i>Gary Gosliga</i>
8/29/2012	Gary Gosliga	None	2011	<i>Gary Gosliga</i>
9/6/2021	Gary Gosliga	Revision 2-1	2021	<i>Gary Gosliga</i>
7/28/2022	Gary Gosliga	Revision 4 Contacts	2022	<i>Gary Gosliga</i>

## EXHIBITS

The following Exhibits depict facility site plans for each tenant and operator at MIP. It also includes airport accident investigation reports for the FAA and NTSB.

**Exhibit A** – March Inland Port/March Joint Powers Inland Bulk Storage Fuel Facility. This facility is operated and maintained by Total Airport Service, Inc. on behalf of March Joint Powers Authority.

**Exhibit B** – Alameda facility site map

**Exhibit C** – Conduct an Accident Investigation

[NEXT PAGE]

EXHIBIT "A"

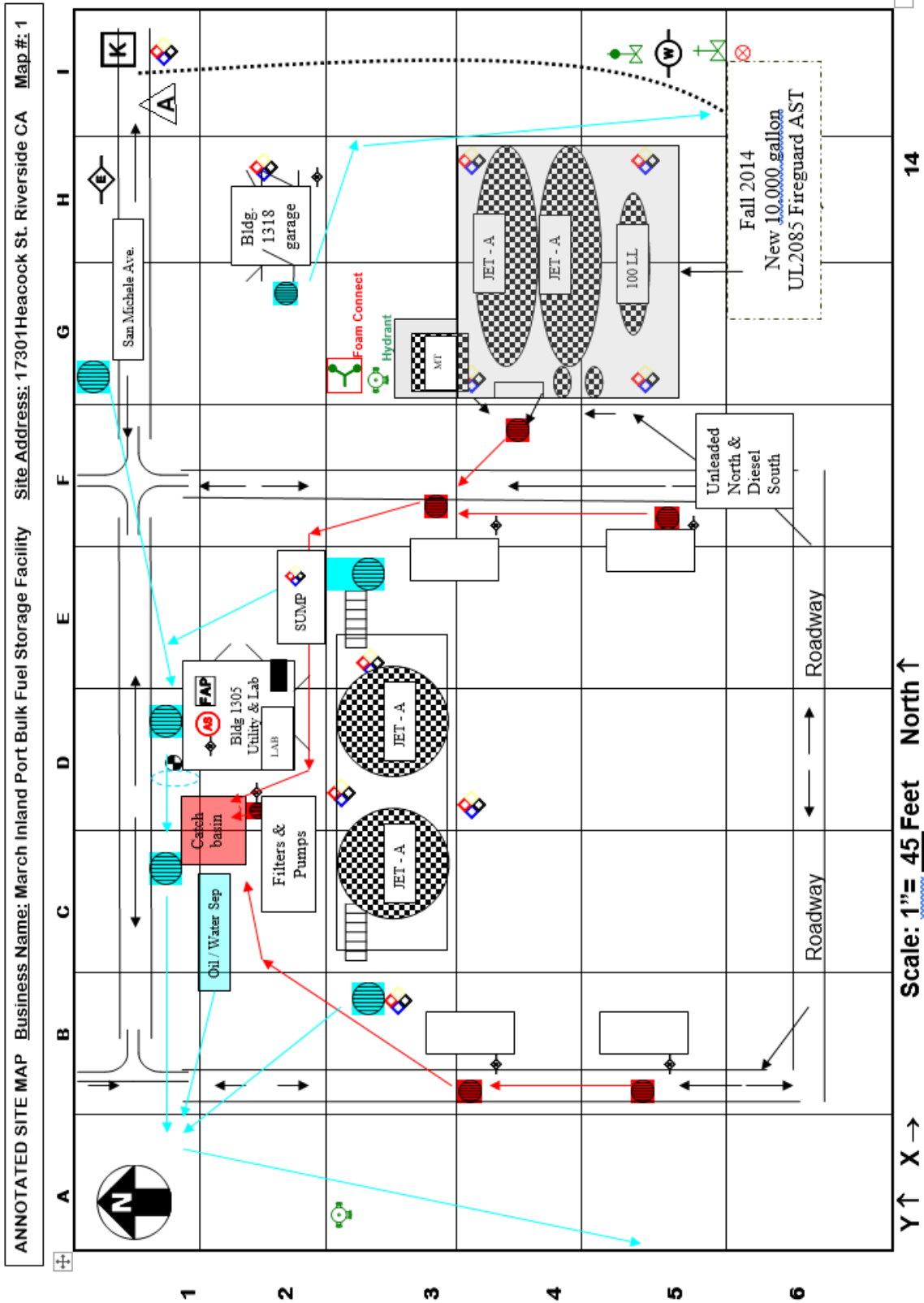
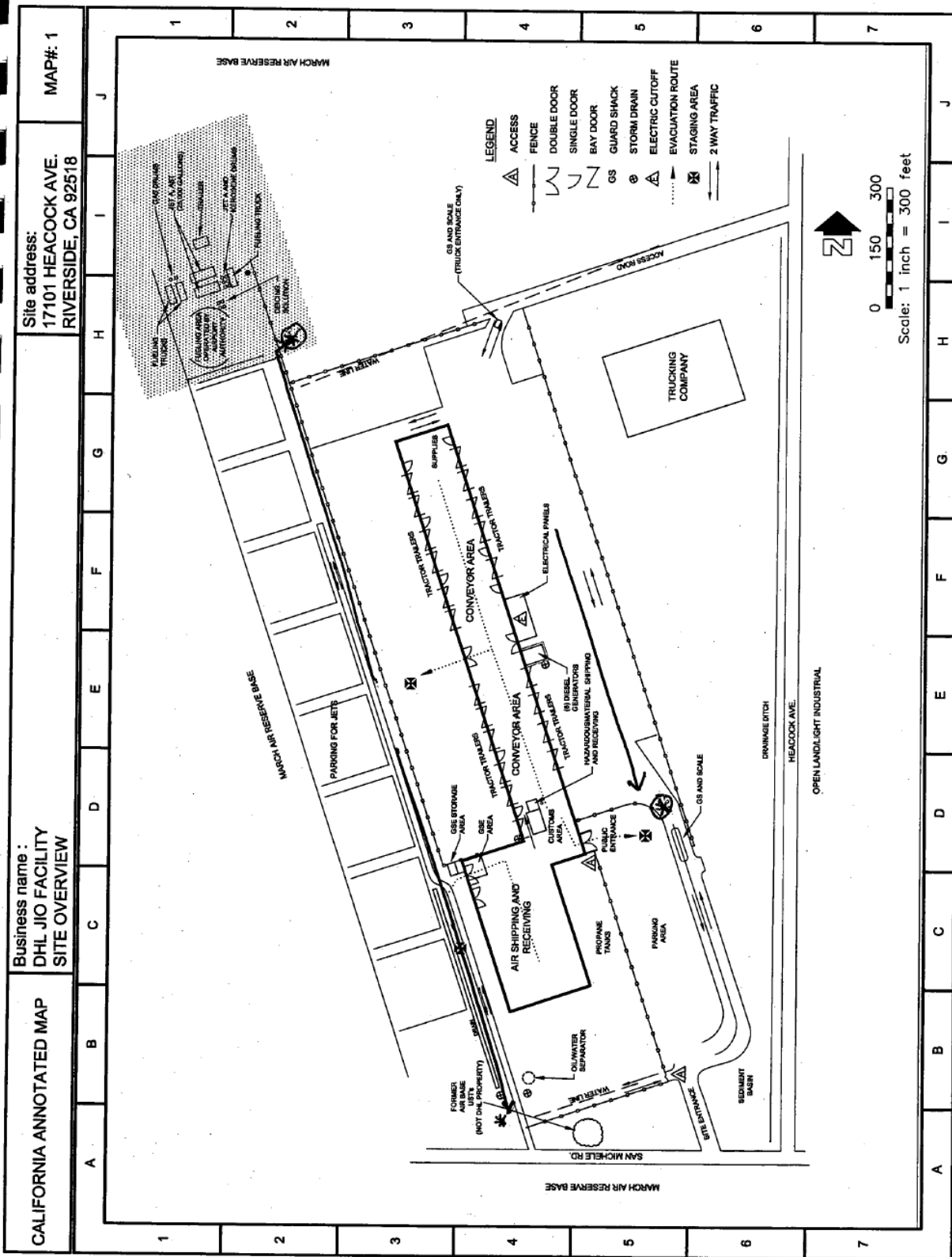


EXHIBIT "B"



## EXHIBIT "C"

### ACCIDENT INVESTIGATION

In spite of their complexity, most accidents are preventable by eliminating one or more causes. Accident investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent recurrence of similar or perhaps more disastrous accidents. Accident investigators are interested in each event as well as in the sequence of events that led to an accident. The accident type is also important to the investigator. The recurrence of accidents of a particular type or those with common causes shows areas needing special accident prevention emphasis.

### INVESTIGATIVE PROCEDURES

The actual procedures used in a particular investigation depend on the nature and results of the accident. The agency having jurisdiction over the location determines the administrative procedures. In general, responsible officials will appoint an individual to be in charge of the investigation. The investigator uses most of the following steps:

1. Define the scope of the investigation.
2. Select the investigators. Assign specific tasks to each (preferably in writing).
3. Present a preliminary briefing to the investigating team, including:
  - Description of the accident, with damage estimates.
  - Normal operating procedures.
  - Maps (local and general).
  - Location of the accident site.
  - List of witnesses.
4. Events that preceded the accident.
5. Visit the accident site to get updated information.
6. Inspect the accident site.
  - Secure the area. Do not disturb the scene unless a hazard exists.
  - Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
  - Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.
7. Determine
  - What was not normal before the accident.
  - Where the abnormality occurred.
  - When it was first noted.
  - How it occurred.
8. Analyze the data obtained in step 7. Repeat any of the prior steps, if necessary.
9. Determine
  - Why the accident occurred.
  - A likely sequence of events and probable causes (direct, indirect, basic).
  - Alternative sequences.

10. Check each sequence against the data from step 7.
11. Determine the most likely sequence of events and the most probable causes.
12. Conduct a post-investigation briefing.
13. Prepare a summary report, including the recommended actions to prevent a recurrence. Distribute the report according to applicable instructions.

An investigation is not complete until all data has been analyzed and a final report is completed. In practice, the investigative work, data analysis, and report preparation proceed simultaneously over much of the time spent on the investigation.

### **FACT-FINDING**

Gather evidence from many sources during an investigation. Get information from witnesses and reports as well as by observation. Interview witnesses as soon as possible after an accident. Inspect the accident site before any changes occur. Take photographs and make sketches of the accident scene. Record all pertinent data on maps. Get copies of all reports. Documents containing normal operating procedures, flow diagrams, maintenance charts, or reports of difficulties or abnormalities are particularly useful. Keep complete and accurate notes in a bound notebook. Record pre-accident conditions, accident sequence and post-accident conditions. In addition, document the location of victims, witnesses, machinery, energy sources, and hazardous materials. In some investigations, a particular physical or chemical law, principle, or property may explain a sequence of events. Include laws in the notes taken during the investigation or in the later analysis of data. In addition, gather data during the investigation that may lend itself to analysis by these laws, principles, or properties. An appendix in the final report can include an extended discussion.

### **INTERVIEWS**

In general, experienced personnel should conduct interviews. If possible, the team assigned to this task should include an individual with a legal background. In conducting interviews, the team should:

1. Appoint a speaker for the group.
2. Get preliminary statements as soon as possible from all witnesses.
3. Locate the position of each witness on a master chart (direction of view).
4. Arrange for a convenient time and place to talk to each witness.
5. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
6. Listen, let each witness speak freely, and be courteous and considerate.
7. Take notes without distracting the witness. Use a tape recorder only with consent of the witness. Record name, address, agency, phone #)
8. Use sketches and diagrams to help the witness.
9. Emphasize areas of direct observation. Label hearsay accordingly.
10. Be sincere and do not argue with the witness.
11. Record the exact words used by the witness to describe each observation. Do not "put words into a witness' mouth."
12. Word each question carefully and be sure the witness understands.
13. Identify the qualifications of each witness (occupation, experience, etc.).

14. Supply each witness with a copy of his or her statements. Signed statements are desirable.

After interviewing all witnesses, the team should analyze each witness' statement. They may wish to re-interview one or more witnesses to confirm or clarify key points. While there may be inconsistencies in witnesses' statements, investigators should assemble the available testimony into a logical order. Analyze this information along with data from the accident site. Not all people react in the same manner to a particular stimulus. For example, a witness within close proximity to the accident may have an entirely different story from one who saw it at a distance. Some witnesses may also change their stories after they have discussed it with others. The reason for the change may be additional clues. A witness who has had a traumatic experience may not be able to recall the details of the accident. A witness who has a vested interest in the results of the investigation may offer biased testimony. Finally, eyesight, hearing, reaction time, and the general condition of each witness may affect his or her powers of observation. A witness may omit entire sequences because of a failure to observe them or because their importance was not realized.

### **REPORT OF INVESTIGATION**

An accident investigation is not complete until a report is prepared and submitted to proper authorities. Special report forms are available in many cases. Other instances may require a more extended report. Such reports are often very elaborate and may include a cover page, a title page, an abstract, a table of contents, a commentary or narrative portion, a discussion of probable causes, and a section on conclusions and recommendations.

The following outline has been found especially useful in developing the information to be included in the formal report:

1. Background Information
  - a. Where and when the accident occurred
  - b. Who and what were involved
  - c. Operating personnel and other witnesses
2. Account of the Accident (What happened?)
  - a. Sequence of events
  - b. Extent of damage
  - c. Accident type
  - d. Agency or source (of energy or hazardous material)
3. Discussion (Analysis of the Accident - HOW; WHY)
  - a. Direct causes (energy sources; hazardous materials)
  - b. Indirect causes (unsafe acts and conditions)
  - c. Basic causes (management policies; personal or environmental factors)
4. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy:
  - a. Basic causes
  - b. Indirect causes
  - c. Direct causes (such as reduced quantities or protective equipment or structures)

### **Change Analysis**

1. Define the problem (What happened?).
2. Establish the norm (What should have happened?).
3. Identify, locate, and describe the change (What, where, when, to what extent).
4. Specify what was and what was not affected.
5. Identify the distinctive features of the change.
6. List the possible causes.
7. Select the most likely causes.

### **REPORT EXAMPLE**

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**Subject: Preliminary Brief on (Identify Mishap)**

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_  
 Team Leader: \_\_\_\_\_  
 Chief Investigator: \_\_\_\_\_

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Narrative:

Stated Mission:

Individual(s) Involved

\*\*\*Important: Name/s of fatal/injured person/s should be held until notification of next of kin)

Fatalities/Injuries – Description & extent (Medical Record location or attachments)

Damages – Estimates, claims (By qualified appraisers)

Vehicles - Descriptions, year, mileage, owner, rental agreement and damage

- Equipment – Descriptions, condition, use
- Property – Damage, condition prior to damage, owner
- Search and Rescue Efforts – Initial and extended who, when, where
- Emergency Medical Services – Qualifications, level of care, results of care.

Preventive Measures or Recommendations of an Emergency Nature (that affect the current on-going mission or agency wide activities or operations)

Narrative: Summary of Preliminary Brief

Name and Age of Fatal/Injured Person(s), address and family contact information

Preliminary Factual Findings: Initial Factual Findings

Team Leader & Support Team: List investigation team members and roles played in investigation



***MISHAP PHOTOGRAPH LOG***

Mishap		Location			Date	
Camera Type		Lens	Film		ASA	Time
Photo #	Subject	F-Stop	S/S	Remarks		
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
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<b>17</b>						
<b>18</b>						

***MISHAP PHOTOGRAPH DOCUMENTATION***

Mishap	Location	
Name of Photographer	Date & Time Photograph Taken	
Camera Type	Film	ASA
Description of Photograph		
Remarks:		

**MOUNT 4 x 6 PHOTOGRAPH HERE**