



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

Aviation Safety

North Texas Flight Standards District Office  
8700 Freeport Parkway Suite 220  
Irving, TX 75063  
(214) 277-8500, Fax: (214) 277-8570

May 27, 2025

Sam Parks  
Responsible Person  
2025 Great Texas Balloon Race/US Nationals  
P.O. Box 3988  
Longview, TX 75606-3988

Dear Mr. Parks:

This office has reviewed and approved your Application for Certificate of Waiver (FAA Form 7711-2) for the 2025 Great Texas Balloon Race/US Nationals, in Longview, TX, from June 09, 2025, through June 15, 2025.

This office has issued the Certificate of Waiver (FAA Form 7711-1) with special provisions.

If you have any question, please feel free to contact this office at (214) 277-8500 for further assistance.

Sincerely,

**MATTHEW G SPAWN**  
Digitally signed  
by MATTHEW G  
SPAWN  
Date: 2025.05.27  
16:14:20 -05'00'

Matthew Spawn  
Aviation Safety Inspector

2 Enclosures  
Application for Waiver (7711-2)  
Certificate of Waiver (7711-1)

ecc with enclosures: Sam Parks, Responsible Person, (sparks@balloonfiesta.com)



US Department of Transportation  
Federal Aviation Administration

**APPLICATION FOR  
CERTIFICATE OF WAIVER  
OR AUTHORIZATION**

OMB Control Number: 2120-0027 / Expiration Date: 03/31/2024

**APPLICANTS - DO NOT USE THESE SPACES**

Flight Standards Office

SW-19

Date

May 27, 2025

Action

☒ Approved

☐ Disapproved – "Explain under "Remarks"

Signature of authorized FAA representative

Digitally signed by MATTHEW G

SPAWN

Date: 2025.05.27 15:51:06 -05'00'

**INSTRUCTIONS**

Submit this application to the responsible FAA Flight Standards district office.

Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire

fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site.

Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.

Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 10 only and the certification, item 17, on the reverse.

1. Name of organization

2025 Great Texas Balloon Race/US Nationals

2. Name of responsible person

Sam Parks

3. Permanent mailing address

House number and street or route number

P.O. Box 3988

City

Longview

State and ZIP code

Texas 75606-3988

Telephone Number

505-503-9091

4. State whether the applicant or any of its principal officers/owners has an application for waiver pending at any other office of the FAA.

N/A

5. State whether the applicant or any of its principal officers/owners has ever had its application for waiver denied, or whether the FAA has ever withdrawn a waiver from the applicant or any of its principal officers/owners.

N/A

6. 14 CFR section and number to be waived

91.119 (b) 91.119 (c)

7. Detailed description of proposed operation (Attach supplement if needed)

2025 Documentation: 2025 Operations Manual, Emergency Response Plan

8. Area of operation (Location, altitudes, etc.)

10 nautical miles (10) radius from Operations Headquarters (Maude Cobb Convention and Activity Center) Longview, TX from Surface to 8,000'AGL

9a. Beginning (Date and hour)

06/09/2025

06:00:00

9b. Ending (Date and hour)

06/15/2025

10:00:00

10.

Aircraft make and model (a)

Pilot's Name (b)

Certificate number and rating (c)

Home address (Street, City, State) (d)

Final list to be provided at the close of registration prior to first flight

11. The air event will be sponsored by:

## Great Texas Balloon Race

12. Permanent mailing address	House number and street or route number P.O. Box 3988	City Longview	State and ZIP code TX 75606-3988	Telephone Number 903-643-2107
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13. Policing (Describe provisions to be made for policing the event.)

Longview City Police Department

14. Emergency facilities (Mark all that will be available at time and place of air event.)

☐ Physician

☒ Fire truck

☐ Other - Specify \_\_\_\_\_

☒ Ambulance

☐ Aircraft rescue vehicle \_\_\_\_\_


15. Air Traffic control (Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.)

A NOTAM will be filed the week prior to the start of the competition

16. Schedule of Events (include arrival and departure of scheduled aircraft and other periods the airport maybe open.)

Hour (a)	Date (b)	Event (c)
		Hot Air Balloon Competition with tasks selected from the Official Rules. Inspector in Charge (IIC) will be provided tasks sheets, describing flight profiles for each flight.

If sufficient space is not available, the entire schedule of events may be submitted on separate sheets, in the order and manner indicated above.


Please Read  The undersigned applicant accepts full responsibility for the strict observance of the terms of the Certificate of Waiver or Authorization, and understands that the authorization contained in such certificate will be strictly limited to the above described operation.

17. Certification - I CERTIFY that the foregoing statements are true.

Date

Signature of Applicant

2/21/2015



Remarks

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
**CERTIFICATE OF WAIVER**

ISSUED TO

**SAM PARKS**

ADDRESS

**P.O BOX 3988  
LONGVIEW, TX 75606**

This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.

OPERATIONS AUTHORIZED

US National Hot Air Balloon Championship and Great Texas Balloon Race (GTBR)

GTBR will run from June 9, 2025 to June 15, 2025.

The area of operations will be within a 10 nm radius of N32°29'36", W094°45'32", identified by a point 5.2 nm from the Gregg County VOR (GGG) on the 356° radial; surface to 8,000FT MSL.

LIST OF WAIVED REGULATIONS BY SECTION AND TITLE

14 CFR §91.119(b) Minimum Safe Altitudes Over Congested Areas, §91.119(c) Minimum Safe Altitudes Over Other Than Congested Areas

**STANDARD PROVISIONS**

1. A copy of the application made for this certificate shall be attached to and become a part hereof.
2. This certificate shall be presented for inspection upon the request of any authorized representative of the Administrator of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations.
3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein.
4. This certificate is nontransferable.

NOTE—This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance.

**SPECIAL PROVISIONS**

Special Provisions Nos. 1 through 19, inclusive, are set forth on the attached pages.

This certificate is effective 06/09/2025, 0600 CDT to 06/15/2025 1000 CDT inclusive, and is subject to cancellation at any time upon notice by the Administrator or his authorized representative.

**BY DIRECTION OF THE ADMINISTRATOR**

**LONNIE W RAMON**

Digitally signed by LONNIE W  
RAMON  
Date: 2025.06.05 10:06:30 -05'00'

**LEWIS C GONZALES, JR  
MANAGER, NTX FSDO**

**Southwest Region  
May 27, 2025**

FAA Form 7711-1 (7-74)

**DISTRIBUTION:** DFW TRACON, GGG TOWER  
**COORDINATION:** FTW FSS, GGG TOWER

ISSUED TO: Mr. Sam Parks, Great Texas Balloon Race/US Nationals  
DATE ISSUED: May 27, 2025  
VALID: Daily, June 9 to 15, 2025; 0600 to 1000 CDT  
ISSUED BY: North Texas Flight Standards District Office



## ***Special Provisions***

This Certificate of Waiver constitutes a waiver of only those regulations stated, to the degree and for the period of time specified in the certificate. The Certificate of Waiver does not constitute a waiver of any state law or local ordinance. Should the proposed operation conflict with any state law, local ordinance, or required permission of local authorities or property owners, it shall be the applicant's responsibility to resolve the difficulty. The provisions of the waiver shall apply, regardless of the statements contained in the application for Certificate of Waiver. The waiver shall be considered void upon completion of the authorized schedule of events or at the latest time shown on the face of the Certificate of Waiver, whichever occurs earlier. The air show will consist of only those maneuvers or events specified in Item 14 of the application, or in an attachment to the Application for Certificate of Waiver.

### ***Regulations Waived:***

The following regulations are waived as follows:

***FAR 91.119(b) "Minimum Safe Altitudes"*** "over congested areas . . ." is waived to allow participating aircraft to operate within the boundaries of the waiver area below 1,000 feet above the surface and less than 2,000 feet horizontally from the highest obstacle. The waiver ***does not*** include flight closer than 500 Feet, respectively, to persons on the surface who are not a part of an airshow act.

***FAR 91.119(c) "Minimum Safe Altitudes"*** "over other than congested areas..." is waived to allow participating aircraft to operate within the boundaries of the waiver area below 500 feet above the surface and less than 500 feet from persons or property. ~~The waiver does not authorize participating aircraft to operate closer than 200 feet to persons on the surface who are not a part of the Balloon Event staff.~~

FAR 91.119(c) is waived to allow flight above, but not less than 75 feet from the designated spectator area under the direct control of the event organizer.

FAR 91.119(c) is waived to allow flight over open water or sparsely populated areas, no closer than 200 feet horizontally to any person, vessel, vehicle, or structure.

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### ***Common Special Provisions***

Failure to comply with any standard or special provision is a violation of the terms of this Certificate of Waiver (CoW) and justification for cancellation of this Certificate and constitutes a violation of Title 49 of the United States Code Section(s) 44711(a)(2)(B) and/or 44711(a)(5).

1. The FAA has the authority to cancel or delay any or all acts or events if the safety of persons or property on the ground or in the air is in jeopardy, or there is a violation of the terms of the CoW.
2. The responsible person, **Mr. Sam Parks, Event Director/Balloon Meister**, will ensure that notification is made to the Leidos Flight Service Station (AFSS) 1-877-487-6867 of the date, time, place, demonstration areas, altitudes, nature of the activity, and duration of the operation and request that a Notice to Airmen (NOTAM D or TFR) be issued.
  - a. Such notice shall be accomplished by providing the controlling flight service station (FSS) with a copy of the CoW, at least 48 hours before the event and no more than 72 hours before the event.
  - b. A Class D NOTAM is issued for the entire aviation event. Class D NOTAM verification is required.
3. The responsible person, **Mr. Sam Parks, Event Director/Balloon Meister** named in Item 2 on FAA Form 7711-2 must ensure that participants are thoroughly briefed on special field rules, the established demonstration area, flying display area, and aerobatic box (other defined areas within the waived/authorized airspace), manner and order of events, and special provisions of the CoW, before beginning the activities each day.
  - a. No person may participate in any event listed on the CoW unless that person has signed a statement stating that they have received a briefing on the provisions of the CoW.
  - b. For team performances, only the team leader is required; however, a delegate may represent the team leader, provided the person is a pilot member of the team. The Team leader or delegate must brief each member of the team and will provide the name of each person on the team he/she will brief before the performance.
4. All civil aircraft and pilots participating in the aviation event shall provide the requested data to establish qualifications and airworthiness to the event organizer and if required be available for FAA inspection at the time and place agreed upon by the responsible person, **Mr. Sam Parks, Event Director/Balloon Meister**, and the FAA IIC.

**NOTE: FAA Checklists, Status Forms, and Job Aids can be used to gather data in advance to establish performer qualifications and aircraft airworthiness.**

**NOTE: CoW or CoA special provisions never supersede aircraft airworthiness operating limitations. Pilots should review their aircraft operating limitations prior to participating in an aviation event to ensure they are familiar and can comply with the requirements as specified.**

5. For civil aircraft, only required flight crewmembers by type design, safety pilots as listed in FAA Order 8900.1, Volume 3, Chapter 6, or those persons required to participate in the demonstration (wing walkers, stunt persons, participants integral to the performance, and those conducting safety related functions) will be carried on any aircraft engaged in demonstrations authorized by this CoW. Additional crewmembers or essential personnel may not participate without specific approval by the Event Director/Balloon Meister, and the IIC.
6. No demonstrations shall be authorized or scheduled when a suspension of airport traffic or diversion of other aircraft traffic would cause a hardship to scheduled air carrier operations.
7. A control point shall be established where the certificate holder or responsible person shall direct the demonstration. **Mr. Sam Parks, Event Director/Balloon Meister**, shall be continuously available to the FAA IIC or designated representative and is the person designated as responsible for the overall safety of the event.
8. Adequate communication capability (electronic and visual) must be provided to maintain a safe operation, to control spectators, and to advise participants that the aerial demonstration has been halted or canceled. During a Military Jet Team performance (engine start to shut-down) the Event Director, IIC, and team member communicating with the team lead must all be in direct communication.

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9. A crowd line consisting of a physical barrier and/or adequate policing shall be provided to confine the spectators to designated areas. The spectator areas shall have well-defined lateral boundaries.
10. The demonstration shall be halted for any reason that is in the interest of safety. It shall also be halted when unauthorized aircraft enter the demonstration area, or when unauthorized persons or vehicles enter the area underlying the flying display area/Target Area.
  - a. Only the minimum number of essential personnel necessary to support operations will be authorized in the flying display areas/Target Area.
  - b. The holder of the CoW, **Mr. Sam Parks, Event Director/Balloon Meister**, assumes responsibility for the security of areas where unauthorized personnel and aircraft are not authorized access and for compliance with the aviation event security plan.
  - c. The FAA IIC has the responsibility to make the holder of the CoW, **Mr. Sam Parks, Event Director/Balloon Meister**, aware of any identified safety concerns and if necessary has the authority for canceling or delaying any or all acts if it is deemed necessary in the interest of safety.
11. **Mr. Sam Parks, Event Director/Balloon Meister**, will ensure that roads and buildings under the specified flying display area/target area are devoid of vehicular and pedestrian traffic and/or persons in accordance with security plan and Operations Manual.
12. The following facilities shall be provided and readily available in accordance with the submitted emergency response plan at the demonstration site. Fire truck, Ambulance, Crash Rescue Vehicle/Paramedic, Marine Unit and police vehicles will be provided as included in the emergency response plan and Operations Manual.
13. Persons or aircraft not appearing on the CoW application and subsequently added to the CoW may not participate without specific approval by the responsible person, **Mr. Sam Parks, Event Director/Balloon Meister**, and the IIC. Proof of appropriate qualifications for crewmember(s), and an airworthy aircraft are required before the performance can be conducted at this event site. If applicable, the appropriate category show line must be established for that aircraft before the performance can be conducted at this event site.
14. In the event that a performance involves aircraft operating in the vicinity of parachutists, whether in free-fall or under deployed canopies, all pilots and the jump master or team leader of the parachutists involved shall be present at the aviation event safety briefing. The responsible person, **Mr. Sam Parks, Event Director/Balloon Meister**, shall ensure that each participant understands the details of the performance which shall include, at the minimum, the following information:
  - a. The number of jumpers performing,
  - b. The types of and/or colors of parachutes,
  - c. The exit altitude and deployment altitude,
  - d. The planned flight path prior to exit, as well as, the descent area of the jump aircraft,
  - e. The number, make(s)/model(s) and color of the aircraft involved, and
  - f. Procedures to be used in the event of an unexpected occurrence.
15. Unmanned Aerial Systems (UAS) Demonstrations **are not** authorized under this CoW.
16. Rocket Demonstrations **are not** authorized under this CoW.  
Parachute Demonstrations **are not** authorized under this CoW.

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### ***Balloon Special Provisions***

17. Section 91.119(b) and (c) are waived to the extent necessary to allow participating balloons to compete in Great Texas Balloon Race and US Nationals under the terms and conditions set forth in the FAA approved procedures section of the Balloon Operations Manual.
18. The Balloon Operations Manual “US national Hot Air Balloon Championship, Young Guns and Great Texas Balloon Race Operations Manual”, is incorporated into this CoW and becomes a special provision thereof. Any action contrary to the terms, controls, procedures, and conditions pertaining to safety set forth in the FAA approved procedures is grounds for cancellation of this CoW.
19. **Mr. Sam Parks, Event Director/Balloon Meister**, shall ensure that each participating event crewmember has read and understands the FAA approved procedures section of the Balloon Operations Manual [Insert Name/Date] and the special provisions of this CoW

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**SAFETY BRIEFING SIGNATURE PAGE FOR AVIATION EVENTS**  
**Great Texas Balloon Race and US Nationals**  
**Longview, TX**  
**June 9-15, 2025**

1. RESPONSIBLE PERSON: Sam Parks

2. Balloon Meister: Sam Parks

3. FAA IIC: Matthew Spawn

4. OTHER: \_\_\_\_\_

**PARTICIPANTS:**

I have read and/or been briefed on the Certificate of Waiver and/or Certificate of Authorization (CoW/A) and fully understand the procedures, requirements, and limitations of the CoW/A and all of its special provisions.

I attended the safety briefing required for today's aviation event.

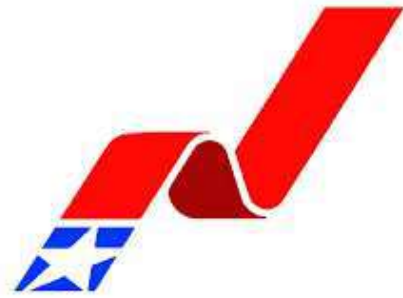
The team leader (pilot representative) signs as official team representative and lists all team members who will be performing today, be briefed, and met proficiency requirements.

FULL NAME (PRINTED) *[add team name]	SIGNATURE	AIRCRAFT REGISTRATION #

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# **US National Hot Air Balloon Championship, Young Guns and Great Texas Balloon Race**



## **Operations Manual**



June 9-15, 2025  
Longview, Texas

# ***Purpose***

This manual is submitted as a part of an application for a waiver of Title 14 of the Code of Federal Regulations (14 CFR) part 14 CFR Part 91: §91.119 (b) and (c) by Sam Parks **for the US National Hot Air Balloon Championship and the Great Texas Balloon Race (GTBR)**. Balloon flights will run between June 9 and June 15, 2025.

## **§91.119 (b) and (c) Minimum Safe Altitudes**

The waiver will allow officially registered balloons to operate at an altitude of no less than 500 feet above the highest obstacle within a 500-foot horizontal radius of the balloon enroute to the target within a 10-nautical mile radius of the designated launch field or goal.

It will also allow for officially registered balloons to operate at 75-feet AGL above spectators and to set goals and/or targets at a minimum distance of 200 feet from physical barriers provided for spectator control.

The waiver will also allow officially registered balloons to descend to the surface over open water or sparsely populated areas including declared targets, but no closer than 200 feet from any person, vessel, vehicle, or structure.

No waiver is requested nor is waiver required by 14 CFR for any mass ascensions or pilot choice launches or final landings made in compliance with the BFA Competition Rules, as they are considered necessary for take-off and/or landing.



## ***Duties, Staff and contact numbers***

Organizer Co-Chair	Gai Bennett	903-720-5000
Organizer Co-Chair	Michelle Ford	903-315-8220
Championship Director (& FAA Liaison)	Sam Parks	505 280 0637
Deputy Director	Maury Sullivan	330-323-4455
Steward		
Chief Safety Official	Bruce Bussey	903 452 5411
Assistant Chief Safety Officer	Kelly Bussey	432-234-6738
Chief Scoring Official	JC Smith	269 317 2768
Assistant Scoring Official	Patty Cramer	740 502 0677
Chief of Measuring Teams	Mark Dulweber	903 238 4484
Chief Scoring Officer GTBR & YG	Dave Endres	608 219 9112
GTBR & Young Guns Steward	Allen Yost	708 987 2129
Officer Manager	Christy Bussey	903-521-3633
Chief Weather Official		
Assistant Chief Weather	Robert Wise	704-380-4375
Jury President	Debbie Speath	414-870-7120
Landowner Relations	John Rich	903 720 3616
Propane Supplier	Matheson Gas	903 686 1420
Balloon Repair of East Texas	Joe Paddie	903 297 0003

## ***Pilot Schedule***

# ***Responsibilities and Procedures***

## **Registration and Airworthiness Determination**

Balloons flown at the event must have current certificates of registration and airworthiness, or in place of the latter, an equivalent document from the Federal Aviation Administration. Specific certificate/airworthiness standards are as follows:

The aircraft may be certificated in any category, including experimental, provided the requirements of 14 CFR §91.7, §91.203, and §91.715 are met. FAA personnel may perform spot or ramp inspections.

Foreign registered balloons that do not possess an airworthiness certificate issued by the country of registration (as required by 14 CFR §91.203), must have a Special Flight Authorization issued by the FAA prior to registration at the event.

While operating, the balloon must have within it all documents required by the applicable regulations.

The competition rules cover procedures for balloons damaged or otherwise made unairworthy during the event. Throughout the event, the Safety Officer or his designees, and appropriate FAA personnel, will be consulted as necessary.

The organizer will maintain a roster containing the name, address, certificate number and date of last flight review of each registered pilot and the registration number, manufacturer, model and date of aircraft annual inspection of each aircraft participating in the event. A copy of each list is provided with the attachments and updates will be available at on-site registration. Facilities for FAA personnel to monitor operations during registration and all scheduled balloon events will be provided.

All pilots are required to register in advance of any practice flights and full registration along with document examination will be the afternoon of June 12, 2023. At this registration, they will be required to show photo ID and currency as well as any missing or outdated items not provided electronically.

## **Pilot Qualifications**

Pilots must be officially registered with the US National Hot Air Balloon Championship and GTBR.

Each pilot must hold the appropriate pilot certificate (Private or Commercial) with Lighter-Than-Air Category and Free Class Rating. Each pilot must show evidence of current Flight Review (14 CFR part 61, §61.56) and must show evidence of currency per §61.57.

## **Pilot/Crew Briefing Procedures**

All pilots are required to sign a statement indicating that they have read and understand the provisions of the waiver and the official Championship and GTBR rules prior to any competitive flight.

Event flight crewmembers carried on board a balloon during the event must have been briefed by the pilot of the balloon and must attend the pilot briefing for that flight. Each event flight crewmember must sign the waiver form supplied by the pilot. Each event flight crewmember must attest that they have attended the applicable pilot briefing(s) and have read and understand the conditions of the waiver.

Before each flight all pilots must attend the flight safety briefing. The competition rules provide details of all briefings and major details of the general and flight briefings are provided here.

## **Briefings**

**General Briefing:** In accordance with the FAA issued Waiver each pilot flying in the event must attend the General Briefing scheduled for 6:00 PM June 9, 2025, at Maude Cobb. This briefing will review the Waiver and other pertinent information to help ensure safe conduct during the event. An electronic notice board (ENB) will be utilized to assist with outlining the major provisions of this waiver, balloon operations manual and competition rules and will be made available for all pilots to view prior to General Briefing in person attendance.

**Flight Briefing:** Attendance at the applicable pilot briefings **are** mandatory and will be conducted as indicated on the Pilot Schedule.

### **Safety**

All meteorological reports, forecasts, and other safety or navigational information are provided in good faith for the guidance of participants. The organizer and official staff assume no responsibility for the completeness or accuracy of such information. It is the pilot's decision whether to rely on that information or acquire additional information pursuant to 14 CFR §91.103.

### **Responsibility**

Each Pilot has full and complete authority over the balloon and is responsible for all decisions to be made associated with the balloon on the ground and in the air. Each Pilot must ensure that his crew, his equipment, and his own level of skill and experience are suitable for the conditions in his own judgment. The Pilot is responsible for all the actions of his crew during the event.

### **Conduct**

Pilots and their crews are required to behave in a sportsmanlike manner and to comply with the directions of the Event Officials. Profanity or unsportsmanlike conduct directed at any Official or volunteer will be penalized and may be grounds for expulsion of the pilot from the event.

### **Letter of Agreement / Statement of Responsibility**

#### **PIC Responsibilities**

Each pilot has signed a letter of agreement and statement of responsibility acknowledging their responsibilities under the FAR's as related to the US National Hot Air Balloon Championship and GTBR.

### **Acknowledgement**

Pilots must know, understand and abide by all of 14 CFR, US National and HACD rules and regulations, including any rules that are added or modified during the event and announced during any official pilot briefing. All pilots, aircraft owners and operators agree to have liability insurance as required by the organizer in effect throughout the event.

### **Release of Liability**

The Participant, by entering the event, agrees that the organizers and sponsors of this event, competition officials, officers, trustees, agents and/or members of these entities are providing the Participant with the facilities and means for participation in this event and in no way do they supersede the responsibility of the pilot in command as stated in 14 CFR, or otherwise.

### **Liability to Third Parties**

By entering the event, a Participant assumes all liability for injury, loss or damage to third parties or their property caused by himself or his crew.

### **Event Flight crew**

Member Qualifications, Experience, and Maximum Numbers On-Board Each Balloon for each Type of Event  
Event flight crew must be briefed as to duties by the pilot in command and attend the pre-flight safety briefing. Only the number of event flight crewmember(s) specified by the respective balloon flight manual may be carried in each balloon during the flight.

### **Event Documentation**

All relevant registration files, task data sheets, pilot registration information, etc., will be maintained by the organizer at least 60 days after the event and will be made available to the FAA Monitor upon request. Competition maps will be made available to the FAA Monitor at the time of pilot on-site registration or the general pilot briefing. Digital versions (pdf) of the competition map will be sent via email upon request.

# **GROUND OPERATIONS**

## **Clear Areas**

Clear areas are established at each target site. These areas are kept clear of spectators and are flagged and frequently fenced. Scoring officials will police target sites to keep unauthorized persons out. In the Minimum Altitude Diagram, this is referred to as the "Target Area."

Certain competitive tasks have predetermined goals associated with the intersection of two minor public roads or a public road and a railroad where strict control by event officials is not maintained since there is no expectation of spectators. **Markers are generally not dropped at these goals**, but results are determined electronically with the use of GPS loggers. Pilots are expected to maintain a 200' vertical clearance over any obstacles on approach or in any area of these pre-determined goals. The competition rules provide more details about these goals.

## **Spectator Areas**

The primary competitive spectator area for weekend activities and competitive pilots Fly In tasks is located at Mitchell Airfield. Occasionally, other Common Launch Areas (CLA's) may be used during the competition. CLA's are included in the Attachments section of the document. Physical and natural barriers around the launch site initiate crowd control, and target areas are controlled by Scoring Officials. Official and balloon recovery vehicles are parked in restricted areas. Traffic is controlled by local police as required. The use of existing and temporary barriers is used to secure spectators from the briefing area, headquarters, and from potential low-level flight areas surrounding goals/targets. It should be noted that the flight of the balloon is occurring at sufficiently slow speeds that people have ample opportunity to move away and stand well clear from approaching balloons as directed by event safety officials.

Competitive goals/targets set outside the primary launch area areas attract few, if any, spectators beyond those involved in race operations (officials and crews). Scoring and measuring officials control these areas as determined by conditions and will isolate the area surrounding the goal/target from any unauthorized personnel.

Where goals are located on public roads extra caution will be taken by the officials on site to protect themselves, the motoring public, and all bystanders, particularly where markers are dropped and need to be accurately measured before they are moved.

## **Diagram or Description of Crowd/Spectator Restraints**

The launch field is clearly delineated using brightly colored flagging or fencing. Event officials marshal the perimeter to ensure the public remain outside the area. A public-address announcer reminds spectators to remain off the launch area and cautions spectators of the hazards involved. See attached diagram of launch field outlining fence control areas.

## **Method of Public Protection During Launch Field Access**

There may be occasions where the public would be invited onto the launch field. Pilots and crew are responsible for the safe operation of inflator fans at all times. Launch directors would be used to ensure public safety in conjunction with the public-address announcer advising of handling lines/ropes causing possible tripping hazards. All spectators would be required to exit the field prior to deflating the balloons. The public would also be advised that all types of smoking and vaping is prohibited.

## **Crowd Management Requirements**

Local law enforcement as well as committee security personnel under the direction of the Deputy Director or Safety Officer will provide crowd control. Crowd control at the primary launch field (CLA 1) is established by a fence line monitored by event officials.

Each Pilot-In-Command (PIC) is responsible for crowd control in the immediate vicinity of his/her balloon during the inflation and launch. The PIC and crew are responsible for the protection of their property. The PIC shall also take measures to protect the public from any dangers associated with balloon operations. Launch Directors and other Officials will aid in crowd control if an emergency should occur.



An organized system for emergency life, safety and crowd control is coordinated through the central command center using an Incident Command System compliant with the National Incident Management System. This system will marshal police, fire, medical, security, field officials and others as appropriate for the condition that exists. The central command center receives information on UHF radio and telephone and can transmit on UHF radio, telephone and the public address system.

Fire protection, emergency medical and law enforcement services on Common Launch areas at Mitchell Airfield will be provided. Fire and rescue units with Emergency Medical Technicians are available at Mitchell Airfield during launches. An additional fire truck will be stationed at the propane area during refueling operations.

### **Landowner Relations/Notification**

John Rich is our Landowner Relations liaison, and he will be in the remote launch and landing areas. His vehicle is marked with an Event logo, if you need assistance, please contact John directly.

It is incumbent that everyone connected with the US National Hot Air Balloon Championship and GTBR, organizers, officials, sponsors, pilots, crews, and even spectators, exercise the utmost courtesy and respect for private property. Prior permission to take off and land must be obtained from the landowner by the pilot or crew.

Pilots and crews are reminded of the importance of Landowner Relations. The countryside is the farmer's livelihood. Good farmer relations are essential to our sport. Pilots should be aware of the following:

- Uncut hay is a valuable cash crop. Landing in an uncut hay field will cause irreparable damage.
- Livestock (cattle, pigs, deer, horses, sheep and lambs) can be easily frightened and in their panic do damage to themselves and the farmers' fencing and pens.
- Most farmers rely on electrical power in their farming operations, from powering electric fencing to milking parlors. The disruption of electrical power to a farm can have economic impact.

Please remember these guidelines when dealing with our landowners:

1. Each pilot must have a competition map depicting all "red and yellow PZs."
2. Pilots are responsible to maintain updates to "red and yellow PZs."
3. Always be courteous and respectful of the fact that you are trespassing unless invited on the property.
4. Select a landing site that will cause the least possible inconvenience to the farmer or landowner.
5. Select a field free of crops and be particularly careful of animals on the approach and on the possible overshoot.
6. After landing, discourage onlookers from coming onto the land unless the owner is there, and they have their permission.
7. Always obtain permission before you bring the chase vehicle into the field.
8. Ensure that farms fences are not damaged, and gates are left as you found them.
9. Do not let anyone litter the property.
10. If damage is caused, or the farmer wishes to take further action, exchange names, addresses and call the officials.
11. Remember not to use the "ran out of fuel" excuse if you do damage; it is a violation of the FAR's to run out of fuel.

# ***FLIGHT OPERATIONS***

## **Areas of Operation**

The US Nationals and the Great Texas Balloon Race will be headquartered at the Maude Cobb Convention and Activity Center (100 Grand Blvd. Longview, TX) as indicated on the competition map. Flight Operations will take place within a 10-nautical mile radius of the event headquarters. Final landings may occur beyond these boundaries, no pilot choice balloon launches or mass ascensions will exceed these boundaries.

## **Types of Operations**

The event will consist of single and multiple tasks called by the Balloonmeister after consultation with other approved competition officials and the FAA monitor (if available), as appropriate, considering the conditions at hand and forecast to develop during the anticipated flight times. The tasks may include any listed in the competition rule book.

## **Altitudes**

The waiver provides that registered balloons will be allowed to make approaches to targets and/or goals within the designated areas. Balloons making these approaches will be permitted to fly at altitudes as follows:

Over congested areas, and other than during take-off and landing operations, at altitudes of not less than 500 feet above the highest obstacle within a 500-foot horizontal radius of the balloon,

Within 2000 feet of a target or goal site, allow flight above, but not less than 75 feet above, any open-air assembly of persons (designated spectator area) under the direct control of the event organizer. The balloons must have attained a state of altitude equilibrium at this 75-foot minimum altitude and shall not descend below this 75-foot level while over spectators.

To allow flight over open water or sparsely populated areas (non-congested areas), no closer than 200 feet horizontally to any person, vessel, vehicle, or structure. Balloons may descend to the surface over non-congested areas but must remain at least 200 feet from occupied buildings and spectators not in the immediate vicinity of the event locations.

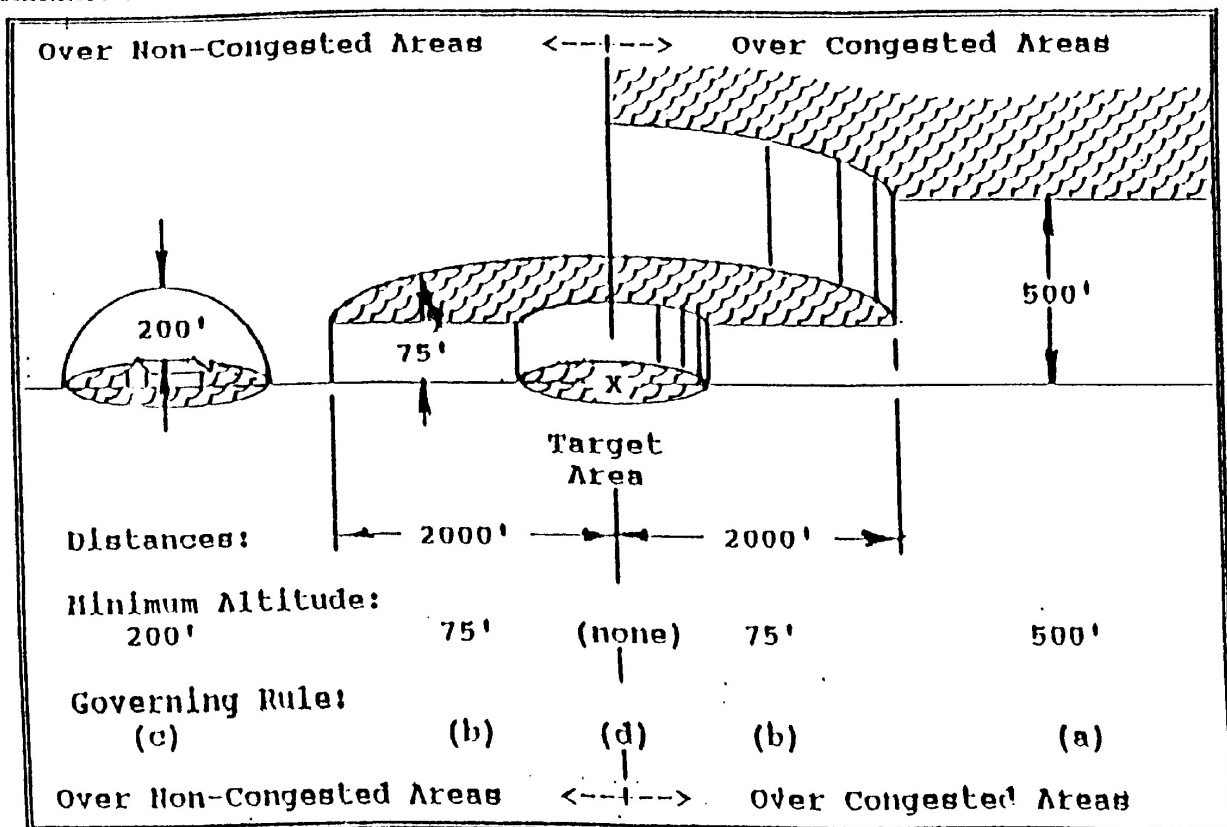
To allow flight at any altitude within a controlled target area or corridor cleared of spectators.

No balloon shall descend faster than 300 feet per minute while below 200 feet above ground level at any altitude within a controlled target area or corridor cleared of spectators.

To provide the highest possible level of safety for spectators, the scoring officials will cause scoring/measuring officials to be positioned among the spectators to allow crowds to be shifted as necessary and to provide warning regarding any markers that may be dropped in the spectator areas. Announcements over the public-address systems will also advise the spectators of the possibilities of both low flying balloons over the area and of markers being dropped in spectator areas.

## Minimum Altitude Diagram

### MINIMUM ALTITUDE DIAGRAM:



### Weather Requirements

Flight operations will be conducted during the period from published Sunrise to Sunset, with Visual Flight Rules (VFR) and weather conditions as specified in §91.155. Maximum demonstrated surface winds must be 10 knots or less.

Flight activity will not be conducted unless the ceiling is at least 1,500 feet and the visibility is at least 3 statute miles. The FAA monitor may adjust the minimum ceiling and visibility requirements at his or her discretion, but no less than 1,000 feet and 3 statute miles.

The following sources are used to gather data to measure surface wind speeds, winds aloft, visibility and ceilings:  
**KGGG ASOS (East Texas Regional Airport)**

Detailed data noted above are transmitted to pilots using the Remind texting system noted below before and after the flight briefing. Additional transmissions are made should weather minimums be changing. The decision for flight is the sole responsibility of the Pilot and the decision of whether to hold a task is the sole responsibility of the Balloonmeister after consultation with appropriate safety officials and the FAA monitor (if available).

## **Communication Requirements / Recall**

Primarily by the required pilot briefing, however, supplementary information is also given using a mobile texting service, Remind, aircraft radio frequency 123.450 and on the public-address system and supplemental in person briefings at Common Launch Areas

Pilots will be asked to register their phone number and that of their crew chief with the Remind texting system. While the primary use of the number is for Emergency Recall, we may also use the number to make contact to resolve flight and scoring issues, follow up on missing markers or loggers, and propane refueling status.

## **Air Traffic Coordination**

A NOTAM will be requested from Leidos at 1-877-487-6867 advising of numerous balloons in the Longview, Texas area at varying altitudes from June 10 - 15, 2025 during the three hours immediately after sunrise.

Pilots will be made aware of East Texas Regional CTAF frequency 119.2 to monitor for pilot communications in the vicinity of KGGG. The event Safety Officer will monitor this frequency during flight operations and will conduct pre-event outreach with local General Aviation pilots to remind nearby airmen of the NOTAM for balloons in the area.

A pre-event meeting will be held with Emergency Services the week before June 12, 2023, to review daily flight schedules, anticipated flight paths and any required communications.

## **UAS Operations**

UAS operations, if deployed and approved by the FAA Drone Zone, will be under the control of a Part 107 licensed UAS operator for the purposes of gathering wind safety information including wind speed and direction for the pilot daily safety briefing.

The UAS operations team will meet with FAA representatives prior to any scheduled drone flight to review safety and control procedures. Operations will remain below 400' AGL except as approved by FAA Drone Zone waiver.



# ***Propane Refueling***

If you are going to be delayed for any reason, you must contact the propane supplier so that appropriate plans can be made with the individuals working propane. Failure to contact the propane supplier may result in your inability to get propane and/or we will assume you did not fly and have no need for propane. Please help us ensure that you have propane for your next flight.

After the flight, please proceed directly to propane for refueling and return of unused markers.

## **When refueling, please follow these guidelines.**

1. Have your refueling adapters hooked up prior to entering the fueling area. After completing refueling, leave the area to complete the covering of your balloon and any other housekeeping that may be required.
2. No more than two from each balloon crew may be in the refueling station area. Persons involved in refueling must be experienced in refueling propane tanks.
3. Pilots are responsible for proper filling of tanks.
4. Disarm strikers and remove from basket.
5. Leave cell phones in the chase vehicle.
6. No nylon jackets in the refueling area.
7. Only tanks used in flight will be refueled.
8. Pilot lights in campers, chase commanders, etc., must be turned off.
9. All vehicles must be turned off. Leave keys in the ignition or on the dashboard in case emergency personnel need to move it.
10. No persons are permitted inside the balloon basket or vehicle passenger compartment during refueling.
11. No refueling of tanks in enclosed trailers or vans.
12. Absolutely no smoking in the area.

## **Emergency Procedures**

In the event of a fire during refueling. It is recommended to leave your keys in your vehicle prior to starting to refuel -- in the ignition or on the dash.

Fire is not involving your balloon system:

1. Stop all refueling operations.
2. Shut all valves, including liquid and vapor.
3. Leave your equipment connected.
4. Confirm with propane operator the "Emergency Shut Off" on propane vehicle is activated.
5. Leave the refueling area and report to check-in location.
6. Do Not attempt to remove your vehicle from the refueling area.
7. Stand by for further instruction from Public Safety Officials.

Fire involving your balloon systems:

1. Shut all valves, including liquid and vapor, if conditions will allow.
2. Notify propane operator of fire.
3. Confirm with propane operator the "Emergency Shut Off" on propane vehicle is activated.
4. Report all injuries to Public Safety Officials if not injuries are not noticeable.

# ***Repair Station***

Balloon Repair of East Texas will be available for repairs and maintenance.

## ***Communicate the Presence of Power Lines***

In a continued effort to improve safety in ballooning, the BFA is implementing a new initiative to implement at the landing phase of flight. This new ground crew communication gesture will be universally recognized by pilots of other types of aircraft as it fits into the FAA, Navy, ICAO-'Int'l-AIM' use of hand signals for reference and communication.



Alert pilots of a hidden powerlines using the new hand signaling procedure. The arm bent over the top of one's head will now be recognized as the universal indicator of a power/phone line. The other arm is used to get the pilot's attention and to point to the hazard. The pilot could even communicate back with the same gesture to crew that the warning was received. Please spread the word on this new safety initiative as it could no doubt prevent an accident in our ballooning community. Thanks to Mike Hance who first brought this idea to the BFA and balloon events in Texas.

## ***FAA Approved Waiver & Special Provisions***

The FAA Waiver and Special Provisions will be posted to the US Nationals and the Great Texas Balloon Race Young Guns Electronic Notice Boards at [www.watchmefly.net](http://www.watchmefly.net)

For the Great Texas Balloon Race, a copy of the FAA waiver and Special Provisions will be provided to you at pilot registration.

All pilots will be required to sign a FAA document that they understand the FAA waiver and Special Provisions during pilot registration.

# Propane Refueling



Propane Refueling will be located on the south side of Hwy 31 just south of the Competition Center at the Maude Cobb Convention and Event Center.

The manifold will be in the northeast corner of the closed theater building parking lot.

The opening and closing times of the refueling area is listed in the master schedule.

# Pilot Rosters

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## **Great Texas Balloon Race Young Guns**

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## **Great Texas Balloon Race**

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## **Special Shape Balloons**

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# Great Texas Balloon Race 2025



A World Class Event

Emergency Response Plan

Date: June 9-15, 2025

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## **Introduction**

The US Nationals/Great Texas Balloon Race is a spectacular event with participants and spectators from across the globe. This seven-day event, Monday-Sunday, has grown rapidly with a very large emphasis placed on Public Safety with its unique and ever demanding requirement for safety and security coverage. The safety and security of this event is unmatched through detailed planning, collaboration efforts, robust communications, detection & monitoring, and highly trained first responders. Vulnerabilities and potential threats are identified early allowing for frequent adjustments in operational/tactical preventive measure formulation. This event is a highly protected and safe through a woven public safety structure.

This Emergency Response Plan will detail the Incident Command Structures, types of Anticipated Hazards, Response Procedures and Site Evacuation Procedures.

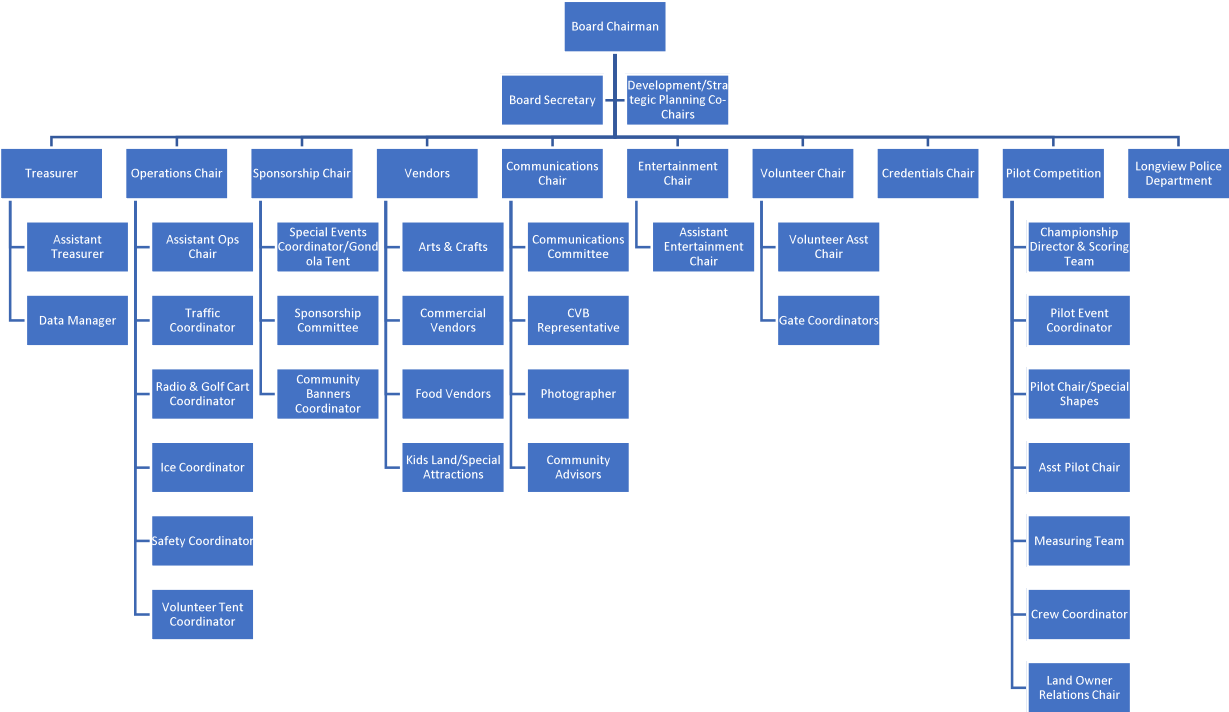
## **Emergency Response Plan Goals**

The primary goal of this plan is to provide safe, effective and efficient response to an emergency that may arise during US Nationals/GTBR 2025. The primary objective is the safety of participants and visitors of the event. The next priority objectives are the protection of property, followed by the protection of the environment. In partnership with the City of Longview, Great Texas Balloon Race is working towards becoming a Green Event, with 100% recycling.

## **Glossary**

AHJ	Authority Having Jurisdiction. The federal, state, local or other regional department or individual having statutory authority in the scope under which they regulate. (Examples include City of Longview, LPD, LFD, FBI and TSA)
CP	Command Post
EMRT	Emergency Management Response Team. Individual or multi-agency team assigned to respond to an issue.
EMS	Emergency Medical Services, Ambulance
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
GTBR	Great Texas Balloon Race
IC	Incident Commander
LFD	Longview Fire Department
LPD	Longview Police Department
LMR	Leased Mobile Radios
PRT	Primary Response Team
PS	Public Safety
PSS	Public Safety Supervisor
SO	Safety Officer
SWEPCO	Southwestern Electric Power Co.
WO	Weather Officer (Meteorologist)

# Organizational Structure



## **Key Personnel**

### **Executive Director**

The GTBR Executive Director is Gai Bennett, also known as the GTBR Board Chairperson, who is responsible for overall planning and management of the event. The Executive Director will be the authority for site evacuations or event cancellation, as required.

### **Event Director**

The Event Director, also known as the Championship Director is Sam Parks, who acts as the representative for the Executive Director for overall co-ordination of the competition event. The Event Director will be the authority for site evacuations or event cancellation, in coordination with the Weather Officer, if the Executive Director is unavailable, as required.

### **Director of Operations**

The Director of Operations Chris Farr oversees all on-site operations, structures and parking.

### **GTBR Board of Directors**

The Board of Directors is a group of elected officials that are in voluntary positions. They make crucial decisions concerning GTBR as a collective group and have roles within GTBR (i.e. Public Safety, Concessions, etc.)

### **Public Safety Director**

The Public Safety Director is Police Chief Anthony Boone; he has overall command of Public Safety operations during steady state. The Public Safety Director will either act as, or appoint, an Incident Commander, as required. Safety personnel will be assigned to specific zones at the site.

### **Assistant Public Safety Director**

The Assistant Public Safety Director is Lt. James Bettis, Longview Police Dept., who is operational supervisor for Public Safety contracted personnel and has command over Public Safety operations during steady state in absence of the Public Safety Director. The Assistant Public Safety Director will either act as, or appoint, an Incident Commander, as required.

**GTBR Public Safety**

Public Safety is comprised of GTBR contracted personnel that will be the primary safety and security of GTBR event site. GTBR Command Post (CP) is within this organization and all incidents will be up-channeled to this office for Command and Control purposes.

**Law Enforcement**

LPD will be the primary response. LPD will provide Traffic control outside the event site and have specialized tactical units within the field, the AHJ for Aircraft incidents and HAZMAT Response. The primary point of contact with Law Enforcement will be the GTBR Command Post (CP).

**Fire and Ambulance Services**

LFD & EMS will be the primary contacts for all Fire and Ambulance issues. Assistant Fire Chief Andy Parker will be the primary point of contact for Fire and Emergency Services at the GTBR Command Post.

**First Aid**

EMS will work in conjunction with LFD to provide medical treatment/triage to personnel. EMS Section Chief Jimmy Lawrence will serve at the GTBR Command Post..

**GTBR Media**

All official releases of information to the public (News, Facebook, Twitter, etc.) will be coordinated through the Media Coordinator, Scott Brunner, after consultation with Gai Bennett, Sam Parks.

**Traffic Management**

Chris Farr will be the primary point of contact for all transport services including Traffic Management.

**GTBR Volunteers**

The Volunteers are a crucial part of GTBR. This all-volunteer force which consists of many GTBR Board members and other volunteers that assist the GTBR Staff and are responsible for a wide variety of duties key to GTBR. Staffing registration, manning entry points, setup/teardown and public information are just a few tasks that Volunteers perform. Volunteers may assist in emergency situations; however personal safety is paramount.

**GTBR Staff**

The Staff consists of Volunteers that work for GTBR and are responsible for the business, support and planning section of the event. They are supervised by the Executive Director and her staff. Staff may assist in emergency situations; however, personal safety is paramount.

## **Incident Command**

Incident Command will be determined by the Authority Having Jurisdiction (AHJ). For instance, a fire would be managed by LFD. A shooting incident would be managed by LPD

As an incident is identified and escalated to the Public Safety Director, he will designate an Incident Commander (IC), based on the nature of the incident and the AHJ. The Public Safety Director will act as second in command for the IC for any incident requiring further management.

## **Emergency Management Response Team**

The Emergency Management Response Team (EMRT) will direct all Emergency Response. This team will consist of members of GTBR Leadership, Law Enforcement and Fire command, Contractors and Partner Agencies as well as local emergency service providers.

The EMRT shall convene as directed by the designated Incident Commander. The EMRT may consist of the following team members:

- Executive Director
- Director of Operations
- Event Director
- Public Safety Director
- Asst. Public Safety Director
- Public Safety Committee
- LPD Command
- LFD Command
- FBI
- Traffic Management
- Volunteer Coordinator
- Additional GTBR and Volunteer staff members as needed

### **Communications**

GTBR Public Safety will operate on GTBR Motorola UHF radios.

- GTBR Motorola UHF radios-This will be the primary communication method for Public Safety. Two channels are used to perform daily event operations-Channel 1 and 3.
  - Ch 2 -Emergency net- (Security) This channel will be used for Emergencies or "Calls for Service" only. The Public Safety command post as well as a Public Safety Officer will monitor this channel during events. If an emergency is encountered where a support agency is needed (i.e. Law Enforcement, Fire or Medical) the PS PRT dispatcher will relay the call to the support agency. The support agency dispatcher will then dispatch the required personnel accordingly.
  - Ch 1-Normal Net- (Operations) This Channel will be used for steady state operations. The Public Safety Command Post will monitor this radio for all normal traffic. Public Safety Personnel on posts will call in emergencies on this net however, the emergency will be transferred to Ch 1.
  - All dispatch for "Calls for Service" will come on the radio net specific to each responding organization.
  - Devices will be provided to every responding organization as needed. These devices have two-way radio functions.

## **Potential Hazards/Scenarios**

### **Hazard Response Plans**

#### **Medical Emergency**

A medical emergency can range from one person with a medical issue to a mass casualty event. Responses for each scenario should be scaled to meet the needs of the situation. If a medical transport is needed from the field to an offsite location the emergency route will be used. See map on pg. 25, Emergency route is designated by the red line.

Medical Emergency Procedures:

1. Notify Command Post. Command Post to notify EMS, MD and LPD, who will assign as required
2. Identify the number of injured, severity of injuries and any ongoing risks to people or property
3. Identify the exact location of the incident
4. A Public Safety Supervisor will accompany every incident and an Incident Report will be taken with pictures and witness names. Channel 1 on the Public Safety radio net will be used to relay information from the PS Supervisor to the C.P.
5. Do not move the injured person
6. Keep any witnesses on scene
7. If injuries warrant, EMS will transport.
8. Injured personnel WILL process through EMS to transport via ambulance, deviations will be determined by extremity of the injury and EMS.
9. If injured personnel are treated and released at the scene a report will still be taken for the incident by the EMS.
10. If any hazard exists on the property that caused or contributed to the injury the PS Supervisor will relay the information to C.P.



## **Structural/Tent Collapse**

Structural Collapse occurs when any temporary or permanent infrastructure is compromised to the point of putting occupants at risk.

### **Structural Collapse Procedures:**

1. Notify Command Post who will notify Public Safety Supervisor (both Public Safety and LPD if threat of injury). Command Post will notify Field Services personnel and tent vendor for further direction.
  - Evacuate all persons in immediate danger to a safe location
  - Help any persons requiring medical assistance
  - Proceed to a safe area and provide as much detailed, verified information as possible up the chain of command
2. Individuals in the immediate area of danger must evacuate immediately, they must not be allowed back into the danger zone to retrieve personal items until directed so by the GCSO.
3. Immediately assess if any additional structures are at risk and evacuate as necessary.
4. A Public Safety Supervisor will accompany every incident and an Incident Report will be taken with pictures and witness names. Channel 1 on the Public Safety radio net will be used to relay information from the PS Supervisor to the C.P.
5. Complete the Incident Report only after the situation is under control and everyone is safe.

## **Severe Weather**

Severe weather events may occur at this time of year in Longview with rain, high winds and thunderstorms. Extreme heat can also be a factor.

Given the GTBR location, weather events can be predicted by visually monitoring storm paths as well as monitoring local weather outlets.

- Lightning: Safety concerns for workforce and spectators. Potential impacts to structures

- High winds: Temporary infrastructure stability, event cancellation, signage and impacts to vendor equipment
- Severe Rain/Hail: Localized flooding, impacts to electrical systems, impacts to vendor equipment.
- Extreme Heat: Workforce considerations, water distribution, medical requirements

Should lightning, high winds or other circumstances result in immediate safety concerns, the decision to suspend or cancel events and/or evacuate the field will be made by the Executive Director, in consultation with the Director of Operations, Public Safety Director and Weather Officer. There are three warning levels for severe weather- Advisory, Watch and Warning.

### **Severe Weather Procedures:**

#### **Lightning**

1. Executive Director, and/or designated person, and WO will monitor the storm.
2. If Lightning is detected the checklist For Lightning on Page 17 will be followed.
3. The Executive Director, GTBR Weather Official, and Public Safety Director will assess the storm track and continue to monitor distance of the lightning strikes.
4. If lightning is detected within 10 miles and there is a threat to personnel, the Executive Director or designated person will activate the Shelter Plan. (step 7)
5. An "All-call" will be put out over the radio by the Public Safety Manager to seek shelter and assist those requiring assistance. Volunteers and GTBR Staff may assist personnel as able but need to seek shelter as well.
6. The "Seek Shelter" message will be broadcasted by the PS Manager over the field PA system until the threat is mitigated.
7. SHELTER PLAN
  - a) All persons are asked to seek shelter immediately.
  - b) Rubber wheeled vehicles, Convention Center, and personal vehicles should be utilized as safe shelter.
8. INDOOR LIGHTNING SAFETY
  - a) Stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity.
  - b) Avoid plumbing, including sinks, baths and faucets.
  - c) Stay away from windows and doors and stay off stages or porches.
  - d) Avoid contact with concrete surfaces.

## 9. OUTDOOR LIGHTNING SAFETY

- a) Get off elevated areas
- b) Never lie flat on the ground
- c) Avoid standing water
- d) Avoid objects that conduct electricity (bicycle barricade, metal fencing, etc.)
- e) Never shelter under an isolated tree.

### **High Winds**

1. Meteorologist (WO), and/or designated person, will monitor the storm progress by radio or GTBR weather official.
2. If High winds are forecasted, the checklist for High winds on Page 22 will be followed.
3. The Executive Director, GTBR Weather Official (WO) and Public Safety Officer will assess the storm track and continue to monitor wind speed and direction.
4. If high winds of 25-49 knots are encountered and there is a threat to personnel, the Executive Director or designated person will activate the Shelter Plan. (step 7)
5. An "All-call" will be put out over the radio by the Public Safety Manager to seek shelter and assist those requiring assistance. Volunteers and GTBR Staff may assist personnel as able but need to seek shelter as well.
6. The "Seek Shelter" message will be broadcasted by the PS Manager over the field PA system until the threat is mitigated.
7. SHELTER PLAN
  - a. All persons are asked to seek shelter immediately
  - b. Enclosed rubber wheeled vehicles, Convention Center, public and personal vehicles should be utilized as safe shelter.

### **Severe Rain/Hail without Lightning**

1. Executive Director and/or designated person will monitor storm conditions and forecasts.
2. Moderate Rain/Hail
  - a. Operations unaffected.
3. Heavy to Extreme Rain/Hail
  - a. At the direction of the Executive Director, activate Shelter Plan (see above 7a-7b)
  - b. The Executive Director will determine when it is safe to resume.

## **Structure/Vehicle Fire**

Structural fires include any un-authorized and/or un-controlled fire in temporary or permanent infrastructure or landscaping area.

Structural Fire Procedures:

1. Notify Command Post who will notify LPD who will assume Command of the situation and all other agencies will become support for LPD.
  - Evacuate all persons in immediate danger to a safe location.
  - Help any persons requiring medical assistance.
  - Proceed to a safe area and provide as much detailed, verified information as possible up the chain of command.
2. Individuals in the immediate area of danger must evacuate immediately, they must not be allowed back into the danger zone retrieve personal items until directed so by the AHJ.
3. Public Safety will shut down all moving traffic on site to create clear roadway for first responders
4. Ensure GTBR Media is briefed on incident
5. Complete the Incident Report only after the situation is under control and everyone is safe.

## **Aircraft Related Accidents**

### **Balloon Accident**

The probability is slim, but if an accident involving a hot air balloon occurs, only Sam Parks, Championship Director, will respond to the media. All other personnel should make NO COMMENT except to say there will be a press release by Sam Parks at a designated time.

There are two departments that will investigate all Aircraft Related Incidents at GTBR. The initial response may come for an emergency department within the City however, TSHP will investigate in conjunction with the Federal Aviation Administration. All information related to the incident will be relayed to the Command Post, Safety Officer, Championship Director and the GTBR Executive Director. Public Safety will brief leadership when information on the incident is gathered.

## **Propane Release Intentional/Unintentional**

Under NO circumstances will raw propane be released at balloon field whether it is during, after or between events. If, however there is an unintentional leak, fire or explosion the following checklist will be followed. All information related to the incident will be relayed to the Command Post, Safety Officer, GTBR Personnel and the Championship Director. The Championship Director will brief leadership when information on the incident is gathered.

1. Notify Command Post who will notify LFD and GTBR Safety Officer who will assume Command of the situation and all other agencies will become support for them.
  - Evacuate all persons in immediate danger to a safe location
  - Help any persons requiring medical assistance
  - Proceed to a safe area and provide as much detailed, verified information as possible up the chain of command
  - Public Safety will shut down all moving traffic on site to create clear roadway for first responders

Propane re-fueling is accomplished on the southern edge of the field, far removed from any non-authorized personnel. Only two people per vehicle are allowed in the area; all others are to remain a safe distance when fueling is conducted.

## **Missing and Found Child/Person**

GTBR recognizes the need to provide a location and process for lost/found persons. All lost/found persons will be reported to LPD Lost and Found who then contacts the Command Post. Command Post will work with all assigned agencies to locate the missing person. Those assisting with the search will utilize the field grid to be sure every area is covered.

Factors to consider:

- Location person was found or last seen
- Person's name, sex, age and description.
- Additional information regarding the circumstances of the lost person: custody issues, medical considerations, emotional considerations

Found Person Procedures:

1. All found persons will be taken to the LPD Headquarters (Trailer on site) where no less than 2 uniformed staff members will ensure they are safe and comfortable.
2. Inform the Command Post.
3. Under no circumstances should the name or description of any lost/found person be announced over any public announcement system. The last name of the parent or guardian, if obtained and verified, may be broadcasted, for example:

"Would Mr./Mrs. Jones please report to the GCSO Headquarters near the rodeo arena area. "

4. Once the parent or guardian is located, they will be reunited with the found person at GCSO Headquarters, however, lost persons will not be returned to people until proper identification has been made (i.e. Identification cards, Photos, custody paperwork, etc.)

#### Lost Person Procedures:

##### Search Procedure

1. Notify Command Post.
2. Public Safety personnel will ask anyone accompanying the child if they know where the child may have gone (i.e. were they interested in a particular balloon, were they hungry, etc...) or if there is a way to contact them (cell phone, pre-established meeting place)
3. CP will broadcast an "All Call" over the radio network with last known location and description of the lost individual.
4. Determine if there are any others from the party unaccounted for.
5. Conduct a visual search of the immediate area (always include nearby restrooms) and verify that the LPD Headquarters is not holding the person in question.
6. Once the lost person is found, a PS supervisor or uniformed official will bring the person to the LPD for reuniting with their party.

#### **Threat of Violence**

In the event of violent actions or the threat of violence (armed gunmen, physical altercations, abnormally aggressive behavior, suspicious packages, bomb threat, etc...) do

not engage the combatant(s). Contact the Command Post or nearest Law Enforcement officer. The LPD will be the responding law enforcement division.

### SEE SOMETHING. SAY SOMETHING

Contact Command Post if:

- You are in danger of bodily harm or consider a threat to be imminent
- You become aware of any serious safety concern that may cause security concerns.
- You observe a weapon or are informed of someone on premises in possession of a weapon.
- You are informed of someone's intent to bring harm or damage
- You notice suspicious unattended package
- Someone is being stalked

Threat of Violence Procedures:

1. Get to a safe location
2. Notify the Command Post or law enforcement officer
3. Continue to observe if possible

### **Field Evacuation**

There are many considerations that could necessitate the evacuation of the GTBR site: fire, bomb threat, acts of terrorism, inclement weather, etc. The EMRT will work collectively to access each incident and determine if a partial or full evacuation of the site is necessary.

Site Evacuation Procedures:

1. At the direction of the Public Safety Director, EMRT personnel and Transportation Management will proceed immediately to the Command Post for placement to assist spectators/vendors in getting to the Safe Zone. The Safe Zone will be determined by the threat that is encountered. Public Safety responsibilities will include:
  - a. Clear emergency egress route of any obstructions (shuttle vans, vehicles, picnic tables, etc.)
  - b. Direct evacuees to keep them away from emergency vehicles
  - c. Assist in maintaining steady egress from the site.
  - d. If safe to do so Public Safety personnel will conduct a final search of the site to ensure complete evacuation.

2. Incident Commander informs Transportation Manager to enact Traffic Management Plan.
  - a. All vehicle inbound access is terminated. Only Emergency Vehicles are permitted to access the site
3. Command Post will ensure notifications are broadcast from the public address system:

"Please proceed to the nearest exit. Please remain calm and walk toward the nearest exit."
4. Law Enforcement should be notified immediately of any occupants who are unwilling to evacuate
5. In the event of a full or partial evacuation, the decision to return to the site shall be made by the Executive Director in conjunction with the LPD.



The following codes will be used by the Public Safety Command Post to call out evacuation status/orders to all personnel on the radio network:

CODE GREEN-Normal Operations/No evacuation necessary

CODE YELLOW-Prepare to evacuate the field

CODE RED-Mandatory evacuation of the field

If there is a thunderstorm that contains lightning, the following actions will take place to protect personnel from the hazard. The Shelter plan will be followed (see pg 12 item 7).

- The Director of Public Safety, Executive Director and Weather Officials will track the storm and severity. Once the call is made to seek shelter, the Transportation Manager will direct patrons to seek shelter in POVs and the Convention Center.

If the field is to be evacuated for other reasons such as a terrorist incident, Public Safety personnel will assist the LPD and disperse personnel upwind and away from the hazard.

### **Grid Map Plan (map attached Page 25)**

For response purposes a Grid system has been implemented to further pinpoint locations in which there are not landmarks or clear structures for reference. If a direct location -i.e. "Gate 23" or Entertainment Stage" cannot be obtained, the grid system will be used. Red, Green or Blue with the corresponding number from the map overlay will be used for location for the service call i.e. "Blue 40, Red 71, etc." The Map with the entire field will be used for initial reference then the breakdown for that area will be used for clarity purposes. Each quadrant is 100ftx 100ft. See attached Grid maps.

## Attachments/Checklists

### GTBR SEVERE WEATHER CHECKLIST

Lightning Advisory/Watch/Warning

Advisory	30 miles
Watch	20 miles
Warning	10 miles

- 1) Lightning Advisory/Watch/Warning Valid from:  
\_\_\_\_\_ / \_\_\_\_\_ L to \_\_\_\_\_
- 2) Forecasted Speed and Direction \_\_\_\_\_ / \_\_\_\_\_
- 3) \_\_\_\_\_ Event (Pages 1-3) Inside the fence of the Convention Center Complex
  - a) Advisory (See step 5)
  - b) Watch (See step 6)
  - c) Warning (See step 7)
- 4) Non-Event (Pages 4,5) Outside the fence of the Convention Center Complex
  - a) Advisory (See step 8)
  - b) Watch (See step 9)
  - c) Warning (See step 10)
- 5) Event Advisory- storm with lightning approaching — Director/Asst. Director/Command Post will
  - a) "All Call" on radio "Attention all radios this net, we are currently in a Weather Advisory, current storm with possible lightning is approaching, be alert for hazards, command post out." Command Post will make this announcement every 20 Minutes or when conditions change.  
  
Times: \_\_\_\_\_
  - b) If any injury/ hazard/damage exists dispatch mobile supervisor to take full report.
  - c) Are there any personnel injuries? Yes No  
If injuries are present has LPD & EMS been dispatched?

(1) Name & Nature of the injury:

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(2) Did LPD transport to EMS? Yes No

(3) Did EMS \_\_\_\_Treat\_\_\_\_Transport \_\_\_\_N/A

(4) For all injuries notify the following personnel

(a) Gai Bennett 903-720-5000

(b) Sam Parks 505-503-9091

(c) Jimmy Lawrence LFD EMS 903-431-0432

(d) Chris Farr 903-736-1563

d) Location(s)

(1) Notify Gai Bennett 903-720-5000 Time:\_\_\_\_\_

e) Private party property.

Location(s)\_\_\_\_\_

(1) Notify John Rich 903-720-3616 Time:\_\_\_\_\_

Gai Bennett 903-720-5000 Time:\_\_\_\_\_

\*\*\*\*Note\*\*\*\*

Event is always a "go" unless command post gets cancellation from any of the following. (Check one)

\_\_\_\_\_ Sam Parks \_\_\_\_\_ Gai Bennett

- 6) Event Watch- lightning within 20 miles – Same as Page 10
- 7) Event Warning -lightning within 10 miles- Same as Page 10
- 8) Non-Event Advisory- storm with lightning approaching – Same as Page 10
- 9) Non-Event Watch- lightening within 0 miles – Same as Page 10
- 10) Non-Event Warning- lightning within 10 miles— Same as Page 10

# 11) GTBR SEVERE WEATHER CHECKLIST

WIND Advisory/Watch/Warning

Advisory 15-24 Knots

Watch 24-49 Knots

Warning 50+ Knots

Wind Advisory/Watch/Warning Valid from: \_\_\_\_\_ / \_\_\_\_\_ L to \_\_\_\_\_ / \_\_\_\_\_ L

12) Forecasted wind Speed and Direction \_\_\_\_\_ / \_\_\_\_\_

13) Event (Pages 1-3)

- a) Advisory (See step 5)
- b) Watch (See step 6)
- c) Warning (See step 7)

14) Non-Event (Pages 4,5)

- a) Advisory (See step 8)
- b) Watch (See step 9)
- c) Warning (See step 10)

15) Event Advisory 15-24 Knots- Director/Command Post will

- a) "All Call" on radio "Attention all radios this net, we are currently in a Weather Advisory, current winds are \_\_\_\_ knots, be alert for unsecured items or equipment that can become a hazard, command post out"-Command Post will make this announcement every 20 Minutes or when conditions change.  
Times: \_\_\_\_\_
- b) If any injury/ hazard/damage exists —dispatch mobile supervisor to take full report
- c) Are there any personnel injuries? \_Yes \_No

If injuries are present has LPD been dispatched?

1 Name & nature of  
injury:

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(2) Did LPD transport to EMS? Yes No

(3) Did EMS treat transport?

(4) For all injuries notify the following personnel:

- a) Gai Bennett 903-720-5000
- b) Sam Parks 505-503-9091
- c) Jimmy Lawrence LFD 903-431-0432
- d) Chris Farr 903-736-1563

d) Location(s) \_\_\_\_\_

(l) Notify Gai Bennett 903-720-5000 Time: \_\_\_\_\_ L

e) Private party property. Location(s)

(l) Notify John Rich 903-720-3616 Time: \_\_\_\_\_ L

Gai Bennett 903-720-5000 Time: \_\_\_\_\_

\*\*\*\*Note\*\*\*\*

Event is always a "go" unless command post gets cancellation from any of the  
following. (Check one)

\_\_\_\_\_ Sam Parks \_\_\_\_\_ Gai Bennett

- 16) Event Watch 25-49 Knots- same as page 10
- 17) Event Warning 50+ Knots- same as page 10
- 18) Non-Event Advisory 15-24 Knots- same as page 10
- 19) Non-Event Watch 25-49 Knots- same as page 10
- 20) Non-Event Warning 50+ Knots- same as page 10

## **Attachments**

**Public Safety Incident Action Plan**

**Cross Agency Contact List**